

CED - 727 - Counseling Process and Procedures

2 Graduate Course Change 2020-21

I. General Information

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

TURN ON help text before starting this proposal by clicking  in the top right corner of the heading.

You will need to turn on help text again after any actions that refresh the page including after saving proposals, importing information, or running impact reports.

IMPORT curriculum data from the Catalog by clicking  in the top left corner.

Do not make any changes to any information until the proposal has been launched in Step 4.

Department*

Counselor Education, School Psychology, and Human Services

Prefix*

CED

Number* 727

Long Course Name* Counseling Process and Procedures

FILL IN ONLY fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields. Do not make proposed changes to the information that was imported until after the proposal has been launched in Step 4. Changes will only be tracked after the proposal is launched

Short Course Name* Counseling Skills

Catalog Description*

Students learn the necessary skills to establish counseling relationships, identify relevant counseling issues, and translate their understanding into an action plan for promoting lasting change. Stages of the counseling process identified, practiced, and applied.

Tips for Catalog Description (above)

avoid the use of the words *student*, *course*, and *covers*

incomplete sentences are ok

avoid repeating the course title

(50 words max)

Summary of Proposed Changes*

- Prefix
- Course #
- Name
- Description
- Credits/Grading
- PreReqs/CoReqs
- Instructional Mode
- Other

Effective Term and Year*

Fall 2020

Justification for Course Change:*

Adding prereqs/coreqs to ensure that class is available only to registered/admitted students in the graduate CED program

Run an Impact Report by clicking  in the top left corner and answer below according to the results. Copy and paste the results below:

Degree and/or certificate program(s) impacted by this change (Results of Impact Report)*

MS-Clinical Mental Health Counseling

Med-School Counseling

Substantive changes will necessitate a Program Change form be submitted.

Detail the changes to the program catalog entry required due to this change.*

Restricted to registered/admitted students in the graduate CED program and/or with Department Consent

Will this course be listed as the 'same as' another course?*

Yes No

Are you adding a Service-Learning designation to this course?*

Yes No

If the Service-Learning designation is being added to this course:

A syllabus in Word or PDF format must accompany this form.

Graduate syllabi must meet the minimum criteria as required by the Provost's office (See Semester Memo under Executive Vice President and Provost Policies and Forms www.unlv.edu/policies). Graduate courses that are linked to undergraduate courses (300/500 and 400/600 level joint courses) must clearly state in the syllabus how the class experience and expectations are different for graduate students, what additional requirements students enrolled in the graduate level course must fulfill, and how the grading scale will be applied to graduate students.

Please attach a current syllabus by navigating to the Proposal Toolbox and clicking  in the top right corner.

Information about Service-Learning is available [here](#). Faculty can visit the [faculty Service-Learning page](#) as well as the [UNLV Guide for Service Learning](#) for additional information.

If adding Service-Learning designation, syllabus is attached

Attached

II. Course Change Information

Please review all sections below and make necessary changes after you launch the proposal.

Credit change

Fixed/Variable Credits Fixed Variable

If fixed, enter number of credits. If variable, enter minimum and maximum credits (E.g., 1-3)

Number of Credits 3

Course is Repeatable Yes No

If yes, the maximum number of credits that may be earned is

Grading Change

Grading System Letter Grade

Does this course have any non-credit components? Yes No

- If yes, indicate component(s)
- Clinical
 - Discussion
 - Field Studies
 - Independent Study
 - Internship
 - Laboratory
 - Lecture
 - Practicum
 - Research
 - Seminar
 - Supervision
 - Thesis Research

Requisite Change

(if any) - Graduate standing is the default prerequisite for all graduate-level courses.

Prerequisites Restricted to registered/admitted students in the graduate CED program and/or with Department Consent

Corequisites Restricted to registered/admitted students in the graduate CED program and/or with Department Consent

- Instructional Modes**
- In Person Supplemental Web
 - Field Study
 - Hybrid
 - Independent Study
 - Television
 - Web-based
 - Web-based w/ on/off campus meeting

III. Evaluation of Library Resources

Indicate library resources that will be needed as a result of changes to this course (if applicable)

Will this course change require changes to library resources? * Yes No


Core Journals


Core Books

Electronic Resources

4. LAUNCH proposal by clicking  in the top left corner.

5. After launching the proposal, make all changes and fill in all additional fields.

6. Finish the launch of your proposal by clicking the icon  located in the Proposal Toolbox on left side at top. Make your decision, comment is optional, and click on "Make decision".

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

This section is completed by the librarian

**Level of support the
Library can provide**

Library Comments


IV. Department Vote Information

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

(The role has been assigned to the corresponding person on this step. If incorrect, please notify GradCurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.

2. Fill in vote information.

3. Then go to the proposal toolbox at the top right side. Click on  and select the corresponding decision for the committee. This will enable the proposal to go to the next person on the workflow.

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

**Date faculty voted
on proposal** 12/6/19


Result of vote Ayes: 14 Nays: 0
**(Number of yes/no
/abstention votes)**

Manner of vote in person - dept mtg
(online, in-person,
etc.)

V. Unit Vote Information

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

(The role has been assigned to the corresponding person on this step. If incorrect, please notify GradCurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information.
3. Then go to the proposal toolbox at the top right side. Click on  and select the corresponding decision for the committee. This will enable the proposal to go to the next person on the workflow.

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

Date faculty voted on proposal 3/3/2020

Result of vote 7-0
(Number of yes/no
/abstention votes)

Manner of vote online
(online, in-person,
etc.)

VII. Processing Notes (Graduate College/Registrar Use Only)

PS Processing Notes

PS Processing Date

Initials

Aalog Processing Notes

Aalog Processing Date

Initials

Comments for CED - 727 - Counseling Process and Procedures

Curriculog	4/22/2020 1:10 pm Reply
James Navalta has approved this proposal on behalf of Graduate Course Review Committee. See Graduate Course Review Committee 04-15-2020 for more information.	
Curriculog	4/1/2020 4:21 pm Reply
Tracy Spies has approved this proposal on School/College Associate Dean for Graduate Studies/ Dean.	
Lisa Bendixen	3/26/2020 4:53 pm Reply
Unanimous approval - 8/8 WebEx meeting	
Curriculog	3/26/2020 4:53 pm Reply
Lisa Bendixen has approved this proposal on School/College Committee.	
Curriculog	3/3/2020 1:41 pm Reply
CSH Chair has approved this proposal on Department Chair.	
Curriculog	2/12/2020 9:23 am Reply
School Psychology Graduate Coordinator has approved this proposal on Graduate Coordinator.	
Curriculog	2/10/2020 7:39 am Reply
Mental Health Graduate Coordinator has approved this proposal on Graduate Coordinator.	
Curriculog	2/5/2020 11:15 am Reply
Graduate Curriculum has approved this proposal on Technical Review.	
Curriculog	2/3/2020 7:34 pm Reply
Jared Lau has approved this proposal on Originator.	
Curriculog	2/3/2020 5:42 pm Reply
Jared Lau has launched this proposal.	