

Northern Wyoming Community College District

Sheridan College
3059 Coffeen Avenue
Sheridan, Wyoming 82801

Gillette College
300 West Sinclair Street
Gillette, Wyoming 82718

Curriculum and Standards Committee

NEW COURSE FORM

A.	<i>Initiator</i>	Tracie Pollard	
B.	<i>Date of Submission</i>	2-1-16	
C.	<i>Course Prefix and Number</i>	EDCI 1005	
		<i>Confirmed correct course number and name with registrar.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
D.	<i>Course Title</i>	Effective Substitute Teaching	
E.	<i>Proposed Total Number of Credits</i>	2	
F.	<i>Proposed Grading Criteria</i>	<input checked="" type="checkbox"/> Letter	<input type="checkbox"/> S/U
G.	<i>Proposed Course Format: Indicate total number of minutes in appropriate box at far right</i>	<i>LECTURE: minimum of 750 minutes per credit hour</i>	1500 min
		<i>Traditional LABORATORY class: minimum of 1500 minutes per credit hour</i>	
		<i>LECTURE/LAB: minimum of 1125 minutes per credit hour</i>	
		<i>OTHER: State format and contact minutes (see Policy Manual 6010.4 for description of formats)</i>	
H.	<i>Indicate the need this course fulfills</i>	Johnson County would like to provide quality substitutes when teachers are gone. This course prepares substitutes to conduct classroom procedures in a professional manner without comprising students' learning.	
I.	<i>Proposed Course Fee if applicable or enter "N/A"</i>	N/A	
J.	<i>What semester will the course be offered?</i>	Fall	
K.	<i>Proposed maximum class size & justification if size differs (standard class capacity is 30)</i>	30	
L.	<i>If this new course creates a change in a program, Program Revision forms for the affected programs must be submitted at the same time.</i>	N/A	
M.	<i>If this course is required in a program, List the Program Outcome(s) addressed. If the course is not required in any Program, list the Core Ability and Indicator(s) that the course meets.</i>	A. Think Critically 1. Apply logical reasoning to develop conclusions.	
N.	<i>Brief narrative of those WITHIN the district with whom you discussed</i>	Education Faculty, Education Area Coordinator, Director of Sheridan College at Johnson County, and Dean of Arts,	

	<i>this proposal and their responses (i.e., faculty, division chair)</i>	Humanities, and Social Sciences have all been involved in approving the course.
O.	<i>Brief narrative of those OUTSIDE the district with whom you discussed this proposal and their responses (i.e., faculty @ other institutions, business, industry)</i>	<p>Johnson County School District approached the Education department several semesters ago about teaching a substitute teaching course. They wanted the course taught in Johnson County in an effort to prepare substitutes for Johnson County Schools' curriculum. The course was run as a topics course for the past two semesters and now needs to be an official course. This course will not be required in the Education program and is specific to Johnson County participants.</p> <p>Additional Note from Derek Andrews as to why the class needs to be a credit course:</p> <p>I visited with the instructor Jill Mills yesterday and got her updates after she taught the class for the 2nd time. She reported another 100% completion from the 5 students who were enrolled. One student like the first class was from Sheridan. She stated that one student who was not an education major needed 2 credits to be full time so she decided to take the class. After taking this class she has decided on becoming an education major. She would not have taken the class if credits were not attached and several students stated that having it as a credit class through the college gives it credibility for the students. This class also provides PTSB credits. JCSD #1 was having problems getting a quality pool of substitutes and after 2 classes provided by SCJC feel that there is already a better quality in new substitutes for the district.</p>
P.	<i>Include COMMON COURSE SYLLABUS with this New Course Form</i>	

Academic Honesty Statement

Students are expected to maintain the highest standards of academic honesty and integrity. Academic honesty means performing all academic work without lying, cheating, deceit, plagiarism, misrepresentation, or unfairly gaining advantage over any other student. Violations of academic honesty are in violation of District standards for student conduct and shall result in disciplinary action.

Attendance Policy

Regular attendance is expected of all students attending NWCCD so they may fully benefit from the educational experience. Students receiving financial aid must regularly attend class and actively participate in their coursework in order to earn their aid. Students failing to do so may be held liable for returning financial aid funds. Visit the Office of Financial Aid Services for more information.

Disability Statement

Students with disabilities who believe they may need accommodations in this class must contact the disabilities services coordinator on their campus as soon as possible to request such accommodations.

NEW COURSE FORM Signatures and Dates	
Course Prefix, Number, & Title	EDCI 1005 Effective Substitute Teaching

	<i>Signature</i>	<i>Date</i>
<i>Initiator</i>	Tracie Pollard	2-1-16
<i>Dept. Faculty Member Originating Campus</i>	Tracie Pollard	2/1/2016
<i>Dept. Faculty Member Non-Originating Campus</i>	Scott Engel	2/2/2016
<i>Director/Area Coordinator</i>	Tracie Pollard	2/1/2016
<i>Dean of Involved Area</i>	Mercedes Aguirre Batty, PhD	2/2/2016
<i>Curriculum & Standards Recorder*</i> <i>*Signifies Committee approval</i>	Misty Bateman	2/19/2016
<i>Registrar</i>	Sharon Elwood	2/23/2016
<i>Vice President of Academic Affairs</i>	<i>Richard Hall</i>	2/24/2016

Note: Please send final copy to initiator and involved Dean.

Records Office Use Only

Colleague Updated ~ Date	UW ~ Date
Online Catalog Updated ~ Date	WCCC ~ Date