





SLIB - 670 - Administration of School Libraries

2020-2021 Course Form: Graduate

General Catalog Information

** Read before you begin **

1. TURN ON help text before starting this proposal by clicking  in the top right corner of the heading.
2. IF changing an existing course, IMPORT curriculum data from the Catalog by clicking  in the top left corner. IF this is a new course, you don't have to import anything.
3. DO NOT type any changes before launching the proposal. Required fields are marked with an *. The form cannot be launched without filling those in.
4. If changes will occur in a required field, launch the proposal with existing attributes -- in other words, proposed changes should not be made prior to launching the proposal. If the required field will be empty, type a period in the field prior to launch.
5. LAUNCH proposal by clicking  in the top left corner. DO NOT make proposed changes before launching proposal. Changes will only be tracked after proposal is launched.
6. GO TO discussion  in the right panel, and change "Show current" to "Show current with markup" to track changes.
7. MAKE CHANGES to the proposal so they can be tracked. Attach any needed documents and approve the proposal to go to the next step.

Catalog Year of Implementation *


2020-2021

2020-2021

Hierarchy Owner *

Department of Education and Counseling

Department of Education and Counseling

Attach a proposed syllabus in the format specified by the FPPM by navigating to the Proposal Toolbox and clicking  in the top right corner. The course description on the syllabus must

match the proposed description in this form.

COURSE INFORMATION

Are you proposing:* <input type="radio"/> New Course <input checked="" type="radio"/> Course Change	
Prefix* <input type="text" value="SLIB"/> <input type="text" value="SLIB"/>	Course No.* 670
Name* Administration of School Libraries	
Course Description*	Management of the school library including planning, developing, and evaluating programs, facilities, personnel, and budgets; professional ethics; leadership and advocacy for school library programs, resources, and services.
Total Credits* 3 2 credits	
If this is a course change, are total credits changing?* <input checked="" type="radio"/> Yes <input type="radio"/> No	
If total credits are changing, provide a justification and attach a syllabus related to the new credit hours.	Course changes are being put forth in order to make it easier to track how we are in compliance with SACS off-site requirements.
If this is a Topics Course, may the course be repeated when topics change?* <input type="radio"/> Yes <input checked="" type="radio"/> No	
If yes, list total number of times course may be taken in this way.	

Prerequisite(s): Completion of at least 15 SLIB credit hours or permission of instructor


Corequisite(s): **SLIB 671**

Prerequisite(s) / corequisite(s):

If this is a course change, is it a course removal? Delete Course Submit Course to Storage (deleted after five years)

REQUIRED FOR MAJOR OR CONCENTRATION

IF this is course change: Run an Impact Report by clicking  in the top left corner and answer below according to the results.

For all proposals: notify the appropriate department chairs by requesting a custom route. To do so: navigate to the Proposal Toolbox and select Custom Route under the Decisions icon (). Once you make your decision the system will allow you to set up the requested ad-hoc step. The name of the route should be: Department Chair Notification. The participants should be the relevant affected department chairs. You can also select rules, decisions, and

deadlines/reminders.

A System Administrator will need to review and approve your request before it can proceed.

Do other majors or concentrations require the course?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
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List all majors and/or concentrations that require the course.	School Librarianship
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Is this course required exclusively by students seeking teaching licensure?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
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RATIONALE FOR PROPOSED CHANGES

Enter the rationale for (changes to) the course.*	Course changes are being put forth in order to make it easier to track how we are in compliance with SACS off-site requirements.
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RESOURCE ASSESSMENT

How frequently do you anticipate offering this course? *	n/a
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Describe anticipated change in staffing for the course:


Estimate and itemize the cost of new equipment, library resources, and/or technology related to this proposal.

Will a new or changed course fee be assessed? Yes No

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If yes, the Fee Recommendation Worksheet must accompany this form. See the Budget Office forms page at <http://solomon.longwood.edu/offices--departments/budget-office/forms--documents/> .

ATTACHMENT LIST

Please attach any required files by navigating to the Proposal Toolbox and clicking  in the top right corner.

Attach* Proposed syllabus in the format specified by the FPPM

Attach Existing syllabus (if a course change)

Attach Fee Recommendation Worksheet

All curriculum proposals/changes are processed in the date order received.

Course changes intended to go into effect for the following summer or fall must reach EPC by

November 1. All other curriculum proposals to be implemented in the following summer or fall (including program changes and new courses) must reach EPC by December 15.

Curriculum proposals intended to go into effect the following intersession or spring, and proposals related to academic policy must reach EPC by March 1.

Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.

For the Curriculum Development Handbook, see <http://blogs.longwood.edu/curriculum/>.

REGISTRAR ONLY

Course OID	10998
Course Type	School Librarianship
Status	<input checked="" type="radio"/> Active-Visible <input type="radio"/> Inactive-Hidden