

Administrative Change Request Form

Administrative Information

1. **Institution** – Texas State University-San Marcos

2. **Description**

Change the name of the existing Department of Educational Administration and Psychological Services to the Department of Counseling, Leadership, Adult Education, and School Psychology.

3. **Reason for Change**

The name of the department has to be changed due to the change in the name of the Educational Administration program to Educational Leadership. The faculty of the department went through an 18-month process to determine a new name and ultimately voted for this choice overwhelmingly. This is the name that most closely fits our many and disparate programs for several reasons.

First, the departmental name should include School Psychology and Counseling overtly and directly. Stringent accreditation standards in those two fields almost demand that the department name include the field. In effect, we need to include all our program names or none. The current name barely qualifies for School Psychology and causes issues for Professional Counseling. The new name is a strong improvement in this area.

Second, the proposed name captures all of our programs unambiguously in such a way that students searching for particular fields will have far less trouble finding us. Also, we will have a name that corresponds with the appellations desired by the several programs. We seek to describe ourselves directly and stop looking for umbrella terms because they happen to be shorter.

Third, other units around the nation have used the model of listing the programs in the department: Clemson University (Leadership, Counselor Education, Human and Organizational Development), Texas A&M University (Educational Administration and Human Resource Development), Auburn University (Educational Foundations, Leadership and Technology), Louisiana State University (Educational Leadership, Research, and Counseling), University of Florida (Educational Leadership, Policy and Foundations), and University of Louisville (Leadership, Foundations, & Human Resource Education), to name a few. If no department with our specific constellation of programs has done so, it is because, as nearly as we can ascertain, there is no such department in the United States.

4. **Program Inventory** – Show how the change would appear on the Coordinating Board's Program Inventory. Include all degree programs and corresponding Texas CIP codes affected by the change but do not include proposed administrative unit codes for the new academic unit(s). Board staff will assign the new administrative unit codes.

College of Education		
Department of Counseling, Leadership, Adult Education, and School Psychology		
Education-School Improvement	PHD	13.0401.00
Education-Adult, Professional and Community Education	PHD	13.0403.00
School Psychology	SSP	42.1701.00
Educational Leadership	MA & MED	13.0401.00
Developmental and Adult Education	MA	13.1201.00
Professional Counseling	MA	42.0601.00
Counseling and Guidance	MED	13.1101.00

5. Proposed Implementation Date – Report the date that the change would go into effect.

Spring 2010

6. Contact Person – Provide contact information for the person who can answer specific questions about the administrative change.

Name: Stan Carpenter
 Title: Professor and Chair, EAPS Dept.
 Email: stanc@txstate.edu
 Telephone 512-245-8851

I. Impact

A. Role and Mission – Describe how the change would affect the role and mission of the institution.

There will be no change to the university's role and mission due to this name change request.

B. Program Support and Development

1. Describe how the change would affect existing degree programs and plans for new degree programs.

No change is anticipated because of this name change request.

2. Indicate how many students and faculty there would be in the proposed administrative unit, by level and by degree program.

No change in students or faculty is anticipated because of this name change request.

Current student enrollments as of spring 2009 are:	
Education-School Improvement, PHD	51
Education-Adult, Professional and Community Education, PHD	59
School Psychology, SSP	58
Educational Leadership, MA & MED	159
Developmental and Adult Education, MA	22
Professional Counseling, MA	181
Counseling and Guidance, MED	106

There are currently 39 faculty teaching in the above programs.

- 3. Describe how the proposed administrative unit would compare to existing administrative units at the same level (e.g., department, college, school, etc.) in terms of cost and number of students and faculty supported.**

No new unit is proposed.

C. Accreditation – Explain how the change would affect accreditation or re-accreditation.

Re-accreditation would be facilitated for both the Professional Counseling and the School Psychology programs because the new name would overtly mention them.

- D. Resources – Describe how the change would affect resources (e.g., number of employees, salaries of key administrators and faculty, the course inventory, facilities, and equipment) for the next five years.**

There will be no change to the existing budget, course inventory, facilities, or equipment for the unit.

II. Costs and Funding

Five-year Costs and Funding Sources – Use this table to show five-year costs and sources of funding for the change. (New five-year costs that equal or exceed \$2 million must be approved by the Coordinating Board at one of its quarterly meetings.)

- 1. Report costs for new administrative positions and new support staff. For new faculty, prorate individual salaries as a percentage of the time assigned to administer the new academic unit and any new programs under that unit. If existing faculty and support staff will be reassigned to administer the academic unit, include personnel costs necessary to maintain existing administrative efforts and existing programs. (e.g., costs of adjuncts to cover courses previously taught by faculty who would now administer a new academic unit.)**

No new faculty or staff costs and no reassignments are proposed.

2. Report other administrative costs here (e.g., new accreditation costs, travel directly related to administrative unit.)

The only administrative costs that seem necessary are related to printing new letterhead and business cards, which will be minor and handled with normal M&O monies.

3. If existing funding would be used to support the new administrative unit, indicate the funding sources and how the reallocation of funds would affect existing administrative units and programs.

No new unit is proposed.

4. Not generally applicable to administrative change requests. Show formula funding for students new to the institution in tables of costs and funding for new degree programs.

N/A

5. Report other sources of funding such as debt service, gifts, in-hand grants, and likely future grants that would directly support the new administrative unit.

No new unit is proposed.

Signature Page

Department of Counseling, Leadership, Adult Education and School Psychology

1. Adequacy of Funding – The chief executive officer shall sign the following statement:

I certify that the institution has adequate funds to complete the administrative change and to support any new or reorganized academic unit(s). Furthermore, the change will not reduce the effectiveness or quality of existing programs, departments, schools, or colleges.

Chief Executive Officer

Date

2. Board of Regents Approval – A member of the Board of Regents or designee shall sign the following statement:

On behalf of the Board of Regents, I certify that the Board of Regents has approved the administrative unit.

Board of Regents (or Designee)

Date