

PROGRAM PROPOSAL FORM

- ☐ **Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.
- ☐ **Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

Program Name: Division and Department: Type of Award: Effective Year (new programs are always effective in the Fall term): Initiator:	<u>Education Paraprofessional Certificate</u> <u>ATP/Public Service Careers</u> <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS <input checked="" type="checkbox"/> Cert. <input type="checkbox"/> Adv. Cert. <input type="checkbox"/> Post-Assoc. Cert. <input type="checkbox"/> Cert. of Comp. <u>Fall 2025</u> <u>Mary Mullalond</u>	Program Code: <u>CTEDPP</u> CIP Code: <u>13.1501</u>
Program Features Program's purpose and its goals. Criteria for entry into the program, along with projected enrollment figures. Connection to other WCC programs, as well as accrediting agencies or professional organizations. Special features of the program.	<p>This program prepares students for immediate employment as a paraprofessional in Pre-Kindergarten – 12th grade (PK-12) classrooms or to work with school-age children in before or aftercare programs.</p> <p>Students who want to earn an Elementary Education Transfer degree may apply the total hours of this certificate program towards that degree. Requirements may vary among colleges so students should meet with elementary education advisors early in their studies.</p> <p>Students who earn their Michigan Youth Development Associate (MI-YDA) credential through the State of Michigan can submit their current MI-YDA as credit for prior learning, and may earn up to 10 credits, for 3 of the courses in this certificate.</p> <p>Based on enrollment in the Elementary Education (AAELEM) program, it is anticipated that 35 students will earn this certificate each year.</p>	
Need Need for the program with evidence to support the stated need.	<p>As we build partnerships with Career and Technical Education (CTE) programs in county high schools to “grow their own” future teachers, those schools have expressed interest in a certificate program that high school students can complete, to both build towards an eventual teaching certificate, and also provide them with the skills to be excellent paraprofessionals in their schools.</p> <p>According to the U.S. Bureau of Labor Statistics' (BLS) Occupational Outlook Handbook, Teacher Assistant/Paraprofessionals job outlook is “projected to decline 1 percent from 2023 to 2033. Despite declining employment, about 161,900 openings for teacher assistants are projected each year, on average, over the decade. All of those openings are expected to result from the need to replace workers who transfer to other occupations or exit the labor force, such as to retire.”</p> <p>Currently in Michigan, and in Washtenaw County, paraprofessionals are consistently in demand across all school districts.</p>	

<p>Curriculum</p> <p>List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.</p> <p>Associate degree programs must provide a semester by semester program layout.</p>	<p>Courses (16-17 Total credits)</p> <ul style="list-style-type: none"> • EDU 104 Introduction to Teaching in a Diverse Society (3 credits) • PSY 220 Human Development & Learning (4 credits) or ECD 101 Child Development (3 credits)* • MTH 148 Math for Elementary Teachers I (4 credits) • ENG 240 Children's Literature (3 credits) • PSY 251 Education of Exceptional Children (3 credits) or ECD 240 Education of the Young Child with Exceptionalities (3 credits)* <p>*Students wishing to take ECD 240 need to take its prerequisite, ECD 101, first.</p>																							
<p>Budget</p> <p>Specify program costs in the following areas, per academic year:</p> <p><i>This faculty position was already budgeted in the general fund * Could be duplicated ^{into} programs</i></p>	<table border="1"> <thead> <tr> <th></th> <th>START-UP COSTS</th> <th>ONGOING COSTS</th> </tr> </thead> <tbody> <tr> <td>Faculty</td> <td>\$.</td> <td>\$ 45,000</td> </tr> <tr> <td>Training/Travel</td> <td>.</td> <td>Ø.</td> </tr> <tr> <td>Materials/Resources</td> <td>.</td> <td>Ø</td> </tr> <tr> <td>Facilities/Equipment</td> <td>.</td> <td>Ø.</td> </tr> <tr> <td>Other</td> <td>.</td> <td>Ø.</td> </tr> <tr> <td>TOTALS:</td> <td>\$.</td> <td>\$ 45,000</td> </tr> </tbody> </table>		START-UP COSTS	ONGOING COSTS	Faculty	\$.	\$ 45,000	Training/Travel	.	Ø.	Materials/Resources	.	Ø	Facilities/Equipment	.	Ø.	Other	.	Ø.	TOTALS:	\$.	\$ 45,000		
	START-UP COSTS	ONGOING COSTS																						
Faculty	\$.	\$ 45,000																						
Training/Travel	.	Ø.																						
Materials/Resources	.	Ø																						
Facilities/Equipment	.	Ø.																						
Other	.	Ø.																						
TOTALS:	\$.	\$ 45,000																						
<p>Program Description for Catalog and Web site</p>	<p>This program prepares students for immediate employment as a paraprofessional in PK-12 classrooms or to work with school-age children in before or aftercare programs. Special education, math, and literacy teaching practices are emphasized. Students who want to earn an Elementary Education Transfer degree may apply the total hours of this certificate program towards that degree. Requirements may vary among colleges so students should meet with elementary education advisors early in their studies.</p>																							
<p>Program Information</p>	<p>Accreditation/Licensure -</p> <p>Advisors – Niki Lee & Jan Militello</p> <p>Advisory Committee -</p> <p>Admission requirements -</p> <p>Articulation agreements -</p> <p>Continuing eligibility requirements -</p>																							

Assessment plan:

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/other populations	Number students to be assessed
1. Analyze practices in education through field experience and coursework.	Departmentally-developed rubric	Every 3 years	EDU 104	ALL
2. Design and implement literacy activities that incorporate literacy learning, culturally responsive teaching, and critical thinking development.	Departmentally-developed rubric	Every 3 years	ENG 240	ALL
3. Complete a minimum of 30 hours of Teaching Clinical Experience.	Teaching Clinical Experience Logs	Every 3 years	EDU 104	ALL

Scoring and analysis plan:

- Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, external evaluation, other). Attach the rubric.
 - Outcome 1 and 2: EDU 104 & ENG 240 Rubric

Student work	0 No Evidence	25 Below Mastery	50 Near Mastery	75 Mastery	100 Exceeds Mastery
1. Analyze practices in education through field experience and coursework.					
2. Design and implement literacy activities that incorporate literacy learning, culturally responsive teaching, and critical thinking development					

- Outcome 3: EDU 104 & ENG 201 Student's Teaching Clinical Experience Logs

- Indicate the standard of success to be used for this assessment.

- Outcome 1: 70% of students will score 75% or higher.
- Outcome 2: 70% of students will score 75% or higher.
- Outcome 3: 70% of students will log a minimum of 30 Teaching Clinical Experience hours.

3. Indicate who will score and analyze the data.
PK-12 Education Program Coordinator

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Beth Marshall	<i>Beth Marshall</i>	10/31/2024
Dean	Eva Samulski	<i>Eva Samulski</i>	11/06/2024
Please return completed form to the Office of Curriculum and Assessment (SC 257) or by email to curriculum.assessment@wccnet.edu. Once reviewed by the appropriate faculty committees, we will secure the signature of the VPI and President.			
Curriculum Committee Chair	Randy Van Wagnen	R Van Wagnen	2/28/25
Assessment Committee Chair	Jessica Hale	<i>J Hale</i>	3/7/25
Executive Vice President for Instruction <input type="checkbox"/> Approved for Development <input checked="" type="checkbox"/> Final Approval	Dr. Brandon Tucker	<i>Brandon Tucker</i>	3/18/25
President	Dr. Rose B. Bellanca	<i>Rose B. Bellanca</i>	3/26/25
Board Approval			4/22/25