



ACADEMIC ALERT #2008-01

DATE: January 2008

DECISION: College of Arts and Sciences (CAS)

**Teaching and Learning in Community Colleges
Admission Requirements**

**Supplements Academic Alert #2007-19:
Addition of Teaching and Learning in Community Colleges Certificate
To Adult Continuing and Literacy Education (ACLE) Department**

Rationale

Since issuing Academic Alert #2007-19, ACLE faculty determined that there needed to be specific admission criteria for this certificate.

Senate Academic Planning Committee Approval: January 17, 2008

Faculty Senate Approval: Point of Information; Not Required

Provost Approval: Point of Information; Not Required

Program Authorizations: Programs in ACLE are authorized to be offered in the following Illinois Regions: Chicago; North Suburban; West Suburban; and South Metropolitan.

IMPLEMENTATION DATE: Fall Term 2008

CONTACTS: Linda Sweeney, Faculty, Developmental Studies, (312) 261-3081; lsweeney@nl.edu
Rebecca Lake, Faculty, CCL Doctoral Program, (312) 261-3534; Rebecca.Lake@nl.edu

SIGNATURE

**Carol R. Melnick, Ph.D.
Vice Provost**

Admission Requirements

Admission Process

Applicants to the ACLE Certificate Programs are required to hold a master's degree from an accredited institution and meet the same admission requirements as the ACLE M.Ed. Program. Additionally, applicants for the Teaching and Learning in Community Colleges Certificate must submit one letter of recommendation from an appropriate supervisor at the community college in which they are employed; the letter must confirm the subject matter the applicant is teaching. The supervisor may be one of the persons on the required list of three academic or professional references.

The Teaching and Learning in Community College courses are also offered as professional development workshops for community college faculty which will be administered through the ACLE Department as continuing education (non-academic credit).

Course Requirements: Teaching and Learning in Community Colleges 13 SH

This certificate is intended for all faculty, faculty supervisors, and instructional leaders in community colleges regardless of their specific disciplines or fields of specialization. The program is cohort-based with a blended format combining face-to-face and online instruction.

The course sequence is:

ACL505 Introduction to Teaching in a College Setting 1

ACL503 Adult Development and Learning 3

ACL532 Technology for Higher Education 3

ACL510 Instructional Communications 3

ACL516 Program Planning and Administration 3

Implementation

All changes need to be entered in Banner and CAPP.

Marketing materials need to be developed that include the changes in the alert.

The new catalog copy will be written and submitted to the Vice Provost and Assistant Registrar for Schedules and Catalogs to ensure that catalog copy is prepared and ready for the next catalog, 2008-2009.