

NEW PROPOSAL TEMPLATE for a Gainful Employment Program

Gainful Employment Electronic Announcement #5 dated June 1, 2011 and posted on www.ifap.ed.gov explains the process for institutional notification to the Department of new educational programs that prepare students for gainful employment in a recognized occupation (GE Programs). An institution’s notification to the Department of its intent to offer a new GE Program must include information to support the institution’s determination of the need for the program, as required by the regulations at 34 CFR 600.20(d)(2). *Institutions must wait for the Department of Education to approve programs for Title IV eligibility before disbursing Title IV funds and proposals must be submitted to the Department of Education 90 days before the first day of class begins for the program.*

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| 1. Institution Name:
 | University of Colorado Colorado Springs |
| 1. OPEID:
 | 004509 |
| 1. Proposed Program Name:
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| 1. Contact Person:
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| 1. Department Chair:
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| 1. Website URL for program:
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| 1. Narrative description of how the institution determined the need for the program. Describe what need this program will address and how the institution became aware of that need. If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative.
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|  This certificate prepares teachers at all levels to use technology to enhance their teaching methodologies and reach the next generation of learners, who expect to learn using technology. The program consists of 12 credit hours, all of which are offered online. All 4 courses and will transfer into our Online Master's Degree in Curriculum and Instruction.Participants will have the opportunity to learn:• Lesson planning and instructional design• How to evaluate web-based educational resources• How to incorporate the internet into the K-12 curriculum• How to design lessons involving web-based resources• How to develop interactive multimedia lessons |
| 1. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used, and/or if State, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers.
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| The certificate consists of a four semester sequence of courses, designed to help teachers expand their knowledge base in technology instruction of K-12 learners. The content of all courses is aligned with the guidelines for the professional preparation of all teachers as defined in standards identified for teachers by the Colorado Department of Education and the Conceptual Framework of the College of Education at University of Colorado Colorado Springs. |
| 1. Narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program.
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| N/A |
| 1. Was the program reviewed or approved by:
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| 1. Narrative description of how the program was reviewed or approved by, or developed in conjunction with, the entities selected in #8. For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. The institution must retain, for review and submission to the Department upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.
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| The courses in the Certificate in Instructional Technology are part of the Master of Arts in Curriculum & Instruction Program with the sub-plan of Instructional Technology. The program was originally developed for online delivery only and as a response to the No Child Left Behind mandate for highliy qualified teachers. Since program design, development, and implementation, the program has become a sustainable program in the department. All documentation supporting the initial development are located in the Assistant Dean's office. |
| 1. What is the first day the program will be offered to students?
 | 1/17/2012 |
| 1. When do you intend to begin disbursing Title IV funds to students?
 | 1/17/2012 |
| 1. Please list all admission criteria:
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| Graduate School application, In-State tuition form, career goal statement, 3 recommendations, $60.00 application fee, 2 sealed transcripts each institution attended, an unofficial copy of teaching license and a resume. All students are interviewed by the Curriculum and Instruction faculty advisor for Instructional Technology before the application is submitted. This enables course planning with the student and an understanding that the credits may be applied to the MA Program in C & I.     |
| 1. List the UCCS courses required to complete the program:
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| Certificate requirements: 12 credits; 3 credits each course- CURR 5170-3 Introduction to Technology in Education- CURR 5171-3 K-12 Web-based Educational Resources- CURR 5172-3 Multimedia Development for K-12 Educators- CURR 5120-3 Instructional Technology Project |
| 1. Describe how you will determine the on-time completion rate, job placement rate, and median loan debt in order to disclose the information on your departmental website.
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| Our department in COE will work with Institutional Research to review completion rate, job placement rates reports and the Financial aid department for reports on the median loan debt for this program. |
| 1. Estimate the cost of the program:
 | Per Term: Annual: |
| Tuition and fees |    |
| Room and board |   |
| Books and supplies |   |
| 1. Select the *primary* occupational group for which the Gainful Employment Program will train the student.
 | Education, Training, and Library |
| 1. Refer to the [Standard Occupational Classifications](http://www.bls.gov/soc/major_groups.htm) and list all six-digit codes that reflect occupations in which the graduates of the proposed program will be trained for employment.
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| 1. Have you read the Gainful Employment regulations as posted at <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html> and are you aware that failure to comply and failure to meet “gainfulness” could make your program ineligible for Title IV financial aid on an annual basis?
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| THE REMAINING FIELDS ARE TO BE COMPLETED BY THE UCCS GAINFUL EMPLOYMENT COMMITTEE |
| CIP Code: |  | Plan Code: |  |
| Career Code: |  | Subplan Code: |  |
| Program Code: |  | Date Reviewed: |  |
| TO SUBMIT, PLEASE EMAIL THIS FORM TO: INSTITUTIONAL RESEARCH (rmarschk@uccs.edu) & FINANCIAL AID COMPLIANCE (asutz@uccs.edu).  |