

EDUCATION WORKSHOP TASK FORCE GUIDELINES FOR THE APPROVAL AND RE-APPROVAL OF ED WORKSHOPS

Educational workshops at Millersville University are intended for practicing educators. They are a form of instruction specifically designed to respond to the immediate and often rapidly changing needs of teachers, administrators, school districts, and intermediate units. The content of educational workshops focuses on continual instructional concerns, on newer emphases in education, and on hands-on practical experience.

A. Proposal of ED Workshops

1. Proposals must be in a standard format and should include the following: (workshop proposal checklist at end of document)
 - Course approval cover sheet
 - Descriptive title
 - Catalog description (complete yet concise)
 - Identification of intended audience
 - Course credits and prerequisites, include the workshop time commitment of 37.5 hours (see B-1, B-3, B-5)
 - Rationale
 - Enrollment limits (see B-6)
 - Course objectives must be clearly stated.
 - Descriptive of an appropriate learning outcome
 - Stated in observable and measurable terms
 - Stated in "the student will be able to. . ." format
 - Demonstrate alignment of workshop content with the advanced outcomes of the conceptual framework.
 - Outline of course content, up to 2 levels of specificity (not daily schedule)
 - Course requirements and evaluations (see B-4 & B-8)
 - Textbook(s) if applicable
 - Resources - include outside resources such as guest lecturers, films, field trips, etc. (It is not necessary to name specific lecturers or films, merely list that they are being used and the nature of their use.)
 - References
 - Sample of pre-workshop letter to participants (see B-7)
 - Evidence of comprehension of substantive conceptual or methodological information
 - Evidence of active student participation
2. All ED Workshops must be approved by the appropriate department.
 - ED Workshops should not substantively duplicate the content of regular academic program graduate or undergraduate courses.
 - If content of a proposed ED Workshop overlaps with other departments, evidence of consultation and agreement between the departments must be presented.
3. Once approved by the department(s), the ED Workshop proposal should be approved by the appropriate school curriculum committee.
4. After school approval, 25 copies of the Workshop proposal are forwarded to the Teacher Education Council (TEC) for final review and approval.

NOTE: Changes of approved existing ED Workshop objectives, content or format are considered major curriculum changes and therefore, require re-approval by the appropriate committees.

B. Workshop Structure

1. Courses must include at least 37.5 hours of contact time if the course is offered for three (3) credits.

2. Workshops can be offered in multiple ways. The following are examples of workshop formats:
 - traditional, week-long format - example: 5 days, 8am-4:30pm
 - two week format - example: 2.5 full days each week or 10 half-day sessions
 - evening/weekend format - example two Monday/Wednesday/Friday from 4-8pm and two Saturdays with 6.75 hours
 - weekend format - example: 3 Saturday/Sundays at 6.25 hours each day
 - blended format - example: meet one Saturday for 7.5 hrs, do online work/meetings for 2 weeks, meet a final Saturday for 7.5 hrs
 - online format - online workshops do not have contact hours but can for one - two weeks with online meetings and requirements
3. ED Workshops will be designated on the transcript as EDW for professional development credit. Professional development credit is graduate credit but will not count toward any graduate degree program offered at Millersville University.
4. ED Workshops will be graded on a pass/fail basis. Workshops should include assessments that are aligned with objectives. The assessments included in the workshop proposal must be assessed by faculty.
5. ED Workshops will be offered for no more than three (3) credits.
6. Departments shall, recommend upper enrollment limits for ED Workshops in order to maximize contact between participants and the professor(s).
7. Each professor should send a pre-workshop letter to each registered participant. Letters should be sent at least two (2) weeks prior to the start of the workshop to those then registered, and should be sent to later registrants as it becomes possible. Copies of the letter(s) should also be sent to the Dean of Graduate Studies, the Director of Professional Training & Education, and the Dean of Education for information purposes only. The letter should convey to the participants the format and general objectives of the course, as well as the specific performance standards expected of participants.
8. Each ED Workshop will be evaluated by its participants using the Workshop Evaluation Questionnaire (non-contractual) designed for that purpose. Results of student evaluations will be reported to the faculty member by the Director of Professional Training & Education.

C. Standards for Workshop Approval and Re-approval

EDW workshops should meet the high expectations of Millersville University. In order to meet high quality expectations, workshops should show evidence in the objectives, readings, activities, and assessments of the following qualities as appropriate:

1. Demonstrate alignment of workshop content with the advanced outcomes of the conceptual framework.
2. Application to practice. This may take the form of (but is not limited to) teaching units prepared, teaching materials prepared, presentations made.
3. A theoretical basis for application to practice
4. Required readings and work outside of meeting time.
5. Enrichment of the intended audience.
6. Meeting all form and structure requirements outlined in B and C of this document.

D. Re-approval of ED Workshops

1. Copies of the pre-workshop letters and of the Workshop Evaluation Questionnaire of workshops by participants will be reviewed by the concerned professor and by the Dean of Graduate Studies and the Director of Professional Training & Education. The results of these reviews will help determine whether any modifications to the workshop as proposed are required.

2. All existing workshops must be resubmitted by a department to the appropriate school curriculum committee and to the Teacher Education Council for re-approval every five (5) years. Workshops not re-approved may not be offered. Workshop proposals up for re-approval must be approved by the department and forwarded to Teacher Education Council by September 1 of the year preceding the semester that the workshop is to be offered.

Workshop Proposal Considerations

This form is meant to guide workshop developers making judgments about the quality of workshop proposals. These items should not be viewed as a checklist, but rather as qualities that will be present in varying degrees. Please remember that criteria should be applied as appropriate. Persons writing a workshop proposal may want to consult with their TEC representative.

Objectives, readings, activities, and assessments in workshop show evidence of:

- _____ 1. Demonstrated alignment of workshop content with the advanced outcomes of the conceptual framework.
- _____ 2. Application to practice. This may take the form of (but is not limited to) teaching units prepared, teaching materials prepared, presentations made.
- _____ 3. A theoretical basis for application to practice
- _____ 4. Required readings and work outside of meeting time.
- _____ 5. Enrichment of the intended audience.
- _____ 6. Workshop meets all form and structure requirements outlined in B and C of this document.
 - _____ 1. course approval cover sheet
 - _____ 2. good descriptive title
 - _____ 3. complete yet concise catalog description
 - _____ 4. identification of intended audience
 - _____ 5. clear rationale
 - _____ 6. suggested enrollment limits
 - _____ 7. course objectives clearly stated
 - Descriptive of an appropriate learning outcome
 - Stated in observable and measurable terms
 - Stated in "the student will be able to. . ." format
 - _____ 8. method of evaluations of students clearly stated and aligned to objectives
 - _____ 9. outline of course content, up to two levels of specificity (not daily schedule)
 - _____ 10. number of credits and necessary prerequisites
 - _____ 11. course requirements:
 - a. evidence of 37.5 hours contact time
 - b. evidence of comprehension of substantive conceptual or methodological information
 - c. evidence of active student participation
 - _____ 12. workshop resources listed
 - a. evidence of current reference material
 - b. use of text(s) and other resources
 - _____ 13. sample of pre-workshop letter to participants attached
- For Re-approval**
 - _____ 14. evidence of success of workshop as evidenced by evaluations