

WINONA STATE UNIVERSITY
NEW AND REVISED COURSE AND PROGRAM APPROVAL FORM

Routing form for new and revised courses and programs. Course or Program EL 303 Residence Life Supervision

Department Recommendation		
<u>George Morrow</u> Department Chair	<u>10/8/13</u> Date	<u>gmorrow@winona.edu</u> e-mail address
Dean's Recommendation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No*		
<u>Janice A. Sherman</u> Dean of College	<u>10/3/13</u> Date	
*The dean shall forward his/her recommendation to the chair of the department, the chair of A2C2, and the Vice President for Academic Affairs.		
A2C2 Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
_____	_____	
Chair of A2C2	Date	
Graduate Council Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (if applicable)		
_____	_____	
Chair of Graduate Council	Date	
_____	_____	
Director of Graduate Studies	Date	
Faculty Senate Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
_____	_____	
President of Faculty Senate	Date	
Academic Vice President Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
_____	_____	
Academic Vice President	Date	
Decision of President <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
_____	_____	
President	Date	
Please forward to Registrar.		
Registrar	_____	Please notify department chair via e-mail that curricular change has been recorded.
	Date entered	

WINONA STATE UNIVERSITY
PROPOSAL FOR NEW COURSES

Department Education Leadership Date 10/7/2013

Refer to Regulation 3-4, *Policy for Changing the Curriculum*, for complete information on submitting proposals for curricular changes.

EL 303 Residence Life Supervision 1
Course No. Course Title Credits

This proposal is for a(n) Undergraduate Course Graduate Course

Applies to: Major Minor General Education

Program* University Studies

Required Required
 Elective Elective

Prerequisites none – selected by Resident Hall Staff

Grading method Grade only P/NC only Grade and P/NC Option

Frequency of offering: each spring semester

*For General Education Program course approval, the form *Proposal for General Education Program Courses* must also be completed and submitted separately according to the instructions on that form. For University Studies Program course approval, the form *Proposal for University Studies Courses* must also be completed and submitted separately according to the instructions on that form.

Provide the following information:

A. Course Description

1. Catalog description.

EL 303 – Residence Life Supervision (1 S.H.) This course offers student supervisors that work in leadership positions in Residence Life an opportunity to develop their leadership and supervision skills through a series of classroom experiences. The seminar-style course focuses on successful supervision of student employees including hiring practices, management, motivation, and goal setting. Students will learn to identify their strengths and how to use these strengths to enhance their supervisory skills.

2. Course outline of the major topics and subtopics (minimum of two-level outline).

- a. General Supervision
 - i. Qualities of supervisor
 - ii. Successful supervision
 - iii. Setting smart goals—how to set goals and stick to them.
- b. Hiring
 - i. Review the application
 - ii. Interview schedules
 - iii. Interviewing practices
 - iv. Decisions and letters
 - v. Processing paperwork
- c. Motivating and recognizing employees,
 - i. Types of motivation

- ii. Setting recognition goals
- iii. Recognition programming
- iv. Awards and motivation
- d. Working with Residence Hall Association and Hall Councils
 - i. Peer mentoring
 - ii. student groups structure
- e. Strengths Quest
 - i. Using Strengths Quest as a supervisor
 - ii. How to make your strengths work for you
- f. Supervising Resident Assistants and Desk Assistants
 - i. Duty schedules/desk schedules
 - ii. Programming mentoring
 - iii. Desk Management
 - iv. How to have a supervisory meeting
 - v. Communication as a supervisor
- g. Interview and Hiring Process Project
 - i. Application review
 - ii. Interviewing possible staff for next academic year
 - iii. Hiring decisions and letter writing

3.a Instructional delivery methods utilized: (Please check all that apply).

Lecture: Auditorium	ITV	Online	Web Enhanced	Web Supplemented
X Lecture: Classroom	Service Learning	Travel Study	Laboratory	Internship/Practicum
Other: (Please indicate)				

3.b. MnSCU Course media codes: (Please check all that apply).

None:	3. Internet	6. Independent Study	9. Web Enhanced
1. Satellite	4. ITV Sending	7. Taped	10. Web Supplemented
2. CD Rom	5. Broadcast TV	8. ITV Receiving	

1. Course requirements (papers, lab work, projects, etc.) and means of evaluation.
 - a. Interview and Hiring Project- This real world project requires students to hire new Desk Assistants for all residence halls at Winona State under the mentorship of a Hall Director and Assistant Director. This process includes the following steps; application review, interviewing, decision making, creating letters for acceptance and denial and other hiring paperwork. This projects is evaluated by their instructor and mentors using the criteria of professionalism, timeliness, adaptability, trouble shooting and communication.
 - b. Mock Interviews- Students practice interviewing skills in a mock interview setting. Student are assessed on their ability to communicate, listen and formulate initial questions and follow-up questions.
 - c. Strengths Quest online assessment and reflection assignment. Students will use the Strengths Quest online assessment to identify strengths and then write a reflection indicating how they will integrate these strengths into the Assistant Director Position.
 - d. Students keep a weekly journal highlighting information discussed in class and in assigned readings. Student are expected to creatively integrate real world application of course material into their reflections. The journal entries are assessed by the instructor and graded on the students' ability to process the information, integrate information with their own creative ideas and articulate their thoughts and reflections.

2. Course materials (textbook(s), articles, etc.).
 - a. Clifton, Donald O, Anderson, Edward, & Schreiner, Laurie. (2001). *Strengths Quest*. New York: Gallup Press.
 - b. Dunkel, Norbert, & Spencer, Cindy (Eds). (2006). *Advice for Advisors: Empowering your Residence Hall Association*. Columbus, OH: ACUHO-I.
3. Assessment of Outcomes
 - a. Students will be able to demonstrate interviewing skills, knowledge of the hiring process and letter writing ability through their successful completion of the Interview and Hiring Project.
 - b. Students will demonstrate listening and communication skills through the Mock Interviews in order to prepare for the actual interviews with potential employees.
 - c. Students will assess and evaluate their own strengths using the results from the Strengths Quest Assessment in order to become better supervisors through reflection and journal writing.
 - d. Students will recognize and be able to explain concepts in proper supervision and management techniques in order to effectively reflect on their skills and abilities in their journals.
 - e. Students will recognize successful motivation techniques in order to create their recognition goals for their staffs.
4. List of references.
 - a. Clifton, D. O., Anderson, E., & Schreiner, L. (2001). *Strengths Quest*. New York: Gallup Press.
 - b. Dunkel, N., & Spencer, C. (Eds). (2006). *Advice for Advisors: Empowering your Residence Hall Association*. Columbus, OH: ACUHO-I.
 - c. Ender, Steven C. & Newton, F.B. (200). *Students Helping Students: A Guide for Peer Educators on College Campuses*. San Francisco: Jossey-Bass.
 - d. Blimling, G. (2010) *The Resident Assistant*. Dubuque: Kendall Hunt.

B. Rationale

1. Statement of the major focus and objectives of the course.
 - a. This course educates and trains residence life student supervisors in professional supervisory skills and behaviors, so that they will create excellent learning environments for the students they supervise. The Department of Housing and Residence Life needs a venue to concentrate on these skills which cannot be taught in a 3 day training period at the beginning of the semester. Since the role of supervisor is new to most of these students this course will play an integral role in creating a better educational working environment in the Winona State Residence Halls.
2. Specify how this new course contributes to the departmental curriculum.
 - a. Currently the department offers EL 301 Resident Assistant Development that is taken by all our newly hired Resident Assistants and Community Assistants and EL 302 taken by all second year Resident Assistants and Community Assistants. We have been lacking a formal course for our student supervisors.
3. Indicate any course(s) which may be dropped if this course is approved.
 - a. No courses will be dropped.

C. Impact of this Course on other Departments, Programs, Majors, or Minors

1. Does this course increase or decrease the total credits required by a major or minor of any other department? If so, which department(s)?
 - a. Since this course is not a part of many major or minor program, it does not impact any other course or duplicate content from any other course.
2. Attach letter(s) of understanding from impacted department(s).

N/A

Definitions:

01-Satellite:

02- CD Rom:

03- Internet: Predominately = where all, or nearly all, course activity occurs in an online environment. One to two activities may occur face-to-face in a classroom, with the maximum being two activities.

04 – ITV Sending: a course in which students are in the classroom with the instructor, other students join via interactive television technology from other geographically separate locations

05 – Broadcast TV:

06 – Independent Study: a course in which the teacher develops specialized curriculum for the student(s) based on department guidelines in the University course catalog

07 – Taped: a course in which the teacher records the lessons for playback at a later date

08 – ITV Receiving: a course in which students are not in the classroom with the teacher, other students join via interactive television technology from other geographically separate locations

09 – Web Enhanced- Limited Seat Time: For a course in which students are geographically separate from the teacher and other students for a majority of required activities. However, some on-site attendance is required. The course includes synchronous and/or asynchronous instruction.

10 – Web Supplemented- No Reduced Seat Time: For a course utilizing the web for instructional activities. Use of this code may assist your college/university in tracking courses for “smart classrooms” and/or facility usage.

Attach a *Financial and Staffing Data Sheet*.

Attach an *Approval Form* with appropriate signatures.

Department Contact Person for this Proposal:

Sarah Olcott
Name (please print)

457-2516
Phone

SOlcott@winona.edu
e-mail address

[Revised 9-7-11]

WINONA STATE UNIVERSITY
FINANCIAL AND STAFFING DATA SHEET

Course or Program EL 303 Residence Life Supervision

Include a Financial and Staffing Data Sheet with any proposal for a new course, new program, or revised program.

Please answer the following questions completely. Provide supporting data.

1. Would this course or program be taught with existing staff or with new or additional staff? If this course would be taught by adjunct faculty, include a rationale.

This course would be taught by adjunct faculty, who are ASF employees in the Department of Housing and Residence Life. The professional staff in Housing and Residence Life are those setting the expectations and who supervise the Assistant Director who are taking this class.

2. What impact would approval of this course/program have on current course offerings? Please discuss number of sections of current offerings, dropping of courses, etc.

It would have no effect on current offerings.

3. What effect would approval of this course/program have on the department supplies? Include data to support expenditures for staffing, equipment, supplies, instructional resources, etc.

The Department of Housing and Residence Life would be funding the adjunct pay for the instructor.