

CLAYTON STATE UNIVERSITY
Professional Qualification Statement for Degree/Concentration/Certificate

Date:	11/10/09
College/School/Department:	College of Arts and Sciences, Department of Social Sciences
Degree/Concentration/Certificate:	Degree: Bachelor of Applied Science: Administrative Management and Technology Management
Coordinator:	Christie H. Burton
Coordinator Responsibilities:	Work with faculty in proposing new courses and changes to the BAS curriculum. Coordinate proposed curriculum changes for submission to the Chair, Department of Social Sciences.
Degrees:	EdD, Human Resource Development MS, Human Resource Administration BBA, Business Management
Experience:	7 years of college and university teaching; service on curriculum committees; writing proposals for new courses; 7 years of conducting and developing training in industry
Certifications:	Senior Professional in Human Resources (SPHR)
Courses taught at CSU:	Supervision for the Workplace, Human Resources for Administrative and Technology Managers, Global Technology, Seminar in Administrative and Technology Management

Narrative Statement of Qualifications (to be completed by chair or dean):

1. What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?

The coordinator has an EdD in human resource development and an MS in human resource administration with 7 years of experience teaching, advising and creating courses at the program level, as well as 7 years of training/development in industry. She has served on school curriculum committees and has been responsible for coordinating curriculum change proposals at the program levels.

2. What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?

The curriculum for the BAS program has been in place since semester conversion in 1998 the University System of Georgia when a common system-wide curriculum was established for this discipline. The BAS program is designed to build upon the career-related associate's degrees of its students. Advisory boards, whose members consist of local employers and program graduates, faculty assessment of evolving workplace requirements and results of a 2006 survey of program graduates have influenced curriculum changes. These changes include the addition of a required ethics and senior capstone course, and optional courses in international/global management, entrepreneurship, computer networking and aviation management courses. The coordinator reviews student evaluations of instructors for faculty teaching in the BAS program each semester.