Course Syllabus: HIED 640 Policy Making in Higher Education (Summer I 2020)

Instructor:	Professor Michael K. Ponton, Ed.D.
Office Location:	Ed North 102
Office Hours:	On-campus: Tuesday 9a-2p CDT (note: department meeting once a month from 10-noon)
	Off-campus: Wednesday and Thursday 8-10a CDT
	Note: Available by appointment for on- or off-campus meetings or e-conferencing outside of these hours; please e-mail to schedule an appointment.
Phone:	757-753-3137 (telephone during off-campus office hours for conversation; use e-mail otherwise)
E-mail:	Michael.Ponton@tamuc.edu
Preferred Communication:	e-mail
Instructor Response Time:	24-36 hours
Assessment Feedback Time:	Within one week of the assignment due date

Course Information

Required Textbooks

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

St. John, E. P., Daun-Barnett, N., & Moronski-Chapman, K. M. (2018). *Public policy and higher education: Reframing strategies for preparation, access, and college success* (2nd ed.). New York, NY: Routledge.

Course Description

Examines the development, implementation, and enforcement of policies by institutions of higher education, state higher education agencies, governing boards, and the government. Emphasis is placed on the impacts of policies on institutions and students.

Course Learning Outcomes (CLOs)

1. Understand basic concepts of policy making and analysis;
2. Understand how to use basic concepts in analyzing given policy positions;
3. Understand how to use the APA style guidelines;
4. Develop autonomy in learning; and
5. Develop group work skills.

The syllabus/schedule are subject to change.

Course Procedures
Students should access the course minimally every 2-3 days in order to check announcements and read the postings of colleagues. Students should check their TAMU-C e-mail daily to ensure timely receipt of messages from the instructor and University.

Submitted assignments should not have been submitted for any previous courses.

Students are expected to submit all assignments no later than their due dates/times. Any assignment submitted past the due date/time (i.e., by the end of the day, TAMU-C time, of the respective due date) will receive a zero without exception unless an extension is approved by the instructor *in advance of the due date/time* (note: a request for an extension in advance of the due date/time does not mean an extension is approved; *explicit approval before the due date/time is required to avoid a zero*). Exigencies will be handled on a case-by-case basis.

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Assignment Schedule

Period	Dates[1]	Assignments
1	6/1 – 6/7	Read St. John, Daun-Barnett, and Moronski-Chapman (SD&M) Chapters 1-4
2	6/8 – 6/14	Complete Assignment 1 (due 6/14)
3	6/15 – 6/21	Read SD&M Chapters 5, 6, Epilogue I, and 12-14
4	6/22 – 6/28	Work in Groups to Choose a Scenario (send chosen scenario to the instructor (due 6/28); Begin Researching the Scenario
5	6/29 – 7/5	Continue Researching the Scenario
6	7/6 – 7/12	Continue Researching the Scenario
7	7/13 – 7/19	Work in Groups to Analyze the Scenario
8	7/20 – 7/26	Work in Groups to Prepare Policy Report (PPT)
9	7/27 – 8/2	Continue Group Work; Submit PPT and Evaluation of Group Members (due 8/2)

[1]Dates are Monday to Sunday.
[2]End of the day, TAMU-C time.

Assignment Procedures
1. Students should work approximately 15 hours per week in completing course assignments.

2. Reading rate is approximately 11 minutes per page. Consult the following for study guidance:

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Cornell College. (n.d.). *Reading a textbook for true understanding*. Retrieved from
https://www.cornellcollege.edu/academic-support-and-advising/academic-support/study-tips/reading-textbooks.shtml

Discussion forums will be provided to post any comments or questions with respect to the assigned readings. Although these forums are not graded, students are encouraged to participate in these forums with the instructor (i.e., post, read postings, and reply to postings) in order to facilitate learning via discussion and build a sense of community.

3. Point distribution for graded assignments:

    Assignment 1   20 points
    Group PPT   60 points
    Evaluation by Group Members   20 points

4. In the Period 2 content section for the course in D2L, an overview of Assignment 1 and its associated tasks will be posted in the document titled *Assignment 1*. Students should follow the tasks as outlined in the document. **The paper must be e-mailed to the instructor by the due date/time.** The grading rubric for this paper will be 60% content and 40% APA usage (includes grammar).

5. Before or near the beginning of Period 4, the instructor will e-mail as well as post to D2L the names of students assigned to each group. In the Period 4 content section, an overview of Assignment 2 and its associated tasks will be posted in the document titled *Assignment 2*. Students should begin to discuss which of the presented scenarios they want to pursue as a group and **e-mail to the instructor (one e-mail per group) the decided upon scenario by the due date/time.**

6. Students should follow the tasks as outlined in *Assignment 2* file. **The PPT report must be e-mailed to the instructor by the due date/time.** The grading rubric for this PPT will be 60% content and 40% APA usage (includes grammar).

7. The group members for each individual will evaluate the individual's contribution to the discussion, analyses, and preparation of the PPT. These evaluations will be averaged in determining the 20-point evaluation grade.

Alignment of CLOs with Assignments

Assignments	Course Learning Outcomes				
	CLO1	CLO2	CLO3	CLO4	CLO5
Readings	X	X		X	
Assignment 1	X	X	X	X	
Assignment 2	X	X	X	X	X

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Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Technology Requirements

Browser Support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp
- Current antivirus software must be installed and kept up to date.
- Running the browser check will ensure your internet browser is supported.
  - Pop-ups are allowed.
  - JavaScript is enabled.
  - Cookies are enabled.
- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader https://get.adobe.com/reader/

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- Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
- Adobe Shockwave Player   https://get.adobe.com/shockwave/
- Apple Quick Time   http://www.apple.com/quicktime/download/
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

Access and Navigation
You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: Personal computer and internet connection problems do not excuse the requirement to complete all coursework in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

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Communication and Support

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Student Support
If you are having any questions or are having difficulties with the course material, please contact the instructor (preferably by e-mail).

Technical Support
If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here**"** to submit an issue via e-mail.

System Maintenance
Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Interaction with Instructor Statement
The instructor's communication response to e-mail is 24-36 hours. Feedback on assessments will be within one week of the due date.

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University Specific Procedures and Policies

Student Conduct
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum at Netiquette
http://www.albion.com/netiquette/corerules.html

TAMUC Attendance
For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity
Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

Students with Disabilities
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
E-mail: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services

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http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice
Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement
Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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