



## Fall 2009 Registration Information

Registration will be open **August 24–September 29 (5pm)**. Fall classes begin on September 23; students can register through **Web4U** at: [https://www.admin.wvu.edu/pls/wwis/twbkwbis.P\\_WWWLogin](https://www.admin.wvu.edu/pls/wwis/twbkwbis.P_WWWLogin). Students can also register through Western's website, [www.wvu.edu](http://www.wvu.edu), by clicking on Web4U on the left side of the page and following the instructions.

Students can access **Web4U** to register, add, drop or confirm their schedule and pay their tuition. Web4u is open from August 24 through September 29 (**5pm**) for schedule adjustments (add/drops).

### **Personal Identification Numbers (PIN):**

Returning students use their existing PIN to register. New students use the first six digits of their social security number and should change it to a more secure number by following the instructions on the Web.

### **Tuition and Fees Due – September 23rd:**

All tuition and fees are due on the first day of the quarter. Late charges will be assessed if tuition is not paid in full by October 9th. *Please note: Students withdrawn for non-payment of tuition will be assessed late payment fees until payment in full is received in Student Accounts.*

**PLEASE NOTE: STUDENTS THAT REGISTER AFTER THE TUITION DEADLINE WILL BE ASSESSED A \$10 PER-CREDIT LATE FEE AND MAY INCUR ADDITIONAL FEES.**

### **Student ID Numbers/Cards:**

New students can go to Edens Hall 108 to have their WWU ID card made after registration for their first quarter. For continuing students, annual renewal stickers are given to each program area in September. Also, students can take their cards to the ID card office in Edens Hall and get a renewal sticker.

**University Withdrawal** - Students who decide not to attend Western after registering for classes must **formally withdraw** from the University in order to avoid incurring unnecessary tuition/fee charges.

### **Bellingham Campus Credits/Fees:**

Students taking 6 or more credits in Bellingham will also incur the following mandatory fees each quarter:

Health Service Fee \$70	Technology Fee \$25	Student Building Fee \$35	Recreation Center Fee \$95	Transportation Fee \$25	Renewable Energy Fee \$.40/cr, \$4 max
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### **Financial Aid:**

To apply or inquire, students must contact Student Financial Resources at (360) 650-3470 or you can apply electronically on the Web at <http://www.fafsa.ed.gov>. Also, refer to "Tuition and Financial Aid" information on the CCE website at: <http://www.wce.wvu.edu/Depts/CCE/Admission.shtml> or the financial aid website at: <http://www.finaid.wvu.edu/finaid/>.

### **Student Veterans:**

Student Veterans must submit by mail or fax a copy of their Plan of Study to the Registrar's office to be certified with the Veterans Administration:

Veterans Certification  
Registrar's Office, MS 9008  
Western Washington University  
516 High Street, Old Main 230  
Bellingham, WA 98225  
Fax (360) 650-7327

Woodring College of Education  
Department of Educational Leadership

516 High Street  
Bellingham, Washington 98225-9087  
(360) 650-3190 □ Fax (360) 650-6526

**TO: All Graduate Students  
Continuing and College Education Program**

**FROM: Dr. Sandra Ratcliff Daffron, Associate Professor  
Program Director, Continuing and College Education**

**SUBJECT: Fall 2009 Registration, Advisement and News**

This letter contains information you will need for fall quarter from Dr. Stan Goto, Sherry Haskins and myself.

### **FALL REGISTRATION**

Materials for Fall Registration are attached to this letter. Please **note** registration instructions, deadlines and start up dates for courses. **NOTE:** Textbooks are available at the WWU Bellingham bookstore or from the publishing house. Fall quarter classes begin on **Wednesday, September 23rd.**

### **Welcome to new summer and fall students:**

Joseph Barnes  
Shane Bush  
Heather Davidson  
Janis Farmer  
Chloe Haroldsen

Guava Jordan  
Shawna Kelly  
Sean Mccroskey  
Sarah Southard  
Krysta Walia

### **Congratulations to Spring and Summer Graduates!!!**

Cecilia Baca  
AJ Barse  
Andrew Blick  
Ariel Cleasby-Heaven  
Patrick Feuer  
Andrea Hartland  
Jackie Hensel

Phyllis Hults  
Gayle Michelson  
Larry Price  
Jennifer Sadouk  
Joan Sager  
Michelle Schraeder  
Ed Stone

### **NEW STUDENT ORIENTATION**

Students new to the CCE program summer or fall 2009 are requested and welcome to attend a new student orientation, Tuesday, September 22 from 4:30–6:30 in Communications Facility, Room 23. CCE faculty, staff and Graduate School staff will provide an orientation to help you understand and thrive in the CCE program (please RSVP to [Sherry.Haskins@wwu.edu](mailto:Sherry.Haskins@wwu.edu)). Note: All students new to the CCE program for fall 2009 will receive an email announcing the orientation and another email with suggestions for registration for fall quarter.

### **MILLER HALL CONSTRUCTION**

Construction to renovate Miller Hall has begun and the entire building is wrapped in a construction fence with the exception of the one entrance/exit – the Bell Tower entrance (facing Red Square). There are no elevators but there is a ramp to our new office in suite #251. When entering the building, take a left and go up the ramp to the 2<sup>nd</sup> floor. We are in the first doorway to the left (the former TESOL offices). Sherry Haskins, Stan Goto, Sandy Daffron, Susan Mancuso, Pat Fabiano and Ed Administration faculty share the suite. The computer lab is open and operating in the basement and the office for the CCE Graduate Assistant and CCE Workstudy student are in the basement in #70.

The Miller Hall classrooms are now used to house faculty and staff, therefore, all classes are held in other buildings on campus. Be sure to read the attached registration information for class start up dates and locations. There may be some days that faculty and staff will be working off campus due to the construction noise, so it is best to email or call first rather than dropping by for a visit!

### CCE PROGRAM WEBSITE

The CCE program website is located at: <http://www.wce.wvu.edu/Depts/CCE>. This registration packet will be posted on the website under "Resources and Links". Be sure to make a bookmark of this web address for future reference.

### CCE TWO YEAR COURSE SCHEDULE – ADVISING FOR REGISTRATION AND PLANNING

We have planned the schedule for CCE Course Offerings for 2009-2011. The schedule is attached to this packet. We offer all required courses in a one-year, 3 quarter time frame.

To be able to offer all required courses each year, to keep class size small, and to accommodate the commute problem of Everett students, we will limit registration for required classes to 20. CCE class enrollment will be as follows:

1. Students who need a required class for a certain quarter to complete their graduation within the year must register **early** each quarter. If the required class is already full, students need to notify their advisor immediately what course they need and request permission to register (this includes tuition waiver students).
2. Students need to look at electives that are scheduled every 2 years to make sure the class is put into their plan and to be able to take the electives when they are offered.
3. We have scheduled CCE 591 and CCE 599 **twice a year**; Fall and Spring quarters. We will not offer these courses any other quarters. You should plan to take these courses toward the very end of your program, but schedule them for Fall or Spring quarters.
4. You will need to take the CCE 501 course to be able to be successful in CCE 591. Therefore, you need to plan to take CCE 501 earlier in your program since CCE 501 is a recommended prerequisite to CCE 591. Also, it is the same case with the CCE 586 course. You will need to take either the CCE 580 or CCE 571 course as a prerequisite to be successful in CCE 586.
5. We expect you to plan your own schedule and to contact Stan or Sandy, your advisors, for assistance when you need permission to register for a particular required course. The average time for degree completion is 10 quarters, so we believe we can accommodate everyone to fit into a class when they need to have it for graduation completion.
6. Sherry Haskins is available to help you with registration problems, however, to be given permission for a class, you must go through the course instructor, Stan or Sandy.
7. Plan of Study – By the end of your 1<sup>st</sup> quarter, you must arrange an appointment with your advisor to set up a plan of study. The Graduate School will put a hold on your registration account for the second quarter if your Plan of Study has not been completed and submitted.
8. Amendment to Plan of Study – Unless you are making a major change in your Plan of Study, you don't need to worry about changing a course or two until the last two quarters of your program. At that time, do a final check with your advisor and submit a final Amendment to your Plan of Study.
9. Be sure to submit a Blue Card (Application for Degree) to the Graduate School **the quarter before** you plan to graduate (see announcement below). To plan your graduation date, you should already have met with your advisor to be assured all of your coursework is completed or will be the next quarter (including any K incomplete grades), and that you have no outstanding issues to prevent graduation.
10. Advisors are:

Sandra Daffron – <a href="mailto:Sandra.Daffron@wwu.edu">Sandra.Daffron@wwu.edu</a>	650-2977	
Sandy advises all students who enrolled:		Fall 2008-Summer 2009 Fall 2006 to Summer 2007
Stan Goto - <a href="mailto:Stanford.Goto@wwu.edu">Stanford.Goto@wwu.edu</a>	650-3191	
Stan advises all students who enrolled:		Fall 2009-Summer 2010 Fall 2007 to Summer 2008 Fall 2004 to Summer 2006

## **COURSE INFORMATION**

In order to help you determine the number of times you'll need to drive to campus for a certain course, we have made the following designations for our courses. We will be using these designations in the course schedules and textbook information.

**Distance Learning (DL)** = meets 0-2 times face to face with remainder of course distance learning

**Hybrid (H)** = meets 2-5 times face to face with remainder of course distance learning

**Face to Face (f2f)** = all course sessions held on Bellingham campus

Courses listed as Face to Face with a (DL) designation can be taken face to face or distance learning.

## **NEW COURSES AND REQUIREMENTS**

To better meet the needs of our students and to prepare you for the marketplace, we have made changes in our CCE curriculum effective this Fall 2009. New students to the program with an admission date beginning Fall 2009, will be required to complete a total of **51** credits for their degree. We have added a new required course, CCE 586 for 3 credits. This course is offered Spring 2010 for the first time for those close to finishing the program and has a prerequisite of either CCE 580 or CCE 571.

CCE 586 Teaching in E-Learning and Hybrid Environments (3) will be taught as a hybrid course by Dr. Stan Goto; it has a prerequisite of either CCE 580 or CCE 571. This course will teach instructional strategies used with adult learners in online and face-to-face environments. Students will practice configuring and using an electronic course management system and includes two teaching demonstrations. We developed this course when we realized there were students leaving our CCE and CTCT certificate program without honing their teaching skills and without demonstrating they could teach in the three environments of face to face, hybrid and in an e-learning situation. Returning CCE students (those admitted prior to Fall 2009) may take this course as an elective but are not required to take it to complete their program. An adjustment will be made to the CCE 580 course so it will become a 4-credit course; Stan is dropping one of the teaching experience segments required for the CCE 580 class and is also eliminating a 1-credit CCE 518 course previously required for CTCT certificate students. This new course should help prepare everyone in the CCE and the CTCT certificate program for a rapidly changing teaching or training environment where most institutions are using e-learning approaches in adult and continuing education. This course could make the difference in being hired for a teaching or training position that has e-learning offerings.

Four new elective courses for 3 or 4 credits each have been added to the CCE program. All of these courses were formerly CCE 518 Current Issues in Education "topics" that were tested and developed into permanent electives. If you have taken any of these topics as a CCE 518 course, then you should not take them again in these new formats. The four courses are geared towards training but can be taken by anyone interested in the topics. For full course descriptions, refer to the CCE Course Descriptions sheet included in this registration packet. The new courses are:

CCE 582 Theory and Practice of Transfer of Learning (4)

This course is offered winter 2010 and was formerly CCE 518 Current Issues - "Transfer of Learning".

CCE 583 Training and Staff Development in Continuing and Professional Education (3)

This course is offered fall 2009 and was formerly CCE 518 Current Issues - "Train the Trainer".

CCE 584 Fund Development (4)

This course is offered spring 2011 and was formerly CCE 518 Current Issues - "Fundraising".

CCE 585 Organizational Change in Educational Settings (3)

This course is offered winter 2011 and was formerly CCE 518 Current Issues - "Bringing About Organizational Change".

## **COURSE OFFERINGS - FALL 2009**

### **CCE 542 Classroom Management (2) – Face2Face**

This seminar addresses challenges that educators might face in dealing with adult learners. The course is specifically tailored to community college classrooms, but is relevant to a variety of training and teaching settings. All CCE students are welcome! Topics include accommodating learners with disabilities, dealing with plagiarism, responding to disruptions, and legal rights/responsibilities. The class will meet on Tuesdays from 6–9pm in Bond Hall 104, beginning September 29th. Please contact [Stan.Goto@wwu.edu](mailto:Stan.Goto@wwu.edu) for additional information.

### **CCE 554 Foundations of Continuing Education (4) – Face2Face**

This is a great core class to start your program. The class begins on Wednesday, September 23<sup>rd</sup> from 6-10pm in Bond Hall 104 and will be taught by Dr. Stan Goto. The course examines the various movements and philosophies of education in the US and how they helped to form the adult education principles taught in this program.

### **CCE 556 The Community College (3) – Distance Ed**

Taught by Dr. Stan Goto, this course provides an overview of the organization, goals, and history of public community colleges. The course is particularly relevant for those who wish to teach in the Washington system of community/technical colleges. It is also useful for people involved with college administration. The class is open to all CCE students and is a required course for the CTCT Certificate. There will be two face-to-face meetings in addition to Blackboard meetings. The class begins with the first group meeting on Monday, September 28<sup>th</sup> from 6-9pm in Bond Hall 151.

### **CCE 576 Leadership & Management of Educational Programs – Face2Face & Distance Ed**

Dr. Sandra Daffron is teaching this required course through a multi-modal approach with 5 face to face classes and 5 distance learning classes on Blackboard. A student can take the entire course through distance learning if desired. This course is a study of contemporary theories of leadership and their application in private, public and nonprofit organizations. Practical administrative and management issues will be emphasized with a focus on organizational culture, financial responsibility, development of staff, strategic planning, and ethical and legal dilemmas. The class begins with a group meeting on Thursday, September 24th from 6-10pm in Academic Instructional Bldg West, Room 302. Students can take this course Face-to-Face (f2f) or through Distance Learning (DL) or a combination.

### **IT 546 Instructional Technology and Education – CCE Face2Face**

Dr. Tony Jongejan will be teaching this course on Tuesdays from 5:30-9:30pm beginning on September 29th in Miller Hall 72.

### **CCE 591 – Applied Research Proposal – Hybrid**

This seminar is a culminating activity for the CCE program. You will develop a proposal for an applied research project that could be carried out in an educational setting. The seminar will have 5 face-to-face meetings, the first of which will be on Thursday, September 24<sup>th</sup> from 6:00–8:00pm in Bond Hall 419. In addition, there will be an "oral defense" where you present your project to CCE faculty on Monday, November 9<sup>th</sup> in Miller Hall 162. Please contact [Stan.Goto@wwu.edu](mailto:Stan.Goto@wwu.edu) for additional information.

### **CCE 592- Field Experience - Distance Ed**

Dr. Sandra Daffron will teach field experience for this quarter. Students registering for this course should arrange their field experience by the beginning of the quarter and contact [Sandra.Daffron@wwu.edu](mailto:Sandra.Daffron@wwu.edu) to discuss your plan. The class will have the first group meeting on Tuesday, September 29th from 6-7:30pm in Academic Instructional Bldg West, Room 410.

### **CCE 599 Graduation Seminar – Distance Ed**

This course is intended to be taken the quarter before or the last quarter of a student's program. It is offered only Fall and Spring Quarters this year, so plan accordingly. Dr. Sandra Daffron will teach the course. Students will assemble a portfolio of their work while in the CCE program and will present the portfolio with an oral explanation on Monday, November 9<sup>th</sup> in Miller Hall 162. Dates for completing the work for the course will be found in the syllabus. The class begins with a group meeting on Wednesday, September 23<sup>rd</sup> from 6-7:30pm in Bond Hall 151.

### **Western Region Research Conference on the Education of Adults (WRRCEA) – October 23-25, 2009. Register now and volunteer to help!**

Students in the CCE program and alumni have been working for the past 1 ½ years on the 2<sup>nd</sup> WRRCEA. We have sent numerous notices to CCE students letting them know about the WRRCEA. For those who are new to the program, conference attendance is required for all CCE students. We have a special early bird rate of \$95 registration fee if registered by August 31<sup>st</sup>. Please take a look at the conference website to read about the program, the keynote speakers, the presentations and topics and to see what a marvelous job CCE students and alumni have done in planning the conference.

If you haven't volunteered to help deliver the conference, please do so. You can help introduce sessions, host our VIPs, drive a van, pick up food, or just about any task related to the conference. We also can offer you credit through CCE 592 Field Experience for the hours you spend helping. There is a Fall Volunteer Meeting held September 21<sup>st</sup> 6-8pm at Sandy Daffron's house in Bellingham (Sudden Valley.) We hope you will plan to attend and help with the WRRCEA. For more information go to the website at: [www.wwu.edu/wrrcea](http://www.wwu.edu/wrrcea) or contact [Sandra.Daffron@wwu.edu](mailto:Sandra.Daffron@wwu.edu).

### **ATTENTION WINTER GRADUATES! FILL OUT YOUR "BLUE CARD" ONLINE**

If you are planning to graduate this **winter** quarter, remember to file your "**Blue Card**" (Application for Degree) with the Graduate School by December 4th. You can do this online at: [https://esign.wwu.edu/admcs/process/forms/Grad\\_School/Masters\\_Degree\\_Application\\_blue2.aspx?valid=true](https://esign.wwu.edu/admcs/process/forms/Grad_School/Masters_Degree_Application_blue2.aspx?valid=true). Complete and submit your form to the Graduate School. When you submit the online "Blue Card" (Application for Degree), you give the Graduate School permission to charge your student account for the appropriate graduation fee (approximately \$40) and then the CCE department is notified you have applied to graduate.

### **CONTINUING AND COLLEGE EDUCATION FACULTY RESPONSIBILITIES**

Dr. Sandra Ratcliff Daffron is an Associate Professor and is the Director of the CCE program. She handles administrative duties and is advisor for students who enrolled Fall 2006 to Summer 2007 and Fall 2008 to Summer 2009. This is her 8th year in the program. For advisement, contact [Sandra.Daffron@wwu.edu](mailto:Sandra.Daffron@wwu.edu) or call 360-650-2977. Her new office is located in Miller Hall 251E.

Dr. Stan Goto is an Assistant Professor in the CCE program. He has responsibility for the Certificate in Community and Technical College Teaching program. This will be his 6th year in the program. Stan advises all new students enrolled Fall 2009, and Fall 2004 to Summer 2006 and Fall 2007 to Summer 2008. For questions about the certificate you can contact Dr. Goto via email at [Stan.Goto@wwu.edu](mailto:Stan.Goto@wwu.edu) or by phone at 360-650-3191. His new office is located in Miller Hall 251D.

**CONTINUING & COLLEGE EDUCATION PROGRAM  
 BELLINGHAM FACE TO FACE COURSES  
 FALL 2009**

**FACE TO FACE COURSES**

Course Number	CRN Number	Title	Credit	Days & Time	Start-End Dates	Building/ Room	Instructor
CCE 542	42142	Classroom Management	2	Tuesday, 6-9pm	9/29-12/1	BH104	Goto
CCE 554	41359	Foundations of Continuing Education	4	Wednesday, 6-10pm No class on November 11-Veterans Day	9/23-12/2	BH104	Goto
CCE 576 (offered DL also)	41748	Leadership and Management of Educational Programs	4	Thursday, 6-10pm No class on November 26, Thanksgiving	9/24-12/3	AW302	Daffron
IT 546	41691	Instructional Technology and Education – CCE	4	Tuesday, 5:30-9:30pm	9/29-12/8	MH72	Jongejan

**TUITION:** Tuition fees are DUE on September 23rd. Last day for tuition payment before a late fee will be assessed is October 9th.

**REGISTRATION:** For instructions to register on the web, refer to the attached sheet “Registration Information”. Students who need to register for 690-Thesis should contact [Sherry.Haskins@wwu.edu](mailto:Sherry.Haskins@wwu.edu) or call 360-650-3190.

**RETURNING STUDENTS:** If you are not currently enrolled or withdrew from classes last quarter and want to register for this quarter, you will need to complete a Graduate Returning Student Application available at: [http://www.wwu.edu/depts/gradschool/pdfs/Returning\\_Student\\_App.pdf](http://www.wwu.edu/depts/gradschool/pdfs/Returning_Student_App.pdf) and submit it to the Graduate School. Also refer to “Registration First Aid” at: [http://www.wwu.edu/depts/gradschool/registration\\_aid/registration\\_aid\\_returning.shtml](http://www.wwu.edu/depts/gradschool/registration_aid/registration_aid_returning.shtml).

**RECEIVING THIS REGISTRATION MATERIAL DOES NOT CONSTITUTE ADMISSION INTO THE CONTINUING AND COLLEGE EDUCATION PROGRAM. IT IS FOR REGISTRATION PURPOSES ONLY.**

# CONTINUING & COLLEGE EDUCATION



## CONTINUING & COLLEGE EDUCATION PROGRAM DISTANCE LEARNING AND HYBRID COURSES FALL 2009

### DISTANCE LEARNING COURSES (Meet 0-2 times face to face plus distance learning)

Course Number	CRN Number	Title	Credit	Group Meetings	Start-End Dates	Building/Room	Instructor
CCE 556	42697	The Community College	3	Group meeting on the first Monday, September 28 <sup>th</sup> , from 6-9pm	9/28-11/30	BH151	Goto
CCE 576 (offered f2f also)	41748	Leadership and Management of Educational Programs	4	Group meeting on the first Thursday, September 24 <sup>th</sup> from 6-10pm <b>No class on November 26, Thanksgiving</b>	9/24-12/3	AW302	Daffron
CCE 583	43794	Training and Staff Development in Continuing Professional Ed	3	Class begins with group meeting on the <b>second</b> Wednesday, September 30 <sup>th</sup> from 6-9pm	9/30-12/9	AW412	Daffron
CCE 592	41360	Field Experience	2-6	Group meeting on the first Tuesday, September 29 <sup>th</sup> from 6-7:30pm	9/29-12/1	AW410	Daffron
CCE 599	41361	Graduation Seminar	1	Group meeting on the first Wednesday, September 23 <sup>rd</sup> from 6-7:30pm	9/23-12/2	BH151	Daffron
CCE 691	41363	Research Seminar Instructor Permission required then email <a href="mailto:Sherry.Haskins@wwu.edu">Sherry.Haskins@wwu.edu</a> for Override	1-6	Arrange	Arrange	MHOFC	Daffron

## HYBRID COURSES (Meet 2-5 times face to face plus distance learning)

Course Number	CRN Number	Title	Credit	Group Meetings	Start-End Dates	Room	Instructor
CCE 591	42143	Applied Research Proposal Override Required - Email <a href="mailto:Sherry.Haskins@wu.edu">Sherry.Haskins@wu.edu</a>	2	Group meeting on the first Thursday, September 24 <sup>th</sup> , 6-8pm <b>No class on November 26, Thanksgiving</b>	9/24-12/10	BH419	Goto

**REGISTRATION:** Students please follow regular RSVP/Web registration procedures when registering for distance education courses.

\*Distance Education/Hybrid courses use a combination of Internet, face-to-face classes, interactive video, telephone conferencing and email.

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## TEXTBOOK INFORMATION FALL QUARTER 2009

### Face to Face Classes

**CCE 542** – “Legal Issues in the Community College” by Cloud, 2004, ISBN #078797482X, #125 of New Directions for Community Colleges, published by Jossey-Bass and “Managing Diversity Flashpoints in Higher Education” by Garcia and Hoelscher, 2008, ISBN #0275989801, published by Praeger Publishing/American Council on Education.

**CCE 554** – “Philosophical Foundations of Adult Education” by Elias & Merriam, 3rd Edition, ISBN #1575242540, published by Krieger Publishing and “Selected Writings on Philosophy and Adult Education” by Merriam, 1995, ISBN #089464887X, published by Krieger Publishing.

**CCE 576** – “Developing Management Skills”, by Whetten & Cameron, ISBN #0131747428, 7<sup>th</sup> edition, published by Prentice Hall and “The Complete Guide to Nonprofit Management” by Smith, Wilbur et al, 2<sup>nd</sup> edition, ISBN #0471380628, published by John Wiley & Sons.

**IT 546** – “Annual Editions: Computers in Society 09/10” by DePalma, 15<sup>th</sup> Edition, ISBN #0073528544 published by McGraw-Hill/Dushkin.

### Distance Education Classes

**CCE 556** – “The American Community College” by Cohen & Brawer, 5<sup>th</sup> Edition, ISBN #0470174684, published by Jossey-Bass. An OPTIONAL textbook is “Community Colleges: A Reference Handbook”, by Levinson & Weil, 2005, ISBN #1576077667, published by ABC-CLIO.

**CCE 583** - “What Smart Trainers Know” by Ukens, 2001, ISBN #0787953865, published by Jossey-Bass and “Active Training” by Silberman, 3<sup>rd</sup> Edition, 2006, ISBN #0787976237, published by Pfeiffer.

**CCE 592** – No textbook required.

**CCE 599** – No textbook required.

### Hybrid Classes

**CCE 591** – No required textbook. An **optional** textbook recommended is “Educational Research: Competencies for Analysis and Applications” by Gay, Mills & Airasian, 8<sup>th</sup> Edition, ISBN #0131185349, published by Prentice Hall. This was used in CCE 501 last winter so you should already have this textbook.

## IMPORTANT DATES FOR FALL 2009

**As a student, it is your responsibility to become familiar with the policies and deadlines contained in the University Bulletin.**

FIRST DAY	
First day of classes	Wed, Sept 23
First day late-registration fee is charged	Wed, Sept 30
First day late-add fee is charged	Mon, Oct 5
First day a late-withdrawal privilege is required to withdraw from a class	Mon, Oct 5
REGISTRATION	
<b>Dates are subject to change</b>	
<a href="#">Phase I</a>	May 20-July 12
Phase II	Aug 24-Sept 22
Phase III	Sept 23-29
<b>All online registration ends at 5pm.</b> After these dates, please come to the Registrar's Office, Old Main 230, to add/withdraw from classes.	Tues, Sept 29
LAST DAY	
<b>Transactions must be completed by 5pm on deadline days</b>	
Last day for priority readmission-- <i>after being away one quarter or longer</i>	April 1
Last day to apply for a Bachelor's degree ( <i>to avoid a late fee</i> )	Fri, Jun 5, 2009
Last day to apply for Master's degree	Fri, Aug 21, 2009
Last day to register and add a class	Tues, Sept 29
Last day to change to or from audit	Tues, Sept 29
Last day to withdraw from WWU or drop a class with a full refund	Tues, Sept 29
Last day to drop a class without incurring a "W" on official transcript	Fri, Oct 2
Last day to drop a class without using a late-withdrawal privilege	Fri, Oct 2
Last day to change to or from pass/no pass	Fri, Oct 16
Last day for half refund	Thurs, Oct 22
Last day to apply for a Bachelor's degree	Fri, Nov 6
Last day to apply to attend commencement	Fri, Nov 6
Last day for late course withdrawal ( <i>for students with withdrawal privileges</i> )	Fri, Nov 6
Last day to withdraw from WWU	Mon, Nov 30
FEES	
<b>Failure to pay fees by deadline will result in assessment of late charges</b>	
<a href="#">Tuition and fees</a> due	Wed, Sept 23
Full-refund deadline	Tues, Sept 29
<b>Last day for payment before late fees are assessed</b>	<b>Fri, Oct 9</b>
Half-refund deadline	Thurs, Oct 22
HOLIDAYS	
Veteran's Day	Wed, Nov 11
Thanksgiving Vacation	Noon, Nov 25-29
Winter Break	Dec 12-Jan 4
FINALLY	
<a href="#">Final Exams</a>	Dec 7-11
<a href="#">Commencement</a>	Sat, Dec 12

## WWU GRADUATE SCHOOL DEADLINES 2009-2010

### FALL QUARTER 2009

August 21	Application for Degree ( <b>Blue card</b> )
October 30	Oral Defense Schedule due (Option I)
November 13	<b>Defended</b> Thesis due (Option I)
November 25	Degree Recommendation from Department ( <b>White card</b> ) (Option I&II)
	All " <b>K</b> " and " <b>X</b> " grades removed for students completing degree Fall Quarter
December 4	Application for Degree ( <b>Blue card</b> ) due for Winter 2010
December 12	Commencement

### WINTER QUARTER 2010

December 4	Application for Degree ( <b>Blue card</b> )
February 5	Oral Defense Schedule due (Option I)
February 19	<b>Defended</b> Thesis due (Option I)
March 5	Degree Recommendation from Department ( <b>White card</b> ) (Option I&II)
	All " <b>K</b> " and " <b>X</b> " grades removed for students completing degree Winter Quarter
March 12	Application for Degree ( <b>Blue card</b> ) due for Spring 2010
March 20	Commencement

### SPRING QUARTER 2010

March 12	Application for Degree ( <b>Blue card</b> )
April 30	Oral Defense Schedule due (Option I)
May 14	<b>Defended</b> Thesis due (Option I)
May 28	Degree Recommendation from Department ( <b>White card</b> ) (Option I&II)
	All " <b>K</b> " and " <b>X</b> " grades removed for students completing degree Spring Quarter
June 4	Application for Degree ( <b>Blue card</b> ) due for Summer 2010
June 12	Commencement

### SUMMER QUARTER 2010

June 4	Application for Degree ( <b>Blue card</b> )
July 9	Oral Defense Schedule due (Option I)
July 23	<b>Defended</b> Thesis due (Option I)
August 6	Degree Recommendation from Department ( <b>White card</b> ) (Option I&II)
	All " <b>K</b> " and " <b>X</b> " grades removed for students completing degree Summer Quarter
August 20	Application for Degree ( <b>Blue card</b> ) due for Fall 2010
August 21	Commencement

### FALL QUARTER 2010

August 20	Application for Degree ( <b>Blue card</b> )
October 29	Oral Defense Schedule due (Option I)
November 12	<b>Defended</b> Thesis due (Option I)
November 24	Degree Recommendation from Department ( <b>White card</b> ) (Option I&II)
	All " <b>K</b> " and " <b>X</b> " grades removed for students completing degree Fall Quarter
December 3	Application for Degree ( <b>Blue card</b> ) due for Winter 2011
December 11	Commencement

# CONTINUING AND COLLEGE EDUCATION

## WWU - WOODRING COLLEGE OF EDUCATION

### GRADUATE COURSE DESCRIPTIONS

#### **CCE 500 Directed Independent Study (1-10)**

Directed independent study enables students to pursue, on an individual basis, topics not covered by the curriculum.

#### **CCE 501 Introduction to Research in Education (4)**

*Prereq: admission to CCE program or permission of instructor.* Study of both quantitative and qualitative educational research. Includes locating and interpreting research literature, formulating research problems and hypotheses, selecting research designs, collecting and interpreting data, and relationship of research to educational issues.

#### **CCE 518 Current Issues in Education (3)**

*Prereq: graduate status or permission of instructor.* Examination and discussion of several current and controversial issues in education. Repeatable with no maximum.

#### **CCE 542 Classroom Management (2)**

*Prereq: admission to CTCT Certificate program or permission of instructor.* Techniques for dealing with ethical, behavioral, and motivational challenges experienced both inside and outside the classroom. Legal rights and responsibilities of students and faculty.

#### **IT 546 Instructional Technology and Education-CCE (4)**

*Prereq: graduate status or permission of instructor.* A study in the use of technological tools for instruction; for teaching, training, and student learning; for presentation and development; and for administration and management. Incorporates distance delivery procedures and effective planning for the use of instructional technology. Satisfies the Woodring College of Education instructional technology and education competency requirement! Emphasis on the Continuing and College Education Master's program.

#### **CCE 554 Foundations of Continuing Education (4)**

*Prereq: graduate status or permission of instructor.* Introductory seminar that provides an understanding of continuing education as a discipline and a field. Topics include: scope, structure, philosophy, history and current factors influencing practice.

#### **CCE 556 The Community College (3)**

History, objectives, organization, and role of the public community college; special attention to the expanding system in the State of Washington.

#### **CCE 570 Issues In Adult Literacy (3)**

Overview of the context in which adult literacy educators operate. Topics include politics of literacy, workplace and family literacy, federal and state policies, local literacy program designs and issues.

#### **CCE 571 Curriculum Development and Assessment (4)**

*Prereq: graduate status or permission of instructor.* Students will analyze and apply models of curriculum development and assessment.

#### **CCE 572 Continuing Professional Education (4)**

Provides an overview of continuing education programs for professionals, the role of the provider and current issues and research in the field.

#### **CCE 574 Experiential Learning (4)**

Designed to provide theory and practice in the use of educational strategies that enhance the learner's ability to translate research into usable knowledge.

#### **CCE 576 Leadership and Management of Educational Programs (4)**

*Prereq: Graduate status or permission of instructor.* A study of contemporary theories of leadership and their application in private, public, and nonprofit agencies.

#### **CCE 577 Learning in Adulthood (4)**

*Prereq: Graduate status or permission of instructor.* Study of the ways adults learn and the factors related to their motivation, participation, and achievement. Application of theory to practice.

#### **CCE 578 Program Planning (4)**

*Prereq: Graduate status or permission of instructor.* Program planning for all types of institutionalized adult education settings, including both private and public organizations, in-service education, etc. Case studies utilized.

#### **CCE 579 Power in Organizations (4)**

*Prereq: Graduate status or permission of instructor.* Study of the sources of power in organizations, power acquisition and various kinds of power. Examine alternatives to traditional views of power and bureaucracy.

#### **CCE 580 Effective Teaching (4)**

*Prereq: Graduate status or permission of instructor.* CCE 577 recommended prior to CCE 580. Study and practice in effective teaching strategies and assessment for post-secondary and continuing education settings. Special emphasis on facilitating student learning and applied classroom practice.

#### **CCE 581 Readings in Continuing and College Education (2-5)**

*Prereq: Permission of instructor.* Supervised study focusing on selected topics in the following areas: adult education, student affairs, human resources development, human services. Repeatable to a maximum of 6 credits.

#### **CCE 582 Theory and Practice of Transfer of Learning (4)**

*Prereq: admission to CCE program or permission of instructor.* Examination of variables needed in the program planning and training process to ensure transfer of learning occurs in the workplace.

#### **CCE 583 Training and Staff Development in Continuing Professional Education (3)**

*Prereq: admission to CCE program or permission of instructor.* Examination of approaches used for training and staff development and demonstrations of training techniques.

#### **CCE 584 Fund Development (4)**

*Prereq: admission to the CCE program or permission of instructor.* A study of the practices of raising funds for educational programs and writing grants for projects.

**CCE 585 Organizational Change in Educational Settings (3)**

Prereq: admission to the CCE program or permission of instructor. Exploration and application of various models for bringing about change in an organization and the development of visions and strategies for changes in training and staff development.

**CCE 586 Teaching in E-Learning and Hybrid Environments (3)**

Prereq: CCE 571 or CCE 580 or permission of instructor. Instructional strategies used with adult learners in online and face-to-face environments. Students will practice configuring and using an electronic course management system. Includes two teaching demonstrations.

**CCE 590 Global Perspectives in Education (4)**

Prereq: graduate status or permission of instructor. An examination of how cultural, political, social and economic factors impact education from a global perspective compared to the factors impacting education in North America.

**CCE 591 Applied Research Proposal (2)**

Prereq: CCE 501. The student uses qualitative research models to develop a research proposal to study a question from his or her own practice.

**CCE 592 Field Experience (2-6)**

Prereq: graduate status or permission of instructor. Field-based project in an aspect of continuing education or community college education to enhance theory/practice integration, such as, teaching, training, leadership, project management, curriculum development, distance education design. Repeatable to a maximum of 8 credits under advisement. S/U grading.

**CCE 599 Graduation Seminar (1)**

Prereq: Student (a) must be in final quarter of classes excluding thesis/field project and (b) must receive approval of program adviser. Provides a capstone experience for graduating candidates. Readings and discussions to assist integration of overall program experience. Repeatable to a maximum of 3 credits. S/U grading.

**CCE 690 Thesis (1-9)**

Prereq: Advancement to candidacy and approval of the student's graduate committee. Research study under the direction of a faculty committee. Repeatable to a maximum of 9 credits. S/U grading.

**CCE 691 Research Seminar (1-6)**

Prereq: Approval of the student's graduate committee or program adviser. Graduate research under the direction of program adviser/committee. Repeatable to a maximum of 6 credits. S/U grading.

Rev. 3/4/09

***The general catalog takes precedence over this material and is the official source of program information. Content herein is for information and advisement and may not represent program requirements.***

# TENTATIVE

2009-2010

## WESTERN WASHINGTON UNIVERSITY - WOODRING COLLEGE OF EDUCATION 2008-2009 CONTINUING AND COLLEGE EDUCATION CLASS OFFERINGS

QUARTER	BELLINGHAM (Face to Face)	Class Day	DISTANCE LEARNING (DL) OR HYBRID EDUCATION (H)	1 <sup>st</sup> Meeting
<b>Fall 2009</b>	CCE 542 (2) Classroom Management–SG	T	CCE 556 (3) The Community College-SG (DL)	M (1 <sup>st</sup> )
	CCE 554 (4) Foundations of Cont Ed-SG	W	CCE 583 (3) Training/Staff Dev in CPE-SD (DL)	W (2 <sup>nd</sup> )
	CCE 576 (4) Leadership/Management of Ed Programs-SD (DL)	R	CCE 591 (2) Applied Research Proposal-SG (H)	R (1 <sup>st</sup> )
	IT 546 (4) Instructional Tech and Ed-AJ *See Below	T	CCE 592 (2-6) Field Experience-SD (DL) CCE 599 (1) Graduation Seminar-SD (DL)	T (1 <sup>st</sup> ) W (1 <sup>st</sup> )
<b>Winter 2010</b>	CCE 501 (4) Educational Research-SG	R	CCE 570 (3) Issues in Adult Literacy-SG (DL)	W (1 <sup>st</sup> )
	CCE 577 (4) Learning in Adulthood-SD (DL) *See Below	T	CCE 578 (4) Program Planning-SD (H) CCE 582 (4) Theory/Practice of Transfer of Learning -SD (DL)	M (1 <sup>st</sup> ) M (2 <sup>nd</sup> )
			CCE 592 (2-6) Field Experience-SG (DL)	W (2 <sup>nd</sup> )
<b>Spring 2010</b>	CCE 574 (4) Experiential Learning-SG	M	CCE 518 (3) Current Issues in Ed-SD (DL)	R (1 <sup>st</sup> )
	CCE 580 (4) Effective Teaching-SG *See Below	R	CCE 571 (4) Curriculum Development & Assessment–SD (DL) CCE 586 (3) Teaching in E-Learning/Hybrid Environments -SG (H)	W (2 <sup>nd</sup> ) T (1 <sup>st</sup> )
			CCE 591 (2) Applied Research Prop–SD (DL)	M (1 <sup>st</sup> )
			CCE 592 (2-6) Field Experience-SG (DL)	W (1 <sup>st</sup> )
			CCE 599 (1) Graduation Seminar-SD (DL)	T (1 <sup>st</sup> )
<b>Summer 2010</b>  (Tentative)	CCE 556 (3) The Community College-SM	T/R days	CCE 572 (4) Continuing Professional Ed-SD (DL) CCE 577 (4) Learning in Adulthood-SG (DL) CCE 592 (2-6) Field Experience-SG (DL)	R (1 <sup>st</sup> ) W (1 <sup>st</sup> ) M (1 <sup>st</sup> )

**Course Designations - Distance Learning (DL) = meets 0-2 times face to face with remainder of class distance learning**  
**Hybrid (H) = meets 2-5 times face to face with remainder of class distance learning**  
**Face to Face (f2f) = class held on Bellingham campus**

**Classes listed in Face to Face column with a (DL) can be taken either face to face or via distance learning**

**Note: Class Days - M = Monday; T = Tuesday; W = Wednesday; R = Thursday**

**Instructors - SD = Sandra Daffron; SG = Stan Goto; AJ = Tony Jongejan; SM = Susan Mancuso**

**\* Also offered for Acad Year: CCE 691 (1-6) Research Seminar, CCE 500 (1-6) Independent Study, CCE 690 (1-9) Thesis Rev 2/27/09**

# TENTATIVE

2010-2011

## WESTERN WASHINGTON UNIVERSITY - WOODRING COLLEGE OF EDUCATION 2009-2010 CONTINUING AND COLLEGE EDUCATION CLASS OFFERINGS

QUARTER	BELLINGHAM (Face to Face)	Class Day	DISTANCE LEARNING (DL) OR HYBRID EDUCATION (H)	1 <sup>st</sup> Meeting
<b>Fall 2010</b>	CCE 542 (2) Classroom Management-SG	T	CCE 556 (3) The Community College-SG (DL)	M (1 <sup>st</sup> )
	CCE 554 (4) Foundations of Cont Ed-SG	W	CCE 581 (2-5) Readings in CCE-SD (DL)	W (2 <sup>nd</sup> )
	CCE 571 (4) Curriculum Dev/Assessment-SD(DL)	R	CCE 591 (2) Applied Research Proposal-SG (H)	R (1 <sup>st</sup> )
	IT 546 (4) Instructional Tech and Ed-AJ	T	CCE 592 (2-6) Field Experience-SD (DL)	T (1 <sup>st</sup> )
	*See Below		CCE 599 (1) Graduation Seminar-SD (DL)	W (1 <sup>st</sup> )
<b>Winter 2011</b>	CCE 501 (4) Educational Research-SG	R	CCE 518 (3) Current Issues in Ed-SG (DL)	W (2 <sup>nd</sup> )
	CCE 577 (4) Learning in Adulthood-SD (DL)	T	CCE 585 (3) Organizational Change-SD (DL)	R (1 <sup>st</sup> )
	CCE 578 (4) Program Planning-SD	M	CCE 592 (2-6) Field Experience-SG (DL)	W (1 <sup>st</sup> )
	*See Below			
<b>Spring 2011</b>	CCE 576 (4) Leadership/Management of Ed Programs-SD (DL)	M	CCE 586 (3) Teaching in E-Learning/Hybrid Environments - SG (H)	W (1 <sup>st</sup> )
	CCE 580 (4) Effective Teaching-SG	R	CCE 591 (2) Applied Research Proposal-SG (H)	T (1 <sup>st</sup> )
	CCE 584 (4) Fund Development-SD	T	CCE 592 (2-6) Field Experience-SG (DL)	M (1 <sup>st</sup> )
	*See Below		CCE 599 (1) Graduation Seminar-SD (DL)	W (1 <sup>st</sup> )
<b>Summer 2011</b>  (Tentative)	CCE 556 (3) The Community College-SM	T/R days	CCE 554 (4) Foundations of Cont Ed-SG (DL)	T (1 <sup>st</sup> )
			CCE 579 (4) Power in Organizations-SD (DL)	W (1 <sup>st</sup> )
			CCE 592 (2-6) Field Experience-SG (DL)	R (1 <sup>st</sup> )

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**\* Also offered for Academic Year: CCE 691 (1-6) Research Seminar, CCE 500 (1-6) Independent Study, CCE 690 (1-9) Thesis**