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**CURRICULUM COMMITTEE
RECOMMENDATION**

SR-00-01-(28) 69R (CC)

Recommends the approval of a **College of Education and Human Services, Human Development and Allied Technologies, Bachelor of Arts (B.A.) degree in Adult and Technical Education (ATE).**

RATIONALE:

This program is designed to support the state and national initiatives to improve the workforce by developing professionals who can effectively train employees. Students may enter the program as freshmen and develop skills necessary for today's professional in Training and Development. Students may earn state teacher certification in Business Education or Marketing Education.

FACULTY SENATE PRESIDENT:

APPROVED
BY SENATE: Donna Donathan DATE: 4/2/2001

DISAPPROVED
BY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED:  DATE: 4/3/01

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

**B.A. DEGREE IN ADULT AND TECHNICAL EDUCATION
COLLEGE OF EDUCATION AND HUMAN SERVICES**

COEHS Program
Committee

Robert Oryl

Date 11/9/00

COEHS Dean

Ray Powell

Date 11-9-00

Academic Planning
Committee

Jennifer Jones

Date 1-29-01

CURRICULUM COMMITTEE

W. Richard Penick

DATE MAR 02 2001

~~Executive Committee~~

~~Faculty Senate~~

Date _____

Faculty Senate

Donna Donathau

Date 2/1/01

President

Da Oryl

Date 4/3/01

**MARSHALL UNIVERSITY
HUNTINGTON, WV**

Proposal to Establish a
Bachelor Level Program in Adult and Technical Education

Proposed Implementation: Fall 2001

PROGRAM SUMMARY

The Department of Adult and Technical Education, Division of Human Development and Allied Technology, proposes a cost effective and creative undergraduate program in Adult and Technical Education. The program is designed to maximize the utilization of existing faculty, space and equipment. This proposal outlines a teaching track, which includes the current options of Business Education and Marketing Education, the addition of an area of emphasis in Training and Development.

The Bachelor's Degree in Adult and Technical Education is being proposed at this time in response to student demand and need, as well as the state of West Virginia's continued emphasis toward workforce and economic development. In response to the challenge of business and industry to successfully operate a climate of intensified global competition, Adult and Technical Education placed an expanded focus on the creation and maintenance of partnerships, collaboratives and strategic alliances which are designed to encompass a full range of training and education programs and ensure ease of access to workers and employers. The development of an organization's technical and skilled workforce is vital to its success and growth. It has been recognized in a study mandated by the Board of Trustees in May 1995 that the need for training and development is critical in our state and throughout the country. Due to changes in business, industry, and education, the current program's focus has gradually changed to meet the needs of employers. The Business and Marketing Education programs have been addressing that need through program revisions that address the changing need of public education.

Students entering the Marketing Education, Business Education, as well as the Training and Development options of this program will be expected to have achieved the academic standards set forth by Marshall University. These students should possess the knowledge and skills necessary for admission in the College of Education. The non teaching component of the program provides an area of emphasis designed for individuals who desire to become training and development specialists in business, industry or service organizations, or develop leadership skills in their technical field of expertise. Interested students in the program will gain classroom knowledge, experience work-based activities and participate in projects intended to develop the competencies utilized by professionals in the field of human resource development.

Part I: PROGRAM DESCRIPTION

A. Program Objectives

This program, **which is not entirely new**, will involve the inclusions of the two existing teaching areas of emphasis, the addition of a non-teaching area of emphasis in Training and Development. Overall objectives of the proposed program are:

B.A. Degree in Adult and Technical Education

Teaching Track

Business Education Option (Current)
Marketing Education Option (Current)

Non-Teaching Track

Training and Development Option (New)

To continue to prepare teachers in the field of Business Education. The Business Education program has been an undergraduate degree program at Marshall University for approximately thirty years. Continued need for this area is documented by the teacher shortage now facing our public schools. (Appendix A)

To continue to prepare teachers in the field of Marketing Education. The Marketing Education program was established at Marshall University in 1973, and is the only program in the state of West Virginia certifying teachers in the field of Marketing Education. (Appendix A)

To prepare persons who seek employment as training and development specialists in business, industry or service organizations. The goal of this interdisciplinary program is to broaden and enhance the perspectives of students interested in human resource development. (Appendix B)

B. Program Identification

Program identification, as provided in the Classification of Instructional Programs (CIP) developed and published by the U.S. Department of Education, Center for Educational Statistics, is as follows:

130403 - Adult and Continuing Education Administration

C. Program Features

This proposal is designed to maximize the utilization of existing faculty, space and equipment resources. The Bachelor's degree in Adult and Technical Education is designed to continue to meet workforce needs in Business and Marketing Education. Due to the increase in teacher retirement rates, teachers in these areas will be in demand within the next five years. Both programs have produced many distinguished graduates who are now employed as teachers within the state of West Virginia and in surrounding states. In addition, the program will train students according to the following format:

1. The training and development option is intended to prepare persons who seek employment as training and development specialists in business, industry or service organizations. The goal of this interdisciplinary program is to broaden and enhance the perspectives of students interested in human resource development. Using an integrated curriculum of required and elective courses in a lecture format, a research component and several other related projects facilitate achievement of the program goals.
2. Our goal is to provide highly skilled, knowledgeable individuals to prepare the workforce of today and tomorrow. This program is designed to equip graduates with the necessary skills to teach and train future workers.
3. The program will include clinical experiences under close supervision with a portfolio assessment component.

4. The program will integrate technology in many courses, but specifically in ATE 300, ATE 425, ATE 483 and ATE 494.

Catalog Description

The Adult and Technical Education (ATE) program offered at Marshall University consists of three areas of emphasis. The program is intended for persons who are interested in pursuing a secondary teaching degree in the fields of Business Education or Marketing Education, as well as those who intend to serve in an instructional, training or leadership capacity in business, industry or education.

1. Admission and Performance Standards

The Marshall University Adult and Technical Education B.A. degree will maintain the high standards currently demonstrated by the department at the undergraduate and graduate levels. Several factors will help insure high quality standards for the program:

-Marshall University has set entry level ACT scores at 19, or a combined score (verbal + math) of at least 910 on the SAT.

-If a student is transferring from another college, on or off campus, he or she must have a minimum of a 2.5 GPA to receive full admission into the program.

-Students must maintain a 2.5 GPA in their field of study once they have been admitted.

-Students' knowledge and skills will be assessed as an ongoing process, which includes exams and projects.

-The Adult and Technical Education faculty are experienced, highly qualified and student oriented. There are six full time faculty members, four of which have infield doctoral degrees. The faculty is widely published, active at the state, regional and national levels, and attends conferences in their respective fields of study.

Criteria for Program Admission

An applicant for admission to the Adult and Technical Education B.A. program must satisfy the general undergraduate admission requirements of Marshall University. The candidate must comply with all requirements detailed in the current undergraduate catalog of Marshall University. Students will be responsible for meeting the Marshall Plan initiatives including: Writing Across the Curriculum, Computer Literacy, International and Multicultural Studies, and the Capstone Experience.

Transfer students must have a cumulative GPA of 2.5 or higher.

PROGRAM REQUIREMENTS

ADULT AND TECHNICAL EDUCATION Marketing Education Emphasis

Summary of Hours Required

General Requirements for Teacher Education Programs	43-44
Teaching Specialization for Marketing Education	46
Professional Education Core	33
Total Hours	128

Marshall University Undergraduate Catalog, 1999-2001, pages 144-145

A. FINE ARTS	3
Art (ART) 112, Theatre (THE) 112, or Music (MUS) 142	
B. COMMUNICATION STUDIES	9
Written Communications: ENG 101 and 102 or 201H or 302	
Oral Communications : CMM 103 or 104H or 305	
C. HUMANITIES	6
Literature (ENG) courses at or above the 300 level	
D. MATHEMATICS (Select 3 hours from the following)	3
MTH 121 or Mathematics course above MTH 121	
E. COMPUTER SCIENCE	3-4
CI 102 or high school credit	1
CI 350	3
F. PHYSICAL EDUCATION	2
Select 2 hours from any ESSR (PE/PLS) activities course)	
G. NATURAL SCIENCE	8
Integrated Science	4
Science coursework offered in the College of Science	4
H. SOCIAL SCIENCE	9
SOS 207 (Multicultural)	3
INTERNATIONAL STUDIES (Select 6 hours from the approved list)	6
Total General Requirement Hours	43-44

Other Requirements

- I. 128 Minimum Division Hours
- J. 45 Upper Division Hours
- K. Pre-Profession Skills Test (PPST)
- L. Admission to Teacher Education
- M. Praxis II: National Teacher Exam (NTE) Subject Assessment/Specialty Area Test
Principles of Learning and Teaching (PLT) Test
- N. Marshall Plan which culminates in a capstone experience (student teaching).

ADULT AND TECHNICAL EDUCATION
Marketing Education Emphasis

Except for Student Teaching, courses in this category MAY NOT be completed under the credit/non-credit option.

A. Teaching Specialization	46
ACC 215	3
CMM 207	3
ECN 250, 253	6
MGT 320, 424	6
ATE 105, 201, 485	7
MKT 231, 340, 341, 344, 350	15
ATE 422, 425	6

B. Professional Education Core	33
EDF 218, Child to Adolescent Development in Schools AND	3
EDF 270, Clinical Experience I	0

The following courses require the prerequisite Admission to Teacher Education

EDF 319, Applications of Learning Theory	3
CI 345, Critical Reading, Writing & Thinking	3
CISP 421, Children with Exceptionalities	3
ATE 405, Instructional Methods for Technical Training	3
CI 470, Field Experience	0
CI 449, Instructional and Classroom Management: Secondary Education	3
EDF 475, Schools in a Diverse Society	3
CI ____, Student Teaching (full semester) CAPSTONE	12

- | | |
|--|-------|
| C. General Requirements | 43-44 |
| D. Electives (to meet the minimum required 128 hours for graduation) | |
| E. Electives: students may choose to use these hours toward a second endorsement | |
| F. 45 Upper Division Hours | |
| G. Pre-Profession Skills Test (PPST) | |
| H. Admission to Teacher Education | |
| I. Praxis II: National Teacher Exam (NTE) Subject Assessment/Specialty Area Test | |
| J. Program requires 2,000 hours of verified work experience in the marketing or service occupations. Wage earning experience shall be in businesses that (1) sell goods at retail, (2) services at retail, including financial and transportation services, and (3) wholesale. | |
| K. Marshall Plan which culminates in a capstone experience (student teaching). | |

ADULT AND TECHNICAL EDUCATION
Business Education Emphasis

Summary of Hours Required

General Requirements for Teacher Education Programs	43-44
Teaching Specialization for Business Education	46
Professional Education Core	33
Total Hours	128

Marshall University Undergraduate Catalog, 1999-2001, pages 144-145

A.	FINE ARTS	3
	Art (ART) 112, Theatre (THE) 112, or Music (MUS) 142	
B.	COMMUNICATION STUDIES	9
	Written Communications: ENG 101 and 102 or 201H or 302	
	Oral Communications : CMM 103 or 104H or 305	
C.	HUMANITIES	6
	Literature (ENG) courses at or above the 300 level	
D.	MATHEMATICS (Select 3 hours from the following)	3
	MTH 121 or Mathematics course above MTH 121	
E.	COMPUTER SCIENCE	3-4
	CI 102 or high school credit	1
	CI 350	3
F.	PHYSICAL EDUCATION	2
	Select 2 hours from any ESSR (PE/PLS) activities course)	
G.	NATURAL SCIENCE	8
	Integrated Science	4
	Science coursework offered in the College of Science	4
H.	SOCIAL SCIENCE	9
	SOS 207 (Multicultural)	3
	INTERNATIONAL STUDIES (Select 6 hours from the approved list)	6

Total General Requirement Hours

43-44

Other Requirements

- I. 128 Minimum Division Hours
- J. 45 Upper Division Hours
- K. Pre-Profession Skills Test (PPST)
- L. Admission to Teacher Education
- M. Praxis II: National Teacher Exam (NTE) Subject Assessment/Specialty Area Test
- N. Marshall Plan which culminates in a capstone experience (student teaching).

ADULT AND TECHNICAL EDUCATION
Business Education Emphasis

Except for Student Teaching, courses in this category MAY NOT be completed under the credit/non-credit option.

A. Teaching Specialization	51
ATE 425	3
ACC 215, 216	
and 348 or any approved 300 or 400 level ACC 3-hour elective	9
ATE 305, 325, and 421	9
ECN 253	3
LE 207	3
MGT 320	3
MKT 340	3
AAT 112, 114, 261, 136, 237 and 265	
(Student may request selected proficiency exams)	18
 B. Professional Education Core	 33
EDF 218, Child to Adolescent Development in Schools AND	3
EDF 270, Clinical Experience I	0
 <i>The following courses require the prerequisite Admission to Teacher Education</i>	
EDF 319, Applications of Learning Theory	3
CI 345, Critical Reading, Writing & Thinking	3
CISP 421, Children with Exceptionalities	3
ATE 469, Business and Occupational Teaching Methods AND	3
CI 470, Field Experience	0
CI 449, Instructional and Classroom Management: Secondary Education	3
EDF 475, Schools in a Diverse Society	3
CI ____, Student Teaching (full semester) CAPSTONE	12
C. General Requirements	43-44
D. Electives (to meet the minimum required 128 hours for graduation)	
E. Electives: students may choose to use these hours toward a second endorsement	
F. 45 Upper Division Hours	
G. Pre-Profession Skills Test (PPST)	
H. Admission to Teacher Education	
I. Praxis II: National Teacher Exam (NTE) Subject Assessment/Specialty Area Test	
Principles of Learning and Teaching (PLT) Test	
J. To aid in fully understanding the application of theory to business, applicants must complete a minimum of 200 clock hours of verified work experience, simulation, or practicum in a five-year period prior to certification.	
K. Marshall Plan which culminates in a capstone experience (student teaching).	

ADULT AND TECHNICAL EDUCATION
Training and Development Emphasis (NON-TEACHING)

Summary of Hours Required

General Requirements for the Human Services Program	40
Specialization for Training and Development	48
Professional Core	40
Total Hours	128
A. FINE ARTS (Select 3 hours from the following)	3
Art (ART), Theatre (THE), Music (MUS)	
B. COMMUNICATION STUDIES	9
Written Communication	
ENG 101; 102 or 201H or 302	6
Oral Communication	
CMM 103 or 104H or 305	3
C. HUMANITIES	3
Literature (ENG) Select 3 hours at or above 300 level	3
D. MATHEMATICS	3
MTH 121 or higher	
E. COMPUTER SCIENCE (Select 3 hours from the following)	3
CSD 101	3
F. PHYSICAL EDUCATION	2
Select 2 hours from any ESSR (PE/PLS) activities courses	2
G. NATURAL SCIENCE (Select 8 hours from the following)	8
ISC or CHM 365	4
Science coursework offered in the College of Science	4
H. SOCIAL SCIENCE (9 hours required)	9
Multicultural (Select 3 hours from the approved list)	3
International Studies (Select 6 hours from the approved list)	6
Total General Requirement Hours	40
<i>Other Requirements</i>	
I. See specific requirements for each program elsewhere in this catalog.	
J. 128 Minimum Semester Hours	
K. 45 Upper Division Hours	
L. Marshall Plan	

ADULT AND TECHNICAL EDUCATION
Training and Development Emphasis (NON-TEACHING)

A. Specialization	48
CMM 319	3
CI 350 Instructional Technology and Computing	3
CR 415 Occupational and Career Development	3
CR 416 Job Placement	3
ECN 200 Survey of Economics	3
FIN 323 Principles of Business Finance	3
HST 350 American Labor History	3
ITL 465 Utilization of Instructional Technology	3
JMC 101 Survey of Journalism and Mass Communications	3
JMC 231 Introduction to Audio Production	3
JMC 432 Corporate and Instructional Video	3
LE 207 Legal Environment	3
PSY 201 General Psychology	3
PSY 418 Psychology of Personnel	3
PSY 420 Introduction to Industrial Organizational Psychology	3
MGT 320 Principles of Management	3
B. Professional Core	40
ATE 105 Introduction to Workplace Training	3
ATE 201 Curriculum Design for Educational Training	3
ATE 325 Communications for Business and Industry	3
ATE 403 Introduction to Adult Learning Theory	3
ATE 405 Instructional Methods in Vocational Tech Training	3
ATE 425 Computer Applications in Business and Industry	3
ATE 449 Occupational Analysis & Instructional Design	3
ATE 450 Adult Instructional Design and Evaluation	3
ATE 470 Capstone/Practicum in Adult and Tech Education	4
ATE 489 Grant Proposal Writing	3
ATE 495 Historical Development in Workforce Preparation	3
ATE Society Ethics and Technology	3
ATE Computer Applications	3
C. General Requirements	40

D. Program Outcomes

Program Outcomes are related specifically to the overall program objectives specified in Part I. Students will be given the opportunity to continue to pursue teaching certifications in Business Education and Marketing Education. Marshall University is the only program in the state of West Virginia certifying teachers in the field of Marketing Education. Many students are recruited in surrounding states.

The need for a specialized program to prepare students who seek employment as training and development specialists and technical leaders in business, industry or service organizations is evident according to statistical data of Occupational Employment, Training and Earnings. The Bureau of Labor Statistics predicts an increase nationally of more than 67% in employment

opportunities in the fields of personnel, training and labor relations. This program will provide graduates who can help meet the need in this growing field.

PART II: PROGRAM NEED AND JUSTIFICATION

A. Relationship to Institutional Goals/Objectives

According to the undergraduate handbook, Marshall University has a commitment to schools and schooling, including teacher education and the setting of the agenda for education in southern West Virginia. The proposed program fits directly into this Area of Emphasis. Marshall University has a commitment to economic development. Workforce development is one way of achieving this pledge.

The Mission of Marshall University states that: "Upon graduation a baccalaureate student should think logically, critically, and creatively and be able to recognize this ability in others." Proposed courses such as Communication for Business and Industry, Developing Training, as well as, additional courses will prepare students to meet these skills, which are vital in today's changing workforce.

B. Existing Programs

There are no programs in the state offering a combination of the three areas of emphasis we are proposing. This program would be unique in the combination of opportunities that it would allow graduates to pursue. Our proposed program combines a broad base of liberal studies with specialized information and professional studies that make it unique. There are courses offered at other institutions within the state, but there are no comprehensive programs in Adult and Technical Education that lead to a teaching certification in Business Education and Marketing Education, as well as non-teaching components in Training Development.

Marshall University is the only Marketing Education teacher education program in the state of West Virginia. There are currently six universities and colleges with Business Education teacher education programs in the state of West Virginia. Marshall University, West Virginia State College, Concord College, Glenville State, Fairmont College and Shepherd College are currently offering certification in the field of Business Education. Two Business education teacher education programs in the state have been recently terminated.

There are programs at institutions throughout the country such as the University of North Texas, University of Nevada, Old Dominion University, and The Ohio State University, (Appendix C) which are similar in structure to the proposed ATE program. These programs combine Adult Education, Lifelong Learning, Vocational Education, and Training and Development at the undergraduate level.

C. Program Planning and Development

Planning in relation to the development of the Adult and Technical Education program has been extensive. The need for such a program has been identified since 1995 as a result of surveying community college students, interviewing area human resource professionals and the dean of the College of Education and Human Services.

As a result of this preliminary needs assessment, a letter of "Intent to Plan" was submitted to the University of West Virginia System, Board of Trustees. (Appendix D) As a result of the approval of this "Intent to Plan", faculty in the Adult and Technical Education Department conducted a needs assessment of all the students enrolled in the Marshall University Community College courses in the Fall 1999 semester, all West Virginia Vocational Administrators and 250 randomly selected Human Resources Personnel in West Virginia. (Appendix E)

Dr. LeVene Olson, Dr. Howard Gordon, Dr. Laura Wyant, Ms Betty Sias, and Dr. Clara Reese have met many times during the past year to discuss the structure of this program. Dr. Larry Froehlich, Dean College of Education and Human Services, and Dr. Sarah Denman, Provost and Senior Vice President of Academic Affairs have been involved in the developmental process and have been very supportive of the proposal.

In summary, this proposal to establish an Adult and Technical Education program at Marshall University has been the result of many hours of planning and significant effort on the part of the faculty. This planning effort has both documented the need and extreme interest in this degree.

D. Clientele and Need

It is estimated that 2.2 million more teachers will be needed within the next decade. Recently, a nearby school district was forced to hire 750 uncertified teachers due to its large teacher shortage. Lexington, KY is offering relocation assistance in an effort to get qualified teachers in their school system.

One teaching area that is already low on the number of certified teachers is the vocational education field. With the emphasis of the Workforce Development Act on occupational skills training, it is anticipated that this shortage will only get larger.

Currently training and development is comparable to higher education in complexity and nearly comparable in size. Companies spend more than \$210 billion a year in training their workforce. It is estimated that in the 21st century 75% of all workers currently employed will need retraining due to the changing evolution of American jobs. Ninety-seven percent of the U.S. largest companies have a designated chief human resource development (training) executive. Smaller companies are quickly following suit.

It is estimated that employees with varied skills and competencies will be valued more highly than those with a depth of expertise in a single area. The focus of training/learning activities will be performance improvement and not on skill building alone. All this is leaning towards the fact that it is training and not formal education that is providing most job skills. The federal government has recently recognized this and has earmarked funds for training with the Workforce Development Act. It authorizes training to include occupational skills training, on-the-job training, entrepreneurial training, skill upgrading, job readiness training, and adult education and literacy activities in conjunction with other training.

According to research conducted by the Department of Adult and Technical Education, more than 50% of the companies surveyed currently have one to two people conducting training with the other 50% having three or more persons whose job it is to train their workforce. The majority (87%) of these companies hire outside of their organization when they provide training. Moreover, 73% of the surveyed companies feel that during the next five years they will be increasing the amount of the training provided. (Appendix E)

Business and industry leaders have also expressed their interest in and support for this program. Included in this proposal are several letters of support. (Appendix F) Harry Smith, Executive Director of the Southwestern Community Action Council, Inc., explained that he is "quite pleased to support the Marshall University Adult and Technical Education Department in its effort to develop a new undergraduate program." Gerald McDonald, President of the Huntington Area Development Council, explained that "this new degree will help meet West Virginia's need for a workforce better trained in technology for the year 2000 and beyond." Essa R. Howard, Director of the Office of Economic Opportunity, also supports this program "because we understand the growing need in West Virginia for technical training and education in business and industry which demonstrates a demand for human resource development professionals."

E. Employment Opportunities

The growing need for a specialized program designed to prepare persons in the field of Adult and Technical Education is becoming increasingly more evident. The Bureau of Labor Statistics predicts an increase nationally of more than 67% in employment opportunities in the fields of personnel, training, and labor relations. In addition, an increase of 23% in teachers and instructors in vocational education and training is predicted to occur. It is also predicted that West Virginia will experience an increase of 70% in training and labor relations job opportunities, and a 9% increase in teachers, instructors and vocational educators and training professionals.

According to the Occupational Outlook Handbook, human resources, training and labor relations specialists and managers held approximately 597,000 jobs in 1998 and were employed in virtually every industry. In addition, approximately 14,000 additional specialists were self-employed, working as consultants to public and private employers.

Given the abundant supply of qualified college graduates and experienced workers, the job market for human resources, and training and labor relations specialists is likely to remain competitive. The Occupational Outlook Handbook predicts employment in this field to grow about as fast as the average for all occupations through 2008. (Appendix B) New jobs will stem from increasing efforts throughout industry to recruit and retain quality employees. Employers are expected to devote greater resources to job-specific training programs in response to the increasing complexity of many jobs, the aging of the workforce, and technological advances that often leave employees with obsolete skills. Current, as well as, future legislation and court rulings will ultimately increase the demand for human resources, training and labor relations experts as they continually set standards in various areas that include: occupational safety and health, equal employment opportunity, wages, health, pension, and family leave.

Additional potential job growth in the field of human resources, training and labor relations may also arise from an increasing demand for specialists in international human resource development and human resources information systems.

The employment demand for adult and vocational education teachers is also rapidly increasing. The Occupational Outlook Handbook cites that adult and vocational education teachers held about 588,000 jobs in 1998. These teachers were employed by a variety of establishments including public school systems, community and junior colleges, universities, businesses that provide formal education and training for their employees, and job training centers. Employment of adult and vocational education teachers is also expected to grow about as fast as the average for all occupations through 2008 as the demand for adult education programs continues to rise.

According to the National Center for Education Statistics, an estimated four out of 10 adults participated in some form of adult education in 1997. This participation in continuing education is expected to continue to grow as the intellectual attainment of the population increases. An increasing number of adults are taking courses for career advancement or to upgrade their skills in order to keep on top of the changes in their fields, as well as advances in technology. Adults are also increasingly participating in classes for personal enrichment and enjoyment. Participation in continuing education also continues to grow, as employers are demanding higher levels of basic academic skills.

Employment growth of adult vocational and technical education teachers will result from the need to train young adults for entry-level jobs. Experienced workers who want to change fields or whose jobs have been eliminated due to changing technology or business reorganization also require training. Businesses are finding it essential to provide training to their workers to remain productive and globally competitive. Cooperation between businesses and educational institutions continues to increase to insure that students are taught the skills employers desire. This, in turn, will result in greater demand for adult and vocational education teachers. Employment opportunities are growing increasingly abundant within the field of Adult and Continuing Education. There are many employment opportunities for Marshall graduates with a broad based B.A. degree in Adult and Technical Education.

F. Program Impact

With the implementation of the Workforce Development Act, there will be an increase in the need for qualified individuals to provide training and vocational education. Having the teaching track and non-teaching track of a bachelor level program in Adult and Technical Education classes in either of these tracks could serve to increase the options for students of the program. The goal of providing highly skilled, knowledgeable individuals to prepare and/or supervise the workforce of today and tomorrow can be realized.

G. Cooperative Arrangements

The program will require numerous interns and mentoring sites. The supervision of these interns can be covered by current staff, including the incoming Carter G. Woodson student. Responses from area business and industry professionals indicate a desire on their part to be a part of this program and assist students.

H. Alternatives to Program Development

There are no viable alternatives to the undergraduate Adult and Technical Education program. Students seeking this type of degree would have to relocate to another geographical area and for many that is simply not possible or desirable.

PART III: PROGRAM IMPLEMENTATION AND PROJECTED RESOURCE REQUIREMENTS

A. Program Administration

The undergraduate Adult and Technical Education program will be housed within the Division of Human Development and Allied Technology. No changes will be necessary in the administrative organization of Marshall University.

B. Program Projections

Planned enrollment, growth and development of the Adult and Technical Education program are projected in Form 1, attached. These are estimates based on survey results obtained from the Marshall University Community and Technical College Survey of 1999. (Appendix E)

C. Faculty Instructional Requirements

The faculty responsible for programs in Adult Education, Business Education and Marketing Education has discussed a possible redesign of the programs in the past. These discussions have occurred due to changes in populations served by the programs and the need to conserve limited resources. The expertise represented by the faculty in the Adult and Technical Education department at Marshall University suggests that no new faculty resources will be needed. There has been increasing attention nationally to the needs of rural areas, as a result, additional statewide courses can be offered. The possible adjustment of teaching loads and teaching responsibilities for participating faculty will be explored.

Lisa Moten, a Carter G. Woodson scholar, will be joining the Adult and Technical Education faculty and will provide assistance in the undergraduate program.

D. Library Resources and Instructional Materials

All the courses required in the program have been taught in the past, therefore, no new library resources will be needed at the current time. Current allocations are adequate. On-line services will enable students to gather information and conduct research necessary to successfully complete their area of study and gain the knowledge necessary to compete in today's workforce.

E. Support Service Requirements

No new requirements are anticipated, beyond those currently offered.

F. Facility Requirements

This new program will not require any new facilities or any renovations of current facilities. Current classroom space is large enough to accommodate anticipated student increase. Current equipment is adequate but continued support for future improvements will be need.

G. Operating Resource Requirements

Due to the current two undergraduate programs in the Adult and Technical Education Department, no additional faculty or staff is required. (Form 2) Lisa Moten a Carter G. Woodson scholar will be joining the Adult and Technical Education Department to provide assistance with the undergraduate program. The department currently receives additional funding from outside grant sources.

H. Source of Operating Resources

No additional faculty or operating resource, beyond current allocations, are being requested.

PART IV: PROGRAM EVALUATION

A. Evaluation Procedures

All programs offered in the Adult and Technical Education Department will be evaluated on the same criteria and in the same five-year review cycle as all other Marshall programs, per standards and procedures established by the West Virginia Board of Trustees.

We will also utilize a number of other assessment measures: annual student evaluations of courses and annual student evaluations of faculty. Program quality will also be evaluated in relationship to the number of graduates successfully completing the program.

Teacher certification will be processed by the Certification Office of the West Virginia State Department of Education.

Form 1

FIVE-YEAR PROJECTION OF PROGRAM SIZE

	First Year 2001	Second Year 2002	Third Year 2003	Fourth Year 2004	Fifth Year 2005
Number of Students					
Headcount	34	40	40	40	40
FTE	34	40	40	40	40
Number of student credit hours generated by courses within the program (entire academic year)	1224	1440	1440	1440	1440

Form 2

**FIVE-YEAR PROJECTION OF
TOTAL OPERATING RESOURCES REQUIREMENTS***

*** No additional funding is needed beyond the current funding for the department.** (A Carter G. Woodson scholar will be joining the ATE faculty and outside grant funding assists in operational costs. The department, as all departments on campus rely on increased funding as the cost of doing business increases.)

	First Year 2001	Second Year 2002	Third Year 2003	Fourth Year 2004	Fifth Year 2005
1. FTE Positions					
Administrators	_____	_____	_____	_____	_____
Faculty	_____	_____	_____	_____	_____
Graduate Assistants	_____	_____	_____	_____	_____
Other Personnel:					
Clerical Workers	_____	_____	_____	_____	_____
Professionals	_____	_____	_____	_____	_____
2. Operating Costs (Appropriated Funds Only)					
Personal Services:					
Administrators	_____	_____	_____	_____	_____
Faculty Members	_____	_____	_____	_____	_____
Graduate Assistants	_____	_____	_____	_____	_____
Non-Academic Personnel:					
Clerical Workers	_____	_____	_____	_____	_____
Professionals	_____	_____	_____	_____	_____
Total Salaries	_____	_____	_____	_____	_____

NOTE: The 52 pages required for Appendix A – F are available for review in the Faculty Senate office.

APPENDIX A
Occupational Employment Outlook
Teachers and Instructional, Vocational Education and Training
(Shows an anticipated increase of 23% between 1996 – 2006 for Business and Marketing
Education Vocational Teachers. West Virginia predicts needing 9% more Vocational
Teachers in 2006))

Occupation Report

Below is the 1 selected occupation sorted by **Total employment in 1996**.

Occupation	Total employment (000's)		1996-2006 change in total employment		1996 percent self-employed	1996-2006 average annual job openings (000's)		Percent		Hourly earning quartile
	1996	2006	Number (000's)	Percent		Due to growth and total replacement needs	Due to growth and net replacement needs	Part-time workers quartile*	Unemployed workers quartile*	
Teachers and instructors, vocational education and training	311	383	72	23.0	0.0	87	10	VH	L	VH

* VH = Very High; H = High; L = Low; VL = Very Low; n.a. = not available

[Home](#) | [Education Level Search](#) | [Occupation Search](#) | [About the Numbers](#) | [Related Information](#)

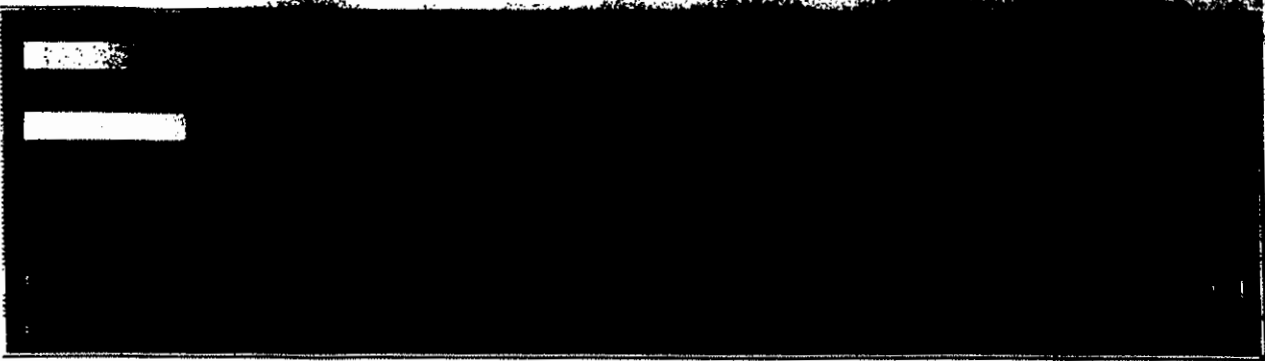


[Employment Projections Home Page](#)



[BLS Home Page](#)

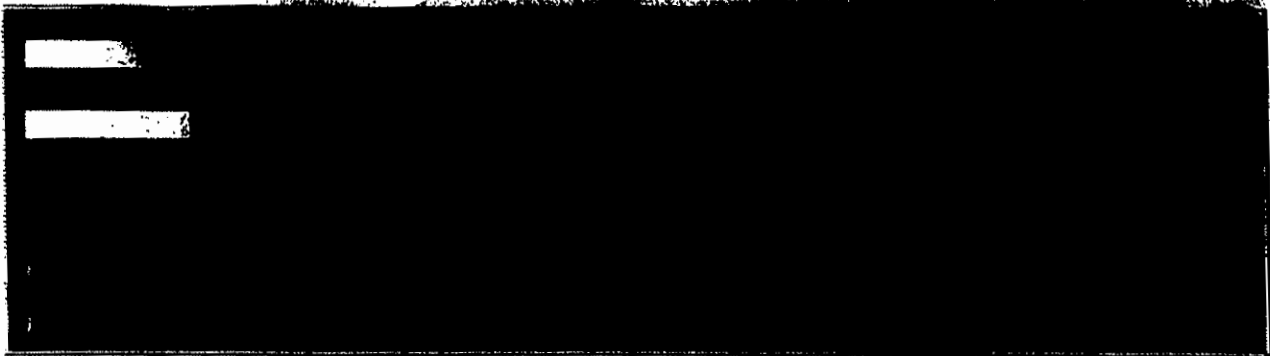
Alan Eck
Bureau of Labor Statistics
eck_a@bls.gov



Sort By: <input checked="" type="radio"/> Employment, 1996 <input type="radio"/> Employment, 2006 <input type="radio"/> Numerical Change <input type="radio"/> Percentage Change <input type="radio"/> Average Annual Openings	State Name West Virginia	Rows to Display 8 <input type="button" value="Search"/>
--	------------------------------------	--

					9/16 increase	
West Virginia	Teachers and instructors, vocational education and training	4,450	4,900	400	9	8

APPENDIX B
Occupational Employment Outlook
Personnel, Training, and Labor Managers
(Shows a 7% increase need in 1996 and an anticipated increase of 67.3% by 2006)

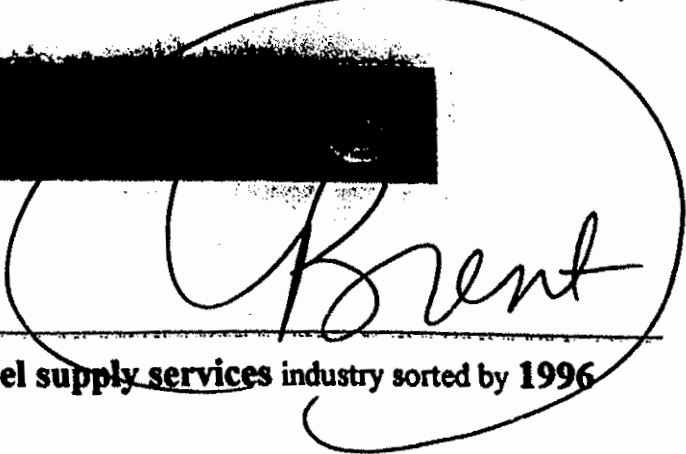


Sort By: <input checked="" type="radio"/> Employment, 1996 <input type="radio"/> Employment, 2006 <input type="radio"/> <u>Numerical Change</u> <input type="radio"/> <u>Percentage Change</u> <input type="radio"/> <u>Average Annual Openings</u>	State Name <input type="text" value="West Virginia"/>	Rows to Display <input type="text" value="8"/>
	<input type="button" value="Search"/>	

West Virginia	Personnel, training, and labor relations managers	850	900	50	7 ↑	3



Industry Report



Below is the 1 occupation employed in the **Personnel supply services** industry sorted by **1996 employment**.

Note: Total, all occupations is presented for comparison purposes.

Occupation	1996 employment		Projected 2006 employment		Change, 1996-2006	
	Number	Percent distribution	Number	Percent distribution	Number	Percent
Total, all occupations	2,646,000	100.00	4,039,300	100.00	1,393,300	52.7
Personnel, training, and labor relations managers	8,047	0.30	13,465	0.33	5,418	67.3

[Home](#) | [Occupation Search](#) | [Industry Search](#) | [About the Numbers](#) | [Related Information](#)



[Employment Projections Home Page](#)



[BLS Home Page](#)

David Frank
 Bureau of Labor Statistics
frank_d@bls.gov
 Last modified: January 21, 1999
 URL: <http://stats.bls.gov/ocp/nioem/empior.asp>

APPENDIX C
Similar Programs

- 1 University of North Texas**
- 2. University of Nevada**
- 3. Ohio State University**
- 4. Old Dominion University**

1998 | 1999

Undergraduate

Catalog



Business

is available under Option III, teaching fields, is basic business.

Composite

teaching fields under Option IV are English-language arts, science and

Second Language Certification/Endorsement**Second Language**

CECS 4040 or 5040; 4080 or 5080; 5320 (Foreign Language Acquisition) and 5360 (Foreign Languages).

Endorsement) DRED 4400, 4410, and 5400.

Processing Technology Endorsement
in processing technology endorsement through undergraduate or graduate programs. For undergraduate students, Level One requires 9 hours: CECS 1100, 3440 and 4900. Level Two requires 15 hours: CECS 1100, 4900 and 3 hours of additional work.

Source Endorsement, 24 Hours
CECS 210, 5340, 5420, 5430, 5400, 5600,

Printed Endorsement, 12-15 Hours
CECS 510, 5170, 5180, 5430.

Offices of Instruction

Offices of Instruction are located in one place on the back of this catalog.

Academic Foundations

Academic Foundations courses are provided as support courses. Although some are offered at the undergraduate level, most are at the graduate level.

For more information may be found in the "Academic Foundations" section of the catalog.

Offices of Instruction are located in one place on the back of this catalog.

Graduate Administration

See the Graduate Catalog.

Graduate Studies and Instruction

See the Graduate Catalog.

Department of Technology and Cognition

Main Office
Matthews Hall, 304
P.O. Box 311337
Denton, TX 76203-1337
(940) 565-2093
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Jon I. Young, Chair

Faculty

Professors Bullock, Ditzenberger, McCallon, Norris, Poirot, Sarkees-Wircenski, Thomas, J. Wircenski, Young. *Associate Professors* Brookshire, Hildreth, Holcomb, Holder, Knezek, Saylor, Schlieve, Schumacker. *Assistant Professors* Allen, Callahan, Ennis-Cole, Rademacher, Tyler-Wood, Walker. *Lecturer* Mortensen.

Programs of Study

The Department of Technology and Cognition offers undergraduate and graduate programs in the following areas:

- Bachelor of Applied Arts and Sciences with a major in occupational training and development;
- Master of Science with a major in computer education and cognitive systems, and concentrations under the major in systems and media;
- Master of Education, and
- Doctor of Philosophy, both with a major in special education;
- Doctor of Philosophy with a major in educational research;
- Master of Science,
- Master of Education,
- Doctor of Philosophy, and
- Doctor of Education, all with a major in applied technology, training and development.

The undergraduate program of study leads to a Bachelor of Applied Arts and Sciences degree with a major in occupational training and development.

The program of applied technology, training and development offers a curriculum of teacher certification and administration in occupational

training and development. There are 5 applied technology certification programs. Bachelor of Applied Arts and Sciences offers options in technology, trade and industrial technology, office technology. The undergraduate program prepares students for careers in education, business, industry and government.

Bachelor of Applied Arts and Sciences Major in Occupational Training and Development

Students may select a non-teaching or teaching program in occupational training and development.

Non-Teaching Program

This degree program is designed for students who desire to complete a baccalaureate degree by completing an occupational specialization program in a junior/community college or four-year institution. It provides an interdisciplinary undergraduate degree for students who were enrolled in or have graduated from an applied technology program.

Degree Requirements for the BAAS with a Major in Occupational Training and Development (Non-Teaching)

Candidates for the BAAS must meet the following requirements.

1. **Hours for the Degree:** Completion of a minimum of 127 total semester hours; 42 hours must be advanced.
2. **General University Requirements:** See "General Degree Requirements" in the Academic section of this catalog.
3. **University Core Curriculum:** 47-49 hours.
See "University Core Curriculum Requirements" in the Academics section of this catalog for additional information.
 - English: 12 hours, ENGL 1310; ENGL 1320; ENGL 2700; ENGL 2210; ENGL 2220
 - History: 6 hours, HIST 2610, HIST 2620
 - Political Science: 6 hours, PSCI 1040, PSCI 1050
 - Economics: 3 hours, ECON 1110
 - Physical and Life Sciences: 6-8 hours, any laboratory science courses
 - Mathematics: 3 hours, MATH 1100 or higher
 - Computer Science: 3 hours, ATTD 4300
 - Oral Communication: 3 hours, ATTD 4000
 - Wellness: 2 hours, PHED 1000 (2 hour course), DANC 1100, (3 hour course), SMHM 1450 (3 hour course), or PSYC 2580, (3 hour course)

Students are encouraged to take PHED 1000. Two hours maximum of wellness will count toward the degree.

- **Visual and Performing Arts:** 3 hours chosen from University Core Curriculum approved list. See "University Core Curriculum Requirements" in the Academics section of this catalog.
- **Understanding of Ideas and Values:** 6 hours chosen from University Core Curriculum approved list. See "University Core Curriculum Requirements" in the Academics section of this catalog.

4. Major Requirements:

- Occupational Specialization – 36 hours
- Career Development – 42 hours (Includes ATTD 4000 and ATTD 4300 from Core Curriculum)

5. **Minor:** A minor is not required for this degree.

6. **Other Course Requirements:** Students must complete a minimum of 42 hours of advanced work (3000- or 4000-level courses) selected to enhance their professional development.

7. Other Requirements:

- A minimum overall GPA of 2.50 is required for graduation.

Summary of Degree Requirements:

Occupational Training and Development:	78
Core:	47-49
English	12
History	6
Political Science	6
Laboratory Science	6-8
Economics	3
Mathematics	3
Computer (fulfilled in major)	3
Oral Communication (fulfilled in major)	3
Wellness	2
Visual and Performing Arts	3
Understanding of Ideas and Values	6

Note:

- 42 hours must be advanced.
- 24 of the last 30 hours must be completed at UNT.

Students are encouraged to see their adviser each semester for help with program decisions and enrollment.

Supplemental Information for the BAAS with a Major in Occupational Training and Development (Non-Teaching)

Occupational Specialization, 36 Hours

Non-teaching majors must select one of three specializations in occupational training and development: general technology, trade and industrial technology or office technology.

All non-teaching BAAS students must complete 36 semester hours of course work in their occupational specialization. They may be completed in an applied technology program at the community college or in occupational training and development courses at the university level.

Students should contact a faculty adviser in the department to determine the 36 semester hours of course work needed to complete the occupational specialization section of the degree plan. Students selecting the trade and industrial technology option also must complete 3 hours in college math and 3 hours in computer science.

Career Development Courses, 42 Hours

Non-teaching BAAS students in occupational training and development must complete 42 semester hours of 3000- and 4000-level course work in the career development sections of the degree plan. All students must complete the following 24 hours of course work under the professional development section of the degree plan.

- ATTD 3010, Personal Development
- ATTD 4000, Developing Effective Presentation Skills
- ATTD 4070, Principles of Leadership, Empowerment and Team Building
- ATTD 4300, Computer Applications in Education and Training
- ATTD 4350, Advanced Computer Applications in Education and Training
- ATTD 4360, Desktop Publishing in Education and Training
- ATTD 4470, Human Relations in Business, Education and Industry
- ATTD 4510, Communications in Business, Education and Industry

General technology, trade and industrial technology and office technology option students must complete 18 semester hours of additional course work in the career development section of the degree plan. These courses must be selected in consultation with an adviser in the program.

Teaching Program

Students planning teaching careers in business education may complete the program of study for the Bachelor of Applied Arts and Sciences with an emphasis in office skills.

The teaching option provides the curriculum requirements needed to obtain a Business Certificate Teaching Certificate. A minimum of 132 semester hours is required for completion of the degree program. A minimum GPA of 2.75 on all course work is required for all teacher education programs.

ing BAAS students must complete of course work in their occupation. They may be completed in any program at the community occupational training and development university level. Contact a faculty adviser in the interim to determine the 36 semester hours of work needed to complete the occupational education of the degree plan. Students in the health and industrial technology option must complete 3 hours in college math and 3 hours in natural science.

Required Courses, 42 Hours

All BAAS students in occupational education must complete 42 hours of 3000- and 4000-level course work. Students in the occupational education sections of the degree plan must complete the following 24 hours of work under the professional education of the degree plan. Personal Development, Developing Effective Presentation

Principles of Leadership, Empowerment, Building

Computer Applications in Education, Advanced Computer Applications in Education, Training, Desktop Publishing in Education and

Human Relations in Business, Industry, Communications in Business, Industry

Technology, trade and industrial office technology option students must complete 18 semester hours of additional work in the career development section of the degree plan. These courses must be selected in consultation with an adviser in the program.

For information concerning teaching careers in business, contact a faculty adviser. To complete the program of study for a Bachelor of Applied Arts and Sciences with an emphasis in business, the following option provides the curriculum needed to obtain a Business Composite Certificate. A minimum of 132 hours is required for completion of the program. A minimum GPA of 2.75 on all work required for all teacher education

The Business Composite teaching option, outlined below, meets all the standards for Texas teacher certification.

Degree Requirements for the BAAS with a Major in Occupational Training and Development (Business Composite - Teaching)

Candidates for the BAAS must meet the following requirements.

1. **Hours for the Degree:** Completion of minimum of 131-134 total semester hours; 42 hours must be advanced.

2. **General University Requirements:** See "General Degree Requirements" in the Academics section of this catalog.

3. **University Core Curriculum:** 50-53 hours

See "University Core Curriculum Requirements" in the Academics section of this catalog for additional information.

- English: 12 hours, ENGL 1310; ENGL 1320 or ENGL 2700; ENGL 2210; ENGL 2220
 - History: 6 hours, HIST 2610, HIST 2620
 - Political Science: 6 hours, PSCI 1040, PSCI 1050
 - Economics: 3 hours, ECON 1110
 - Physical and Life Sciences: 6-8 hours, any two laboratory science courses
 - Mathematics: 3 hours, MATH 1100 or higher
 - Computer Science: 3 hours, ATTD 4300 (requirement in the major)
 - Oral Communication: 3 hours, ATTD 4000 or COMM 1010
 - Wellness: 2 hours, PHED 1000 (2 hour course), DANC 1100, (3 hour course), SMHM 1450 (3 hour course), or PSYC 2580, (3 hour course). Students are encouraged to take PHED 1000. Two hours maximum of wellness will count toward the degree.
 - Visual and Performing Arts: 3 hours chosen from University Core Curriculum approved list. See "University Core Curriculum Requirements" in the Academics section of this catalog.
 - Understanding of Ideas and Values: 6 hours chosen from University Core Curriculum approved list. See "University Core Curriculum Requirements" in the Academics section of this catalog.
4. **Major Requirements:**
- Teaching Field Courses: 31 hours
 - Accounting, 9 hours: ACCT 2020, 2030, 3100
 - Finance, 3 hours: FINA 2770
 - Business Law, 3 hours: BLAW 3430
 - Management Principles, 3 hours: MGMT 3820

Personal Development, 3 hours: ATTD 3010

Computer Applications in Education and Training, 3 hours: ATTD 4300*

Office Information Processes, 3 hours: ATTD 4340*

Advanced Computer Applications in Education and Training, 3 hours: ATTD 4350*

Desktop Publishing in Education and Training, 3 hours: ATTD 4360

Human Relations, 3 hours: ATTD 4470

Office Communications, 3 hours: ATTD 4510

Studies in Education, 12 hours: ATTD 4800**

• Professional Development Courses: 21 hours

Professional Education Courses, 9 hours: EDSE 3800, 3830, 4060

Business Education Curriculum and Principles, 3 hours: EDSE 4840

Teaching of Business Education, 3 hours: BUEI 4513 or EDSE 4070

Student Teaching, 6 hours: EDSE 4108, 4118

*If a student wants to attain the IPT endorsement, which currently permits the teaching of Computer Literacy at the middle school level, CEC: 1100, 3440, and 4100 can be substituted for ATTD 4300 (Computer Applications in Education and Training), ATTD 4340 (Office Information Processes), and ATTD 4350 (Advanced Computer Applications in Education and Training). This decision should be made, however, before the student's degree plan is prepared.

**The 12 hours of ATTD 4800 should be chosen in consultation with an adviser.

5. **Minor:** A minor is not required for this degree.

6. **Electives:** 3 hours ATTD.

7. **Other Course Requirements:** ECON 1100.

8. **Other Requirements:**

a. A minimum grade of C in each education course is required. A minimum GPA of 2.75 in all education courses is required.

b. If an instructor in any class judges a student to be deficient in personal qualities or communication skills, the student will be referred to the department's Admission, Review and Dismissal Committee. If the ARD Committee agrees that a student is deficient, the student will receive a grade of I in the course. The I will be removed when the committee decides the student is no longer deficient.

c. Students are encouraged to file a degree plan at the earliest possible date after enrolling at UNT. The degree plan must be filed no later than the first semester of the junior year.

Summary of Degree Requirements:

Teaching Field:	51
Professional Education:	21
Other Requirements:	3
Electives:	3
Core:	
English	12
History	6
Political Science	6
Laboratory Science	6-8
Economics	3
Mathematics	3
Computer	3
(fulfilled in major)	
Oral Communication	3
Wellness	2-3
Visual and Performing Arts	3
Understanding of Ideas and Values	6

Note:

42 hours must be advanced.
24 of the last 30 hours must be completed at UNT.

Students are encouraged to see their adviser each semester for help with program decisions and enrollment.

Degree Requirements for the BAAS with a Major in Occupational Training and Development (Applied Technology - Teaching)

Candidates for the BAAS must meet the following requirements.

- 1. Hours for the Degree:** Completion of a minimum of 127 total semester hours; 42 hours must be advanced.
- 2. General University Requirements:** See "General Degree Requirements" in the Academics section of this catalog.
- 3. University Core Curriculum:** 47-49 hours. See "Degree Requirements for the BAAS with a Major in Occupational Training and Development (Non-Teaching)."
- 4. Major Requirements:**
 - Occupational Specialization - 36 hours
 - Career Development - 42 hours (Includes ATTD 4000 and ATTD 4300 from Core Curriculum)
- 5. Minor:** A minor is not required for this degree.
- 6. Other Course Requirements:** Students must complete a minimum of 42 hours of advanced work (3000- or 4000-level courses) selected to enhance their professional development.
- 7. Other Requirements:**
 - A minimum overall GPA of 2.50 is required for graduation.

BAAS students in occupational training and development may complete course work requirements for applied technology certification in marketing education, office education and trade and industrial education. To fulfill the certification requirements, students must complete the Texas government course, the required number of courses for the certificate, the number of hours of work experience required for the certificate, the TECAT and teach at least two years on an emergency certificate in an approved applied technology education program at the secondary level.

The course work requirements for each of the applied technology certification programs are listed in this section. Students who plan to obtain certification in any of the applied technology certification programs should contact a faculty adviser in the department before taking any course work to ensure that they have the needed qualifications to complete the certification program.

Marketing Education

Students who plan to fulfill the requirements for marketing education certification must work with a faculty adviser in completing the required statement of qualifications form to be filed with the Student Advising Office in the College of Education. The course work requirements include the following.

- ATTD 4000, Developing Effective Presentation Skills
- ATTD 4435, History and Principles of Applied Technology
- ATTD 4520, Management of Cooperative Programs
- ATTD 4630, Organization and Administration of Applied Technology Programs
- ATTD 4730, Occupational Analysis and Course Development
- MKTG 3650, Principles of Marketing
- MKTG 4600, Retailing

Office Education

Students who plan to fulfill the requirements for office education certification must work with a faculty adviser in completing the required statement of qualifications form to be filed with the Student Advising Office in the College of Education. The course work requirements include the following.

- ATTD 4630, Organization and Administration of Applied Technology Programs
- ATTD 4000, Developing Effective Presentation Skills
- ATTD 4340, Office Information Processes
- ATTD 4350, Advanced Computer Applications in Office Education and Training

1998-2000
8661

University of Nevada, Las Vegas
**UNDERGRADUATE
CATALOG**

Purpose and Focus

The Department of Educational Leadership houses an undergraduate program in Workforce Education that provides students with the knowledge, skill, and understandings that are necessary for leadership roles in developing and delivering instructional programs within secondary and postsecondary/adult educational environments. Professional preparation focuses on instructional and curricular decision-making processes required of contemporary classroom teachers, but also provides preparation for individuals desiring to develop and deliver educational training programs within corporate, business, and industry settings. In addition, the department also offers a limited number of undergraduate courses in educational administration as well as the Nevada School Law class for pre-service teachers.

Accreditation

Northwest Association of Schools and Colleges
Nevada State Department of Education
National Council for Accreditation of Teacher Education

Undergraduate Majors

Workforce Education - Bachelor of Arts in Education
Workforce Education - Bachelor of Science in Education

Areas of Concentration

Secondary Workforce Education

Designed to prepare teachers for high school and middle school workforce education (occupational) programs and teacher licensure within the State of Nevada. (See list of teaching fields).

Postsecondary Workforce Education

Designed to prepare students as community college instructors, career school instructors, corporate, business and industry trainers, and other adult related instructional programs.

Minor

Workforce Education (24 credits)
Students enrolled in a baccalaureate program in workforce education or secondary education (Curriculum and Instruction) may pursue a teaching minor in workforce education. Generally, a minor requires a minimum of 24 credits in a recognized teaching field. Please see a faculty advisor for details and requirements.

Certification and Licensure Program

All students enrolled in the workforce education program must declare and meet the requirements of an approved teaching field. Below are listed a representative sampling of the teaching fields which have been identified by the workforce education faculty and the State Department of Education. Please consult with your advisor for a complete listing.

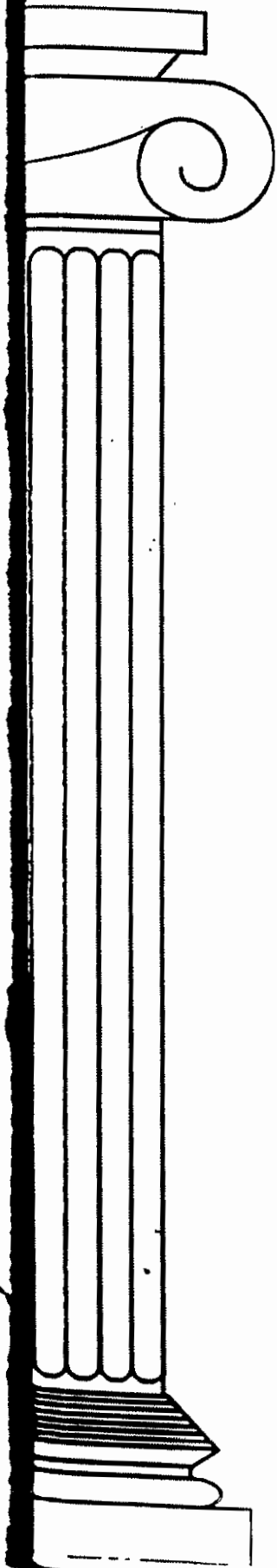
consult with your advisor for a complete listing

- Accounting
- Advertising
- Agricultural Education
- Airframe, Power plant and Aircraft
- Architectural Technology
- Automotive/Technology
- Business Education
- Child Care
- Commercial Art
- Commercial Photography
- Commercial Housekeeping
- Communication and Media
- Computer Electronics
- Computer Science
- Construction Technology
- Cosmetology
- Custodial Services
- Drafting and Design
- Electrical Technology
- Electronic Technology
- Engineering Technology
- Food Services
- Forestry
- Graphic Arts
- Health Occupations
- Heating and Refrigeration
- Home Economics
- Hospitality and Recreation
- Hotel/Motel Management
- Housing and Home Furnishing
- Human Services
- Industrial Arts/Introduction to Technology
- Manufacturing Technology
- Marketing/Merchandising/Retail Sales
- Police and Fire Services
- Radio and Television Communication
- Stage and Theater Technology
- Welding Technology
- Other (complete listing available from faculty)

Generally, a minimum of 36 credit hours is required in field. Specific course work requirements for each field is available from the Workforce Education faculty of Department of Education/Teacher Licensure Office.

Students majoring in workforce education (except Incl Introduction to Technology, Home Economics) are provide evidence of three to five years work experience/business/industry related to their teaching field. It be granted up to 30 hours for past work experience subject area course work. Workforce education student not have sufficient work experience must enroll in

Course Offerings Bulletin 96-97



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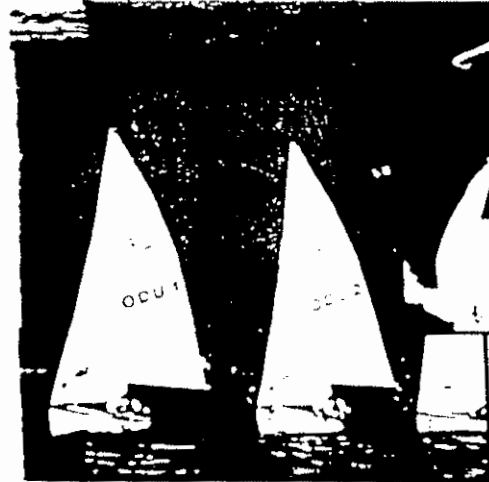
- 629 **Advanced Teaching Internship U G 15**
 Responsible and intensive teaching in an approved field-based school setting; teaching styles are practiced under supervision of a career professional, with continual follow-up conferences, seminars.
 Au, Wi, Sp Qtrs. 2-hr cl, 15 hrs field experience. Prereq: Permission of instructor and satisfactory completion of 628 or Ed-P&L 628.
- 630 **Supervision of Student Vocational Clubs G 3**
 Designed to provide student vocational club coordinators, instructors, and supervisors with leadership competencies for promoting and maintaining local, state, and national activities.
 Au Qtr. 3 cl. Not open to students with credit for Ed-P&L 631.
- 631 **Instructional Strategies for Vocational Work Experience Programs U G 3**
 Preparation and delivery of lessons, placement, and follow-up of students on-the-job.
 Au Qtr. 1 2 1/2-hr cl. Prereq: Edu major. Not open to students with credit for Ed-P&L 631.
- 632 **Software Applications for Business/Industry Teachers and Trainers U G 5**
 Business/Industry-oriented foundation to microcomputer applications frequently used by trainers and vocational teachers.
 Wi, Su Qtrs. 13-hr cl, 2-hr lab. Prereq: 622 or Ed-P&L 622 and Cptr/Inf 100.
- 646 **Coordination of Cooperative Vocational-Technical Education Programs U G 3**
 Designed to develop the knowledges, attitudes, and competencies to operate effectively a cooperative vocational-technical education program.
 Sp Qtr. 1 2 1/2-hr cl. Prereq: Ed-T&P 451 or equiv. Not open to students with credit for Ed-P&L 646.
- 655 **Shop and Laboratory Organization and Management U G 3**
 Designed to help vocational and technical teachers to plan, organize, and manage vocational shops and technical laboratories used in various educational settings.
 Au, Sp Qtrs. 1 2 1/2-hr cl. Not open to students with credit for Ed-P&L 656.
- 662 **Determining Instructional Content of Technical-Skill Training Programs U G 3**
 Systematic investigation of data collection and analysis procedures used to determine the content of technical skill jobs.
 Au, Sp Qtrs. 1 2 1/2-hr cl.
- 663 **Organizing Technical-Skill Training Programs U G 3-5**
 Investigation of processes used to prepare objectives, evaluate items and budgets, and select and sequence appropriate strategies.
 Alternate Wi and Su Qtrs. 2 1/2-hr discussion with optional 4 hrs of clinical activities per week. Prereq: 662 and ED-P&L 600.
- 664 **Development of Technical-Skill Training Materials U G 3**
 Development and preparation of instructional materials that require an understanding of an industry, ability to use text-publishing software, and use of critical writing skills.
 Au, Sp Qtrs. Prereq: 662 and 663, and ED-P&L 600.
- 665 **Making Effective Technical-Skill Presentations U G 4**
 Delivery strategies used to present technical and skill information to groups of learners.
 Au Qtr. Prereq: 662, 663, and 664.
- 666 **Development of Course of Study or Curriculum Guide U G 3**
 Investigation of essential elements necessary to develop a course of study or curriculum guide.
 Su, Wi Qtrs. 1 2 1/2-hr cl. Prereq: 662, 663, and 664; or 575; or 668.
- 667 **Essentials of Vocational Curriculum and Instruction U G 3**
 Study of literature on curriculum and instruction used to prepare future employees, upgrade current employees, and prepare for changes in technology.
 Sp Qtr. 2 1/2-hr cl. Prereq: 662, 663, and 664.
- 668 **Vocational Teacher Certification Clinics**
 Prereq: Employment as a vocational teacher with a one-year temporary certificate
 668.01 Clinic 1 G 8
 Development of basic cognitive and performance skills required to earn a one-year vocational certificate by new vocational teachers.
 Su Qtr. 5 8-hr cl for 4 weeks. This course is graded S/U.

- 668.02 Clinic 2 G 2
 Supervised clinical work while teaching in a vocational program.
 Au Qtr. 3 hrs clinical. Prereq: 668.01.
- 668.03 Clinic 3 G 2
 Continuation of 668.02.
 Wi Qtr. 3 hrs clinical. Prereq: 668.02.
- 668.04 Clinic 4 G 2
 Continuation of 668.03.
 Sp Qtr. 3 hrs clinical. Prereq: 668.03.
- 668.05 Clinic 5 G 4
 Refinement of curriculum development skills and the development of leadership and human relations skills required by employed, one-year certified vocational teachers.
 Su Qtr. 5 8-hr cl for two wks. Prereq: 668.04.
- 668.06 Clinic 6 G 1
 Development and refinement of basic curriculum design and development skills required of a second-year vocational teacher.
 Au Qtr. 1-hr clinical. Prereq: 668.05.
- 668.07 Clinic 7 G 1
 Continuation of 668.06
 Wi Qtr. 1-hr clinical. Prereq: 668.06.
- 668.08 Clinic 8 G 1
 Continuation of 668.07.
 Sp Qtr. 1-hr clinical. Prereq: 668.07.
- 668.09 Clinical Project G 3
 Design and development of a clinical project that addresses a vocational teacher's cognitive or performance skill necessary to earn a one-year vocational certificate.
 Su, Au, Wi, Sp Qtrs. Clinical field experience, 90-180 hrs. Prereq: 668.05.
- 692 **Workshops U G 1-8**
 Intensive study of a problem common to the participants for the purpose of developing sound principles and practices relating to it.
 Su, Au, Wi, Sp Qtrs. Arr. Prereq: Teaching experience and written permission of workshop director. Repeatable with not more than 4 workshops to a maximum of 12 cr hrs, including cr hrs in Ed-P&L 692.46, 692.49, and 692.51.
 692.22 Trade and Industrial Education
 692.23 Business Education
 692.29 Marketing Education
 692.30 Vocational-Technical Education
- 693 **Individual Studies U G 1-4**
 Su, Au, Wi, Sp Qtrs. Prereq: Educ 451 or Ed-T&P 460, and written permission of instructor. A total of not more than 30 cr hrs in individual study (any 693) will apply toward graduation for undergrad students, 15 cr hrs for the master's degree and 30 cr hrs for the doctoral degree. These courses are graded S/U.
 693.22 Trade and Industrial Education
 693.23 Business Education
 693.29 Marketing Education
 693.30 Vocational-Technical Education
- 694 **Group Studies U G 1-5**
 Group studies on special problems in education.
 Prereq: Written permission of instructor. Repeatable to a maximum of 20 cr hrs, including cr hrs in Ed-P&L 694.46, 694.49, and 694.51.
 694.22 Trade and Industrial Education
 694.23 Business Education
 694.29 Marketing Education
 694.30 Vocational-Technical Education
- 757 **Aspects of Training and Development in Vocational Education G 3**
 Overview of theoretical frameworks and practices related to training and development in vocational education; specific job roles of educational specialists will also be examined.
 Au, Sp Qtrs. 1 2 1/2-hr cl.
- 758 **Applications of Statistical Quality Control to Vocational Education and Training U G 3**
 An examination of current statistical quality control theory and practice applied to education and business/industry training.
 Su Qtr. 1 3-hr cl. Prereq: 630 or permission of instructor.
- 800 **Organization and Teaching of Typing and Office Practice G 3**
 The purposes, content, organization, materials, and methods of evaluation for typing and office practice courses; office practice as a part of a intensive vocational curriculum.
 Wi Qtr. 2 1/2 hr cl. Prereq: Teaching experience or permission of instructor. Not open to students with credit for Ed-P&L 801.



OLD DOMINION UNIVERSITY

CATALOG



Research-Problem Track (36 hours) HPER 634, 635, 636, 650, 660, 667, 670; plus 15 hours of electives.

Nonresearch Track (36 hours): HPER 634, 635, 650, 660, 667, 670, 685; plus 15 hours of electives.

Business Core—Management or Marketing: Courses in the business core are to be determined by the graduate program director in accordance with the student's background and goals.

Ph.D. in Biomedical Sciences with a Focus on Exercise Science

The Ph.D. program in biomedical sciences focuses on advanced research and study in the areas of human physiology, biochemistry, immunology, or cardiovascular science with an emphasis in applied physiology and exercise science. This program is administered jointly with the Department of Biological Sciences. Contact Keith Carson in the Department of Biological Sciences for applications.

OCCUPATIONAL AND TECHNICAL STUDIES

John M. Ritz, Chair

The Department of Occupational and Technical Studies offers five majors under the degree of Bachelor of Science in occupational and technical studies. The five bachelor's-level majors offered by the department are marketing education, technology education, training specialist, fashion, and industrial technology. At the graduate level, the department offers the degree of Master of Science in Education with majors in business and distributive education and secondary education (training technology, technology education, special needs vocational and general vocational education), and a major within the Certificate of Advanced Study in educational administration. The department also offers minors in merchandising, training and development, and technology education.

Bachelor of Science—Occupational and Technical Studies Major

Admission, Continuance, and Exit Requirements

Admission. For admission to the bachelor's degree teacher certification programs in marketing education and technology education, students must (1) complete at least one semester at Old Dominion University, (2) achieve a minimum grade point average of 2.50 on undergraduate course work completed at the time of application to the major, (3) present written recommendations from one faculty member from the Occupational and Technical Studies Department and one faculty member from another department, and (4) have an interview with the program leader.

For admission to the other bachelor's degree programs, students must (1) complete one semester at Old Dominion University, (2) achieve a minimum grade point average of 2.00 on undergraduate course work completed at the time of application to the major, and (3) have an interview with the program leader.

Continuance. Students in the teacher certification programs must (1) satisfy University requirements; (2) maintain a 2.50 overall grade point average; and (3) successfully complete ECI 297 and a student teaching interview. Students in other undergraduate majors must (1) satisfy University requirements; (2) maintain a 2.00 overall grade point average and (3) maintain a 2.00 grade point average in major courses. Students in all undergraduate programs achieve oral communication competence through OTEO 306, 403 or OTS 402.

Exit. Students in the two teaching certification programs must (1) meet all University requirements for graduation and (2) have an overall grade point average of 2.50. Students majoring in the other undergraduate programs must (1) meet all University requirements for graduation, (2) have an overall grade point average of 2.00 and (3) have a grade point average of 2.00 in major courses.

Marketing Education Emphasis

This 124-hour program is designed to prepare students to teach marketing and related subjects in the secondary schools. It is an approved program for meeting certification requirements to teach marketing education in Virginia. Required courses include: ACCT 201; CSSE 431; ECI 297, 412; ECON 201S, 202S; MGMT 325, MKTG 311, 402, 405, 412; OTEO 401, 403, 404, 407, 485; OTS 100, 102, 202, 208, 220, 351, 405, 415.

Technology Education Emphasis

This 125-hour program is designed to prepare students to teach technology education subjects in secondary and middle schools. It is an approved program for meeting certification requirements to teach technology education in Virginia. Required courses include: CSSE 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

Fashion Emphasis

This 120-hour program is designed to prepare students to enter the fashion industry to become buyers, fashion coordinators, and merchandise managers. Required courses include: ACCT 201; ECON MGMT 325; MKTG 311, 402, 405, 412; OTEO 404; OTS 100, 102, 208, 220, 303, 307, 402, 405, 415, 422, 481.

Industrial Technology Emphasis

This 120-hour program is designed to prepare students to enter the industry as supervisors and industrial trainers. Required courses include: ACCT 201; COUN 343; ENGL 334; MGMT 325; MKTG 311; OTS 202, 221, 231, 241, 242, 243, 321, 323, 351, 370U, 402, 471/475, 404; PSYC 303U.

Training Specialist Emphasis

This 120-hour program is designed to prepare students as specialists who design, develop, and present training in business industry. Required courses include: ACCT 201, CSSE 431; ECON ENGL 334, 435; MGMT 325, 340; MKTG 311, 402, 412; OTEO 401, 100, 102, 202, 289, 402, 405, 430; SPCH 312U.

Minor in Merchandising

The department offers a minor in merchandising for students in other disciplines. Students must have a minimum grade point of 2.00 in all courses taken toward the minor and complete a minimum of six hours in upper-level courses in the minor requirement at Old Dominion University. The minor requires 15 hours of course work including OTS 208, 415, 422, 481, and 309 or MKTG 412.

Minor in Training and Development

The minor in training and development is offered by the department to students majoring in other disciplines. Students must have a minimum grade point average of 2.00 in all courses taken toward the minor. A minimum of nine hours of the 300/400-level courses must be taken in residence at Old Dominion University. The minor requires 15 hours of course work as follows: MGMT 325, 340, 402, 404.

Minor in Technology Education

The department offers a minor in technology education. Students must have a minimum grade point average of 2.00 in all courses taken toward the minor and complete a minimum of six hours in upper-level courses in the minor requirement at Old Dominion University. The minor requires 18 hours of course work including the following: OTS 370U, 351, 382U, 417.

Certificate Program in Industrial Training

This program is designed especially for military and civilian students and trainers. It is directed to those individuals who possess the necessary skills and want to develop instructional competencies to teach technical skills in the military, industry, vocational-technical schools, or colleges. This certificate requires successful completion of the 24 credit hours (eight courses): OTEO 404; OTS 202, 289, 402; ECI 304; COUN 343.

Certificate Program in Marketing Teacher Education

The certificate program in marketing teacher education is designed to prepare a person who has a business-related baccalaureate degree to be a marketing education teacher-coordinator. Participants who successfully complete this program will qualify for the necessary certification to teach marketing education in Virginia.

APPENDIX D
Intent To Plan



College of Education and Human Services
Division of Human Development and Allied Technology
400 Hal Greer Boulevard
Huntington, West Virginia 25755-2460
304/696-2380 • Fax: 304/696-3077 • E-mail: olsonl@marshall.edu

- Adult and Technical Education
- Counseling
- Family and Consumer Sciences
- Safety Technology

TO: Dr. Larry Froehlich
Executive Dean

FROM: Lee Olson *Lee*
Chair and Professor

DATE: November 5, 1999

SUBJECT: Intent to Plan

Faculty in Adult and Technical Education have met with you to discuss the need to broaden our bachelor's degree programs to serve additional students who are not now being served. We believe we can serve a wider range of students by merging current programs in business education and marketing education and adding two non-teaching options.

We already teach many of the courses which will become a part of the non-teaching options. However, we may have to add some new courses and change others. We will also look to other academic fields in designing the non-teaching options. We do not anticipate needing additional faculty or other resources to implement the non-teaching options.

Enclosed is a copy of our STATEMENT OF INTENT TO PLAN. We are requesting your approval, the approval from appropriate committees, faculty senate, administrators, and the Board of Trustees. Please process the intent to plan as early as possible because we project launching the program in Spring 2001 if approved.

Should the intent to plan be approved, we will immediately begin the steps necessary to gather data, design the program, and prepare the proposal for committee, faculty senate, administrators, and BOT approval. We will seek suggestions and guidance from you and others during the process.

Thank you for your support!


Enclosure



COMMUNITY AND TECHNICAL COLLEGE

400 Hal Greer Boulevard
Huntington, West Virginia 25755-2700
304/696-3646 1-800/642-3437 FAX 304/696-3013

To: Laura Wyant, Associate Professor
Adult and Technical Education

From: Bob Hayes, Interim Provost 
Marshall Community & Technical College

Date: 11/10/99

Re: Statement of Intent to Plan

The Marshall Community & Technical College is pleased that the Department of Adult and Technical Education is developing a plus-two educational program which will serve graduates of associate degree programs. This is a need that has not been addressed. At this time the associate degree graduates do not have planned programs which compliments their associate degrees.

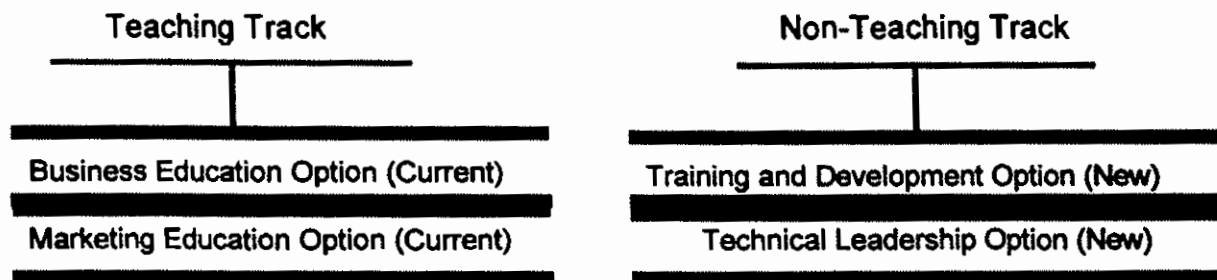
I enthusiastically support the Statement of Intent to Plan for a plus-two program which will provide seamless two-plus-two opportunities for selected associate degree graduates. I will be anxious to see the results of this effort.

c: Linda Wilkinson, Assistant Provost

STATEMENT OF INTENT TO PLAN

In accordance with Administrative Bulletin 23, Marshall University is submitting this document describing our intention to plan a bachelor level program in Adult and Technical Education. This proposal is designed to maximize the utilization of existing faculty, space and equipment resources. This program, which is not entirely new, will involve the inclusions of two existing teaching areas of emphasis, the addition of a non-teaching area of emphasis and the development of a 2 + 2 program through collaboration with the Community and Technical College at Marshall University. It is our intent to complete the full proposal by the end of Spring, 2000, and initiate the program in Spring, 2001. The program is conceptualized as follows:

B.A. Degree in Adult and Technical Education



A. Educational Objectives

The program will have four primary objectives. One, is to prepare teachers in the field of Business Education. The Business Education program has been an undergraduate degree program at Marshall University for approximately thirty years. It was first located in the College of Business and is presently housed in the College of Education and Human Services. It has produced many fine graduates who are now employed as teachers around the state of West Virginia. The second objective is to prepare teachers in the field of Marketing Education. The Marketing Education program was established at Marshall University in 1973, and is the only program in the state of West Virginia certifying teachers in the field of Marketing Education. Graduates of this program are recruited both in the state of West Virginia and in surrounding states.

The second major objective of the program is to prepare persons who seek employment as training and development specialists in business, industry or service organizations. The growing need for training and education in business and industry demonstrates a demand for human resource development professionals. The goal of this interdisciplinary program is to broaden and enhance the perspectives of students interested in human resource development. Achievement of the program goal is facilitated by using an integrated curriculum of required and elective courses in a lecture format, a research component and several other related projects.

The third objective of this program is to provide a 2 + 2 technical leadership program for those individuals pursuing careers in various programs in the Community and

Technical College at Marshall University. Many of these individuals complete a two year associate degree and are employed in their areas of specialization and would like to complete a bachelor's degree which will contribute to increased career opportunities in their professions. This degree would equip students with the skills and knowledge necessary to provide many of the human resource functions which are needed by smaller businesses in West Virginia. This degree is designed to serve community college graduates who have successfully completed a two-year associate degree. This new degree will help meet West Virginia's need for a better prepared technical workforce and it will encourage community college graduates to continue their education by dramatically reducing transfer problems.

Our goal is to provide highly skilled, knowledgeable individuals to prepare and/or supervise the workforce of today and tomorrow for the citizens of the state of West Virginia. This program is designed to equip graduates with the necessary skills to teach and train future workers (employees).

The program will provide courses such as: The History of Workforce Development, Methodology for Teachers and Trainers, Computers for Business and Industry, Grant Proposal Writing for Business and Industry, Adult Instructional Design and Evaluation, Communication for Business and Industry, Office Machines, Quantitative Applications, Office Management and Adult Learning Theory. All of these titles are currently approved as Adult and Technical Education, Business Education, or Marketing Education courses and taught to students in other majors.

The program will include extensive clinical experiences under close supervision, portfolio assessment and an international experience.

B. Brief Program Description

Due to changes in business and industry, the current program focus has gradually changed to meet the needs of employers. The development of an organization's technical and skilled workforce is vital to its success and growth. It has been recognized in a study mandated by the Board of Trustees in May 1995, that the need for training and development is critical in our state and around the country. The Business and Marketing Education programs have been addressing that need under an archaic structure; however those programs now need to make changes that further support the effort outlined by the Board of Trustees report.

Entering students in the Marketing Education, Business Education, Training and Development, and Technical Leadership options of this program will be expected to have achieved the academic standards set forth by Marshall University. These students should possess the knowledge and skills necessary for admittance in the College of Education and Human Services.

The non-teaching component of the program provides an area of emphasis designed for individuals who desire to become training and development specialists in business, industry or service organizations and to provide leadership in their technical field of expertise. Interested students in the program will gain classroom knowledge, experience work-based activities and participate in projects intended to develop the competencies utilized by professionals in the field of human resource development.

The 2 + 2 option will be a joint partnership between Marshall University and Marshall Community and Technical College. Earlier 2 + 2 agreements have been articulated between the Elizabeth McDowell Lewis College of Business (Finance-Banking) and the College of Liberal Arts (Legal Studies). Entering students in the 2 + 2 program will build upon their academic and technical background gained through their community college education. Admission will be open only to students in good academic standing who have received a two-year degree in various programs in the Community and Technical College and is contingent upon additional requirements set forth by Marshall University. The program's course work will provide the additional academic requirements and training necessary to complete a four year degree, and this option will encourage students to continue their education beyond a two year degree.

C. Assurance of High Quality Standards

Several factors will help insure high quality standards in the program:

- If a student is transferring from another college, on or off campus, he/she must have a minimum of a 2. GPA to receive full admission into the program.
- Students must maintain a 2.5 GPA in their field of study once they have been admitted.
- For students who are interested in the 2 + 2 option, admission will be open only to students in good academic standing who have received a two-year associate degree.
- Students' knowledge and skills will be assessed as an ongoing process, which includes writing assignments, oral reports, examinations, and projects.
- The Adult and Technical Education staff is experienced, highly qualified and student oriented. There are five full time faculty members, four with infield doctoral degrees. The faculty is widely published, active at state, regional and national levels, and attends conferences in their field of study.

D. Similar Program in the State

There is no program in the state offering a combination of the four areas of emphasis we are proposing. This program would be unique in the combination of opportunities that it would allow graduates to pursue. This program combines a broad liberal studies base with specialized information and professional studies that make it unique. There are courses offered at other institutions within the state, but there are no comprehensive programs in Adult and Technical Education that lead to a teaching certification in Business Education and Marketing Education, as well as a non-teaching components in Training and Development and Technical Leadership.

Marshall University is the only Marketing Education teacher education program in the state of West Virginia. There are currently five universities and colleges with Business Education teacher education programs in the state of West Virginia: Marshall University, Shepherd College, Glenville State, Concord College and Fairmont College. Two Business Education teacher education programs in the state have been recently terminated.

According to Abigail Reynolds, WV State Supervisor of Business Education, West Virginia is facing a massive reduction in force in Business Education programs within the next five years. There is currently a projected retirement figure of one-third of the Business Education teachers in the state. There are approximately 165 Business Education programs located in high schools and vocational centers, as well as six located at the middle school level.

There are 61 Marketing Education programs in high schools and vocational technical centers in the state of West Virginia. According to a 1998 survey, conducted by Betty Sias, WV State Supervisor of Marketing Education, 46% of the responding states' indicated its teachers length of teaching experience is between 16 - 20 years; whereas, additional research indicates 40% of West Virginia's teachers length of teaching experience is between 11 - 20 years and 18% is between 21 - 30 years.

E. Societal Need for the Program: Student Demand for the Program

The fast pace of technological change has brought about an unprecedented level of demand for highly educated skilled workers. The wage premium enjoyed by the most highly educated employees is at an all time high, as is the increment in earnings associated with receiving additional training at work. Available evidence points to the clear conclusion that the demand for the most highly skilled workers is outstripping the supply.

The growing wage premium enjoyed by highly skilled workers has sent a powerful signal that education and training matter. At the same time, senior management has been consistently sending the message that employees must assume responsibility for the development of their skills. These messages have not been missed; there is mounting evidence that workers are voting with their feet by leaving. They are assuming responsibility for developing their own skills by quitting those organizations where their prospects of development seem poor. Subsequently, they are in favor of

organizations with more promising career development opportunities. As a result of years of preaching self-responsibility in the domain of skill and career development, competitive advantage is now accruing to those firms that take this development most seriously. Among the many contributions that learning makes to an organization, the central role it plays in helping to retain employees is becoming increasingly clear.

The need for a specialized program to prepare persons who seek employment as training and development specialists and technical leaders in business, industry or service organizations is evident according to statistical data of Occupational Employment, Training, and Earnings. The Bureau of Labor Statistics predicts an increase nationally of over 67% in employment opportunities in the fields of personnel, training, and labor relations. In addition, an increase of 23% in teachers and instructors in vocational education and training is predicted to occur. Every forecasting indicator illustrates that West Virginia will experience an increase of 70% in personnel, training and labor relations job opportunities, and a 9% increase in teachers, instructors and vocational education and training professionals is the prediction.

In 1996, the Marshall University Office of Research and Economic Development, Applied Research Division, conducted a survey of Marshall's Community Technical College Career Program Graduates and Selected Employers (1992-1995). According to this Follow-Up Survey, graduates expressed a strong concern for advanced training for a 2 + 2 program. In regards to advanced training, at least 30 graduates called for a 2 + 2 program or some other method for obtaining a 4-year degree status. Given the fact that fully 64 percent of all of the graduates surveyed were either currently enrolled in classes or had plans to do so over the next year, it is clear that continuing education is the desire of many CTC graduates. However, it is important to note that among these graduates, there appears to be a very real concern that credits earned in the Community and Technical College are not easily transferable to other departments on campus or to other educational institutions. The result, students say, is the potential loss of one or more years of credit hours should the decision be made to pursue more advanced training. To address this issue, several students suggested that a more cooperative relationship needs to exist between the Community and Technical College and four-year programs offered through the university. Interestingly, at least one or more graduates of every CTC program studied mentioned the need for a 2 + 2 program. Continuing education was a rather strong area of interest among many of the graduates surveyed, with 25 percent of the respondents indicating that they were presently enrolled in classes or training.

In terms of anticipated enrollment over the next year, 39 percent of the CTC graduates surveyed did anticipate enrolling in additional coursework and, of these Engineering Technology graduates were the most inclined. And while 33 percent of the respondents were not interested in pursuing further education, 27 percent were unsure. It should be noted that graduates who expressed uncertainty in this area represent a significant pool of candidates who could be encouraged to broaden their job advancement and earning potential through advanced training offered either at the Community and Technical College or through Marshall University as a whole. It is also interesting to note that CTC graduates represent a loyal student base, citing Marshall University as the most likely site for more advanced coursework. According to the

survey the graduates in the areas of Computer Technology, Engineering Technology, Management Technology, and Office Technology responded in the following manner regarding future coursework at Marshall University:

AREA OF STUDY	# OF RESPONSES	YES	NO
Computer Technology	30	33.33%	66.67%
Engineering Technology	15	40.00%	60.00%
Management Technology	40	30.00%	70.00%
Office Technology	31	6.45%	93.55%

With national welfare reform initiatives, the need for continued adult education and training will continue to grow. The state's welfare cash assistance caseload has continued to drop since welfare rules were changed but most of those cut off have not found work. The Welfare system as we know it is changing; simply because the old system has not worked. In the future, if you are going to find a check in your mailbox, you are going to have to put your name on a payroll. On August 22, 1996, President Clinton signed into law Personal Responsibility and Work Opportunity Reconciliation Act of 1996. This legislation eliminates the AFDC Program and replaces it with a block grant to the state. West Virginia's Welfare Reform Program focus is on jobs. In West Virginia, its Pilot Welfare Reform Program is called West Virginia Works, effective July 1, 1997. West Virginia Works will assist economically at-risk families to become self-supporting through a personal responsibility act. A lifetime maximum a family will be eligible for public assistance will be sixty months. Jobs and education are two main components of this new system. To achieve the highest level of success, access to educational opportunities must be made available to help West Virginia's work force. In President Clinton's words "if we give people who are on welfare the opportunity, they will do the rest, helping us to break the cycle of dependants and make responsibility a way of life."

The goal of this program is to provide students with the skills, attitude, and knowledge necessary to be successful in the field of Marketing and Business Education, and Human Resources Development. As the workforce continues to age and the workplace continues to change, there will be a continued need for training and retraining in all areas. Expressed student interest in this program has been extremely high.

F. Needed Additional Resources

Faculty responsible for programs in Adult Education, Business Education and Marketing Education have discussed a possible redesign of the programs in the past. These discussions have occurred due to changes in populations served by the programs and the need to conserve limited resources. The expertise represented by the faculty in the Adult and Technical Education department at Marshall University suggests that no new faculty resources will be needed. There has been increasing attention nationally to the needs of rural areas, as a result, additional statewide courses can be offered. The possible adjustment of teaching loads and teaching responsibilities for participating faculty will be explored.

Submitted by:


Dr. Laura Wyant, Associate Professor


Prof. Betty Sias, Assistant Professor


Dr. Clara C. Reese, Professor


Dr. Howard R. D. Gordon, Professor


Dr. Lee Olson, Chair and Professor

APPENDIX E
Surveys
Survey Results
Businesses Surveyed

Memo

To: Community College Instructors
From: Dr. Laura Wyant *Dr. Laura Wyant*
Date: November 4, 1999
Subject: Student Surveys

Marshall University's Adult and Technical Education Department is pursuing the need for a new degree in Human Resource Development. This endeavor will expand upon the teaching emphasis of the existing Business Education and Marketing components that now prepare students in the teaching field. With the continued introduction of new technology in today's business and industry, it is the desire of the Adult and Technical Education Department to enhance the opportunity for students, upon completion of their degrees from the Community College.

The advisory council conducting the needs assessment is asking for a few minutes of your class time to distribute the survey to the students. It should take only five minutes to complete the survey. These surveys will become a valuable tool in demonstrating the interest of students who wish to expand their options to meet the demands of today's workforce. Four advisory council members, Donna Lusher, Marie Willis, Valerie Bernard, and Brent Forsythe will be distributing these surveys randomly in the course of the next several weeks.

If you are unable to allow five minutes of class time for the survey to be conducted, we are asking for the surveys to be distributed and returned interoffice mail to the Adult Technical Education Department.

We appreciate your assistance in advance, and thank you for helping to make this needs assessment a success.

RESULTS

**MARSHALL UNIVERSITY COMMUNITY AND TECHNICAL
COLLEGE STUDENT SURVEY
NOVEMBER 1999**

If you have already completed this survey in another class, please do not complete another one. Thank you.

1. What is your current major? _____
2. Are you currently in a one or two year program? _____
3. Do you plan to obtain additional education upon graduation from Marshall University's Community College?
 269 Yes 118 No n = 387
 70% 31%
4. Would you be interested in pursuing a four-year degree?
 340 Yes 51 No n = 391
 87% 13%
5. Are you currently employed?
 212 Yes 194 No n = 406
 52% 48%
6. What is your occupation? _____
7. Are you pursuing your education in the same field you are currently employed in?
 78 Yes 259 No n = 337
 23% 77%
8. Gender: Male 152 Female 225
9. Age:
 152 less than 20 58 30-44 0 55-64
 170 20-29 26 45-54 0 65+

Training as most critical for top performance. Which type of training would you say your employees receive the most and which

(Number from 1-10 with 1 being the most frequent type of training)

Marshall University is in the process of investigating the need for an undergraduate program directed toward Workforce Development initiatives. The enclosed survey will provide information for curriculum development in this program.

The goal of this program is to provide students with the skills, attitude, and knowledge necessary to be successful in the field of Human Resource Development. As the workforce continues to age and the workplace continues to change there will be a continued need for training and retraining in all areas. With national welfare reform initiatives the need for continued adult education and training will continue to grow. This program will provide West Virginia with skilled individuals who can develop a workforce ready for the 21st century.

Please take a few minutes to complete the survey and return it in the enclosed envelope. Any additional comments you would like to offer are welcomed. *Please add comments on the back of the survey.*

Thank you for your cooperation in this process. Your responses will help us improve our university.

1. How many individuals in your organization provide training activities?

1-2

5-6

3-4

7+

2. What percentage of these individuals have had some education and/or training concerning appropriate ways to perform the training function.

0-20%

41-60%

21-40%

61%+

3. Does your organization have a formal system for the evaluation of employees?

Yes

No

4. When your company is looking for someone to do training do they

Hire someone from outside the organization Yes No

Use an expert from inside the organization Yes No

QUESTIONS	RESPONSES	RESPONSES	RESPONSES	RESPONSES
	One - Two (+27) 50%	Five - Six 2	Three-Four 13	Seven + 12
How many individuals in your organization provide training activities?	of respondents			
What percentage of these individuals have had some education and/or training concerning appropriate ways to perform the training function.	0-20% 23	41-60% 8	21-40% 2	61% 20
Does your organization have a formal system for the evaluation of employees?	Yes 30	No 23		
When your company is looking for someone to do training do they hire someone from outside the organization?	Yes 37 87% of respondents	No 6		
When your company is looking for someone to do training do they use an expert from inside the organization?	Yes 43	No 4		
Over the next 5 years do you think your company will...				
	Do more training 38 73% of respondents	Less training 0	About the same training 14	

Frequency of Training	One	Two	Three	Four	Five	Six
Technical skills training	15	10	6	5	5	0
Computer training	3	6	7	5	7	4
Customer Service Training	2	6	6	8	3	1
ISO training	1	3	0	4	5	4
Communication training	2	1	3	4	7	5
Procedure training	4	9	8	4	6	5
Self-help training	3	1	5	1	4	3
Regulated Training	8	8	2	4	4	4
Safety Training	23	10	4	0	5	1
Current issues	2	10	5	4	5	2
Other						

Frequency of Training	Seven	Eight	Nine	Ten
Technical skills training	2	2	2	2
Computer training	1	8	4	2
Customer Service Training	8	2	4	5
ISO training	0	1	6	14
Communication training	7	5	5	4
Procedure training	5	2	0	1
Self-help training	3	8	6	7
Regulated Training	1	6	1	2
Safety Training	2	0	3	3
Current issues	4	1	3	4
Other				

Businesses Surveyed

BOONE COUNTY COMMUNITY	BOX 247	MADISON WV 25130	EDNA HALSTEAD
BOONE MEMORIAL HOSPITAL	701 MADISON AVE.	MADISON WV 25130	TERESA MEADE
BORDEN INC.	508 ROANE STREET	CHARLESTON WV 25302	JAMES SUTTON
BAXTON COUNTY MEMORIAL	100 HOLYMAN DRIVE	GASSAWAY WV 26624	WALTER SMITH
BREWER COMPANY OF WV INC.	BOX 3106	CHARLESTON WV 25331	FOREST ROGERS
BROUGHTON FOODS COMPANY	114 VIRGINIA STREET	CHARLESTON WV 25302	RUSS HOOVER
BROWN EXCAVATING INC.	BOX 225	FRIENDLY WV 26146	ERIC BROWN
BROWNING-FERRIS IND. OF SOUTH	BOX 329	LESAGE WV 25537	CHARLES MCLARIN
BURKE-PARSONS-BOWLBY CORP.	3210 PARKERSBURG ROAD	REEDY WV 25270	TERRY SAMPLES
BURNS MOTOR FREIGHT INC.	BOX 149	MARLINGTON WV 24954	SAM FELTON
CABELL SHEET METAL & ROOFING	BOX 448	CEREDO WV 25507	BRYAN VANCE
CABOT CORPORATION-OHIO RIVER	1 CABOT DRIVE	WAVERLY WV 26184	LARRY WESTFALL
CABOT OIL & GAS CORP. OF WV	BOX 1473	CHARLESTON WV 25325	ALAN HAGGERTY
CAMERON HEALTH CARE INC.	BOX 216	CAMERON WV 26033	JAMES LOWE
CARL E. SMITH, INC.	BOX 4	SANDYVILLE WV 25275	EDDIE SMITH
CARLTON COMPANY	PO BOX 1153	CHARLESTON WV 25324-1153	KEITH MCCLANAHAN
CARMEN FUNERAL HOME	2301 ARGILLITE ROAD	FLATWOODS KY 41139	ROBERT GREEN
CASDORPH AND CURRY FUNERAL	110 B STREET	ST ALBANS 25177	DONALD CASDORPH
CHANDLERS PLYWOOD	BOX 9009	HUNTINGTON WV 25704	JOHN CHANDLER
CAMC	3200 MACCORKLE AVE	CHARLESTON WV 25304	LILLIAN MORRIS
CHARLESTON POLICE DEPT.	BOX 2749	CHARLESTON WV 25330	DAVE MICKEL
CITY HOSPITAL INC.	BOX 1418	MARTINSBURG WV 25401	EARL WILLIAMSON
CITY OF PARKERSBURG	BOX 1627	PARKERSBURG WV 26101	RICHARD WILLIAMS
CLOVERDALE PACKING COMPANY	BOX 3346	PARKERSBURG WV 26101	DAVID WINANS
CM TECH INC.	BOX 194	NEW CUMBERLAND WV 26047	JEFF LAUTTAMUS
CNG TRANSMISSION CORP.	445 WEST MAIN STR.	CLARKSBURG WV 26301	ED GRUBB
AERO FAB, INC.	600 31ST STREET	HUNTINGTON WV 25702	RONALD MAYNARD
AFFILIATED SPECIALISTS	600 18TH STR. STE.304	PARKERSBURG WV 26101	JOEL WHITTAKER
COASTAL LUMBER COMPANY	RD 2 BOX 229	PROCTOR WV 26055	DON MERGERT
CONSUMERS GAS UTILITY	BOX 7696	HUNTINGTON WV 25778	JUDY BAILEY
CONTRACTORS ASSOCIATION	2114 KANAWHA BLVD.	CHARLESTON WV 25311	THOMAS GESNER
COHART REFRACTORIES	RT #6 BOX 62	BUCKHANNON WV 26201	SHELIA CUNNINGHAM
CORONET FOODS INC.	BOX 6686	WHEELING WV 26003	SAMMUEL LADA
CW STICKLEY INC	RT#1 BOX 596	FAIR MONT WV 26554	RANDAL STICKLEY
CYTECH INDUSTRIES	BOX 300	BELMONT WV 26134	RICHARD BARNARD
DAVIS MEMORIAL HOSPITAL	GORMAN AVE.	ELKINS, WV 26241	STEVE JOHNSON
DETTINBURN TRANSPORT INC.	HC 59 BOX 360	PETERSBURG WV 26847	CYNTHIA BERG
DOUGHERTY COMPANY, INC.	600 50TH STREET	CHARLESTON WV 25327	J. SMITH
E & H MANUFACTURING	BOX 3810	CHARLESTON WV 25338	DAVID HANEY
EAGLE DIST.	140 3RD AVE WEST	HUNTINGTON WV 25701	LEONARD DOSS

REGULATORY TRAINING CENTER MAILING LIST (601)

LOGSTON CONTRACTING	754 BAYS DRIVE	CHARLESTON, WV 25306-8702	DAVID LOGSTON
MAZZELLA QUARRIES INC	1530 OAKHURST DRIVE	CHARLESTON, WV 25314	JOEY MAZZELLA
MCKINNEY DRILLING COMPANY	119 STEWART LANE	WINFIELD, WV 25213	JIM GORDON
MUNIEL FENCE CO INC	PO BOX 6122	CHARLESTON, WV 25362	RICHARD MCNEIL
NATIONAL POOL & EQUIPMENT CO	2860 PENNSYLVANIA	CHARLESTON, WV 25302	STANLEY D. WYATT
ON LINE SERVICES INC	1132 11TH STREET	NITRO, WV 25143	KEN MILLER
PETROCON INC	1614 OAKHURST DRIVE	CHARLESTON, WV 25314	RANDY BESS
ROACH MASONRY SERVICE	248 IRENE CIRCLE	HURRICANE, WV 25526	ROBERT L. ROACH
SOUTHEAST ELECTRIC CORP	PO BOX 7238	CHARLESTON, WV 25358	ED COBB
SOUTHEASTERN ENVIRONMENTAL	PO BOX 337	HAMLIN, WV 25523	
TEAM INDUSTRIAL SERVICES, INC.	RR 1 BOX 284-1	CHARLESTON, WV 25213	RAY LEBLANC
WEBB PLUMBING INC	P O BOX 964	ST ALBANS, WV 25177	
WESTERN BRANCH DIESEL INC	PO BOX 8245	SOUTH CHARLESTON, WV	MICHAEL REGALLA
WW HEATING & AC COMPANY	RTE 4 BOX 380	HURRICANE, WV 25526	W. G. WARDEN
YOUNG BUILDERS &	2902 29TH STREET	NITRO, WV 25143	DARREL YOUNG
METRIX INTERNATIONAL CORP.	124 W. CUMBERLAND RD.	BLUEFIELD, WV 24701-4805	GRANT L. BROWN
SEARS MONUMENT	P. O. BOX 829	CHARLESTON, WV 25323	BRENT SEARS
BUREAU OF EMPLOYMENT	CALIFORNIA AVE	CHARLESTON, WV 25305	
A LINZY 'S SEPTIC TANK SERVICES	327 NEWHOUSE DRIVE	CHARLESTON, WV 25302	
AIR SYSTEMS SHEET METAL	BOX 399	HURRICANE WV 25526	NELSON SMITH
PROFESSIONAL SERVICE IND., INC.	DUPONT- SERVICE BLDG	BELLE WV 25015	CATHY GUINN
AKER PLASTICS	BOX 3209-M	MARTINSBURG WV 25401	BENNY DUVAL
AKERS SUPPLY INC.	BOX 276	NORTH MATEWAN, WV 25888	DAVID AKERS
AKZO CHEMICAL AMERICA	BOX 1721	GALLIPOLIS FERRY, WV 25515	WILLIAM STRICKLEN
AL MARINO INC.	BOX 209	CHARLESTON WV 25321	AL MARINO
ALFRED CONSTRUCTION	RT.1 BOX 190	BRIDGEPORT WV 26330	J. ALFRED
BOYDEN, INC.	PO BOX 305	HURRICANE, WV 25526	BOYCE C. JARRETT
ALVAREZ CONTRACTORS INC.	RT 3 BOX 103	CLARKSBURG WV 26301	GARY WALKER
AMERICAN NATIONAL RUBBER	BOX 7338	HUNTINGTON WV 25776	LINDA WALTERS
AMES COMPANY	BOX 1774	PARKERSBURG WV 26101	RICHARD JOLIFF
APPALACHIAN LOG STRUCTURES	PO BOX 5468	PRINCETON WV 24740	MARK TRAYLOR
ARMSTRONG TELEPHONE	311 MAIN STREET	HAMLIN WV 25523	LAWRENCE BARRETT
ARROWN CONCRETE COMPANY	BOX 5517	VIENNA WV 26105	DALE STEMPLER
AUTOMATED PACKING SYSTEMS	BOX 519	KEYSER WV 26726	PAUL BALDWIN
B & B CONCRETE INC	RT #4 BOX 226	KEYSER WV 26726	GLEN TEPHABOCK
BAKER TRUCK EQUIPMENT	BOX 482	HURRICANE WV 25526	C.E. FLOWERS
BALL CORPORATIONS	3010 BIRCH DRIVE	WEIRTON WV 26062-5133	DON KAMINSKI
BANNER FIBERBOARD CORP.	BOX 390	WELLSBURG WV 26070	D.L. GILCHRIST
BARBOURVILLE VETERANS HOME	512 WATERS STREET	BARBOURVILLE WV 25504	MIKE PATTERSON
BENWOOD LIMESTONE COMPANY	BOX 68	BENWOOD WV 26031	ROBERT WILDPRETT

REGISTRATION TRAINING CENTER MAILING LIST (601)

ANDERCLIFF LUMBER COMPANY	BOX 386	PARSONS WV 26287	CHARLES MARTIN
HOLDEN MACHINE AND	RT 119	HOLDEN WV 25625	JAMES RICE
HOMER LAUGHLIN CHINA	6TH AND HARRISON	NEWELL WV 26050	WILLIAM SMITH
UCHIN CONSTRUCTION	RT 3 BOX 527	ARNOLDSBURG WV 25234	JEFF HOUCHIN
HOUCHINS MANUFACTURING	BOX 1227	BECKLEY WV 25802	W. MEADOWS
HUNTINGTON STEEL AND SUPPLY	BOX 1178	HUNTINGTON WV 25701	STEVEN BOBO
INCO ALLOYS INTERNATIONAL	BOX 1958	HUNTINGTON WV 25720	JARRELL BLEDSOE
INDUSTRIAL PLATING AND	BOX 5878	PRINCETON WV 24740	LAURA NUCE
J AND S MACHINE COMPANY	BOX 2588	FAIRMONT WV 26555	ROBERT SMITH
JH FLETCHER COMPANY	BOX 2187	HUNTINGTON WV 25722	DAVID COOPER
JABO SUPPLY CORP.	BOX 238	HUNTINGTON WV 25707	CHARLES BAZEMORE
JAMES WHITE CONSTRUCTION	4156 FREEDOM WAY	WEIRTON WV 26062	DON GIANNI
JARVIS, DOWNING AND EMCH INC.	BOX 6253	WHEELING WV 26003	STANLEY COOPER
JC BOSLEY CONSTRUCTION	BOX 67	MINERAL WELLS WV 26150	MIKE WRIGHT
JEFFERDS CORP.	BOX 757	ST ALBANS 25177	GENE BROGAN
JENNMAR CORP. OF WV	BOX 119	REEDSVILLE, WV 26547	BILL EVERELY
JF ALLEN COMPANY/ALCON DIV.	RT 6 BOX 169	BUCKHANNON WV 26201	DWAYNE MCCARTNEY
JIM C. HAMMER COMPANY	BOX 425	MADISION, WV 25130	RAYMOND BURNS
JONES PRINTING COMPANY INC.	611 PENNSYLVANIA AVE.	CHARLESTON, WV 25302	RICKY BOOKER
K & P MACHINE SERVICE INC.	1229 RAILROAD ST.	GRAFTON WV 26354	TROY KIMBREW
KANAWHA HOSPICE CARE INC.	1143 DUNBAR AVE	DUNBAR WV 25064	GARY COFFEY
KANAWHA MANUFACTURING	BOX 1786	CHARLESTON WV 25326	CLARK LAMP
KELLWOOD COMPANY	225 OAK DRIVE	SPENCER WV 25276	ALLIE SHORT
KINGSFORD PRODUCTS	BOX 464	PARSONS WV 26287	PAUL SIEDSMA
LANG BROTHERS INC.	BOX 910	BRIDGEPORT WV 26330	JIM MATTINGLY
LINATEX CORP. OF AMERICA	BOX 32	MOUNT HOPE WV 25880	HOWARD PERRY
MADISION COAL AND SUPPLY	# 2 PORT AMHERST DRIVE	CHARLESTON, WV 25306	OTIS STOVER
MAGID GLOVE AND SAFETY	34 OAKMONT ROAD	WHEELING WV 26003	C.E. EHLER
LOUIE GLASS COMPANY	RT 3 BOX 50	WESTON WV 26452	PEG HOOTON
MAHUE CONSTRUCTION COMPANY	BOX 555	HAMLIN WV 25523	RONALD HOOSER
MCJUNKIN CORP.	BOX 513	CHARLESTON, WV 25322	DEBBIE KIDD
MEMORIAL FUNERAL CHAPELS	600 RIVERVIEW DRIVE	SUTTON WV 26601	LARRY GREENE
MILES INC./BAYER	BOX 500	NEW MARTINSVILLE WV 26155	JAMES TAYLOR
MINING CONTROLS INC.	BOX 1141	BECKLEY WV 25801	MARK WALKER
MONGOLD LUMBER ENTERPRISES	PO BOX 436	BEVERLY, WV 26253-0436	ANDY GREENE
MONONGAHELA POWER COMPANY	BOX 1392	FAIRMONT WV 26554	F.M. DORAN
MONONGALIA GENERAL HOSPITAL	1200 JD. ANDERSON DRIVE	MORGANTOWN WV 26505	SANDY FREEDMAN
MONROE-RALEIGH MILK	BOX 368	UNION WV 24963	JOHN FURROW
FLEXSYS AMERICA L.P.	#1 MONSANTO ROAD	NITRO, WV 25143	JAMES MCINTOSH
MORGANTOWN ENERGY	555 BEECHURST AVE.	MORGANTOWN WV 26505	R.F. KELLY

TRAINING CENTER MAILING LIST (601)			
MT:	2 SMILEY DRIVE	ST. ALBANS WV 25177-9970	BOB SCOLAR
	2 SMILEY DRIVE	ST. ALBANS WV 25177-9970	ROB BOYLE
COLUMBIA GAS	PO BOX 1808	ST. ALBANS WV 25177	JIM SCOTT
JOLPERT	600 Virginia St., E., Suite	CHARLESTON, WV 25301	
IVS HYDRO	P.O. BOX 245	WAVERLY, WV 26184	FRED D. CLARK
ASHLAND CHEMICAL	PO BOX 391	ASHLAND, KY 41114	DON SNELL
NACOM	2400 S. REFUGEE ROAD	COLUMBUS, OHIO 43207	
COMMUNICATION SERVICES	4136 W WASHINGTON ST.	CHARLESTON WV 25313-2438	
YORK INDUSTRIES	631 SOUTH RICHLAND AVE.	YORK, PENN 17405	
PRAY CONSTRUCTION	PO BOX 3778	CHARLESTON WEST VIRGINIA	DAVID MILLER
YORK INTERNATIONAL CORP.	PO BOX 1592	YORK, PA USA 17405-1592	
DENNISON MEDICAL OFFICE	P. O. BOX 1060	PROCTORVILLE, OH	NANCY CARTER
COLUMBIA GAS TRANSMISSION	PO BOX 1808	ST. ALBANS WV 25177	JERRY HOOPER
WACO SCAFFOLDING AND	940 JEFFERSON ROAD	CHARLESTON, WV 25309	BRIAN BEANE
BROOKE INDUSTRIAL	BOX 687	FOLLANSBEE, WV 26037	DENNIS MUHR
BAS TECHNICAL SERVICES INC	117 1ST AVE	SOUTH CHARLESTON, WV	RICHARD CHRISTY
OHIO VALLEY INC.	PO BOX 6638	HUNTINGTON, WV 25704	TIM MALCOMB
UCISCO	PO BOX 730	INSTITUTE, WV 25112	BRIAN MILLER
WEYERHAUSER	PO BOX 487	SUTTON, WV 26601	MONICA LISCHKA
THORN ORWICK	3255 HIGHWAY 135 NW	CORYDON, IN 47112	
SERVICE PUMP AND SUPPLY	PO BOX 2097	HUNTINGTON, WV 25721	
CARLTON THORTON	RT.1 BOX 227-2	LIBERTY, WV 25124	
RHONE-POULENC	PO BOX 2831	CHARLESTON, WV 25330	DIANA HOLLEY
WV DIVISION OF LABOR	BLDG. #3, ROOM 319	CHARLESTON WV 25305	PETE HALUSKI, JR.
ST. PIPELINE	#5 YOUNGSTOWN DRIVE	CLENDENIN, WV 25045	
KINCAID ENTERPRISES	PO BOX 549	NITRO, WV 25143	
RUSSELL STANLEY CORP.	100 PARK ROAD	NITRO, WV 25143	RON KIDWELL
AEP	5088 WEST WASHINGTON	CROSS LANES, WV 25313	RANDY MAXWELL
ELKEM METALS COMPANY	P.O. BOX 613	ALLOY, WV 25002-0613	ROGER WAGNER
CLEVELAND WRECKING	P.O. BOX 145530	CINN, OH 45214	
METAL BUILDING ERECTORS INC	P. O. BOX 472	ELEANOR, WV 25070	JACK HAVELY
CASIO TECHNICAL	540 BROAD STREET	CHARLESTON, WV 25301	EDIE CUTLIP
MOUNTAIN STATES AIRGAS	P.O. BOX 1268	CHARLESTON, WV 25325	DAVID BAUER
SOUTHERN BUILDING SYSTEMS	2882 PIEDMONT RD.	CHARLESTON, WV 25311	FAYE BALLARD
WV WATER & WASTE SUPPLY CO	P.O. BOX 9424	S. CHARLESTON, WV 25309	JOHN BEDICK
BREWER & COMPANY OF WV	P.O. BOX 3108	CHARLESTON, WV 25331	R. BREWER
BROWN'S LUMBER & SUPPLY CO.	215 MILL ST.	FAIRMONT, WV 26554-4468	DAVE BROWN
CAPERTON ENERGY	P.O. BOX 1947	BECKLEY, WV 25802	S. AUSTIN CAPERTON
GREEN MOUNTAIN CO.	4 PORT AMHERST DR.	CHARLESTON, WV 25306	ROONEY CLAY
MOUNTAIN STATES AIRGAS	P.O. BOX 1268	CHARLESTON, WV 25325	BOB CONLEY

TRAINING CENTER MAILING LIST (601)

ATE ELECTRIC SUPPLY CO.	210 20TH STREET	HUNTINGTON, WV 25703	JOHN SPOOR
BETHENERGY MINES INC	17 JOHNS ST.	JOHNSTOWN, PA 15901-1558	DAVID MYERS
MARROWBONE DEVELOPMENT CO.	P.O. BOX 119	NAUGATUCK, WV 25885	DAVID YOUNG
JALIA RESOURCES	PO BOX 11718	CHARLESTON, WV 25339-1718	G. YOUNG
GARCIE R. MARKER & SONS, INC.	ROUTE 8 -BOX 511 B	S. CHARLESTON, WV 25309	ALLEN MARKER
HUNTINGTON JOB SERVICE	PO BOX 970	HUNTINGTON, WV 25713	WILLIAM MCMULLEN
BOGGS ROOFING	P.O. BOX 7455	HUNTINGTON, WV 25778	PAM BOGGS
INCO ALLOYS INTERNATIONAL	3200 RIVERSIDE DRIVE	HUNTINGTON, WV 25720	BARBARA MEADOWS
MOUNTAIN MATERIAL HANDLING	P O BOX 8783	CHARLESTON, WV 25382	
ULTRASONIC SPECIALISTS INC.	139 KILGORE ROAD	SCOTT DEPOT, WV 25580	TERRY BLAKE
HENSON BROTHERS INC	BOX 655	NITRO, WV 25143	
MC KINNEY DRILLING CO.	119 STEWART LANE	WINFIELD, WV 25213	
BUCHANAN SOUND &	420 16TH STREET	DUNBAR, WV 25084	DAVID WALLS
BUCHANAN SOUND &	1500 WINCHESTER AVENUE	ASHLAND, KY 41101	PERRY MADDEN
QUICK DELIVERY SERVICE	3100 MAC CORKLE AVE S	SOUTH CHARLESTON WV 25303	PATTY BECKETT
SOUTH CHARLESTON FIRE DEPT	4th AVENUE	SOUTH CHARLESTON, WV	C.W. SIGMAN
AGGREKO, INC.	4220 WOODRUM LN	CHARLESTON WV 25313-2323	
ASBESTOS TESTING INC.	5205 NOYES AVE.	CHARLESTON, WV 25304	
WEST VIRGINIA ENTRANCE	6421 B SISSONVILLE DRIVE	SISSONVILLE, WV 25312	DEAN HENSON
MQS INSPECTION	2000 OLIVE COURT	MILTON, WV 25541	ROB OLIVER
NAM INSPECTION	4000 LOCKBOURNE RD.	COLUMBUS, OHIO 43207	AUDREY
FURMANITE	110 WEST MAIN STREET	BELLE, WV 25015	DON KINDER
E - Z ELECTRIC	4812 WEST PEA RIDGE RD	HUNTINGTON, WV 25705	MIKE KELLY
ANTHONY CRANE RENTAL	101 INDENPENDENCE AVE.	NITRO, WV 25148	BOB KELLY
BRAND SCAFFOLDING	111 THOMPSON ROAD	CULLODEN, WV 25510	ROGER SHINN
B P AMOCO CHEMICALS	P. O. BOX 448	MARIETTA, OH 45750	SCOTT WILSON
GARAGE DOOR OPERATORS INC.	P. O. BOX 128	SCOTT DEPOT, WV 25580	
THRASHER ENGINEERING	PO BOX 2431	CHARLESTON, WV 25329	A. DAYTON CARPENTER, P. E.
DEP WASTE MGT SECTION	1356 HANSFORD STREET	CHARLESTON, WV 25301	TOM BASS
OFFICE OF AIR QUALITY	1558 WASHINGTON ST	CHARLESTON, WV 25311	DAVID WHITE
HIGHLAND HOSPITAL	56th and NOYES AVE. SE	CHARLESTON, WV 25304	
PUTNAM GENERAL HOSPITAL	1400 HOSPITAL DRIVE	HURRICANE, WV 25528	
COLUMBIA SAINT FRANCIS	P. O. BOX 471	CHARLESTON, WV 25301	
CHESTNUT RIDGE HOSPITAL	930 CHESTNUT RIDGE	MORGANTOWN, WV 26505-2854	
COLUMBIA RIVER PARK HOSPITAL	1230 6th AVENUE	HUNTINGTON, WV 25702	
DIAGNOSTIC MEDICAL CENTER	11950 MACCORKLE AVE	CHESAPEAKE, WV 25315	
CONNECT INC.	1116 SMITH ST. SUITE 214	CHARLESTON, WV 25301	JOHN SEDLOCK
KING'S DAUGHTERS' MEDICAL	2201 LEXINGTONA AVE	ASHLAND, KY 41101	
CABELL HUNTINGTON HOSPITAL	1340 HAL GRER BLVD.	HUNTINGTON, WV 25701	
ST. MARY'S HOSPITAL	2900 FIRST AVENUE	HUNTINGTON, WV 25702	

TRAINING CENTER MAILING LIST (601)

COLUMBIA GAS	PO BOX 531	CATLETTSBURG, KY 41229	BILL DAVIS
COLUMBIA GAS	1664 WALKER BRAND RD.	HUNTINGTON, WV 25704	KAREN STEVENSON
BROWN ELECTRIC	1100 CHARLES AVE	DUNBAR, WV 25064	PAUL COTTRILL
ATLANTIC CONSTRUCTION	RT. 1 OLDTOWN ROAD	PT. PLEASANT, WV 25550	JOHN BURNS
UCC	P. O. BOX 8361	SOUTH CHARLESTON, WV	TERRY HANNING
C I WALKER MACHINERY	P. O. BOX 2427	BELLE, WV 25329	MICHELLE HARTLEBEN
HOLZER MEDICAL CENTER	100 JACKSON PIKE	GALLIPOLIS, OH 45631	RON SAUNDERS
WEST VIRGINIA DEVELOPMENT	CAPITOL COMPLEX,	CHARLESTON, WV 25305-0311	TRACY GOSSARD
FRENCH TOWN VETERINARY	360 STATE RT. 160	GALLIPOLIS, OH 45631	DR. ANGELA DAHSE
GARY MATHENY CONSTRUCTION	CLAY RT., BOX 3	SPENCER, WV 25276	KATHY MATHENY
DIAMOND ELECTRIC	PO BOX 830	ELEANOR, WV 25070	GENE LOPEZ
DAVID DEAN	454 1/2 58TH ST.	CHARLESTON, WV 25304	
COY DOWDIN	3008 RIDGEVIEW DR.	SOUTH CHARLESTON, WV	
ORDERS CONSTRUCTION	P. O. BOX 1448	ST. ALBANS, WV 25155	SAFETY DIRECTOR
US DEPT. OF LABOR	405 CAPITOL ST STE 407	CHARLESTON WV 25301-1727	STANLEY ELLIOTT
RED'S ROLLEN GARAGE	ST. RT. 554	BIDWELL, OH 45614	TAMMIE BRABHAM
WEST VIRGINIA DEVELOPMENT	CAPITOL COMPLEX,	CHARLESTON, WV 25305-0311	DAVID LIVING
ASTAR, INC	PO BOX 13533	SISSONVILLE, WV 25360	
GREAT LAKES	200 PICKENS ROAD	NITRO WV 25143	WILL FIELDS
ERM INC	P. O. BOX 519	NITRO, WV 25143	BECKY ROBERTSON
DEP OF WV WATER RESOURCES/	GENERAL DELIVERY	TEAYS, WV 25569-9999	DONALD R. HILL
DEP OF WV WASTE MANAGEMENT	1356 HANSFORD STREET	CHARLESTON, WV 25301	ELIZABETH CRAFT
DAMAM INDUSTRIAL	P. O. BOX 336	EAST BRADY, PA 16028	
PENNZOIL PRODUCTS CO.	1015 BARLOW DR.	CHARLESTON, WV 25311	JOHN HUTCHINSON
PREISER SCIENTIFIC	P. O. BOX 1330	ST. ALBANS, WV 25177	DON MEDDINGS
CADLE SANITARY SERVICE	5221 WALNUT VALLEY	CHARLESTON, WV 25313	
SECURITY AMERICA	ONE MONSANTO ROAD	NITRO, WV 25143	MARK SAMUEL
SKYLINK COMMUNICATION	P. O. BOX 9250	COLUMBUS, MS 39701	STEVE PIERCE
CAPITOL CABLEVISION	209 BROAD STREET	CHARLESTON, WV 25301	
CENTURY CABLE CO	P. O. BOX 7638	HUNTINGTON, WV 25777-7638	
HARMON CABLE COMMUNICATION	78 OLD MAIN PLAZA	ST. ALBANS, WV 25177	
WILLIAMS NITRO ELECTRIC	P. O. BOX 425	NITRO, WV 25143	
FLEXSYS	ONE MONSANTO ROAD	NITRO, WV 25143	MARK SAMUEL (SECURITY)
RANDERS ENGINEERING	318 5TH AVENUE	SO. CHARLESTON, WV 25303	DALE CHAPMAN
H. T. SWEET AND SONS	521 LINCOLN STREET	ST. ALBANS, WV 25177	
GARRETT TIRE CENTER	322 WEST WASHINGTON	CHARLESTON, WV 25302	DON GARRETT
WV ARMY NATIONAL GUARD-EP	1705 COONSKIN DRIVE	CHARLESTON, WV 25311	RITA MENESES
PERFECTION SERVICES	P. O. BOX 8	ST. ALBANS, WV 25177	
AMERICAN ELECTRIC POWER	P. O. BOX 399	NEW HAVEN, WV 25265	
ENVIRONMENTAL SOLUTIONS	P. O. BOX 7555	CHARLESTON, WV 25356	VAUNNA NEIGLER

LABORATORY TRAINING CENTER MAILING LIST (601)

ENVIRONMENTAL SERVICES	6404 MAC CORKLE, AVE.	ST. ALBANS, WV 25177	LEE MILLER
DEP- UNDER GROUND STORAGE	1356 HANSFORD STREET	CHARLESTON, WV 25301-1401	BECKY CLINE
WITCO	3500 SOUTH STATE RT. 2	FRIENDLY, WV 26146	E. SCOTT HOWELL
JELL HOWARD K CONSULTING	P. O. BOX 548	LEXINGTON, KY 40585	
SENECA COMMUNICATIONS INC.	13th AND DUNBAR AVE.	DUNBAR, WV 25064	
ELECTRONIC SPECIALTY CO.	1325 DUNBAR AVE.	DUNBAR, WV 25064	JOHN GARNER
STAGG ENGINEERING SERVICES	5487 BIG TYLER ROAD	CROSS LANES, WV 25313	
GHOSH ENGINEERS INC.	723 KANAWHA BLVD. EAST	CHARLESTON, WV 25301	
I T CORPORATION	110 9TH ST #C	VIENNA, WV 26105	
MARSHALL MILLER & ASSOCIATES	207 D STREET	SOUTH CHARLESTON, WV 25303	
MSES CONSULTANTS	609 W MAIN STREET	CLARKSBURG, WV 26301	
ENVIRONMENTAL DESIGN GROUP	1329 QUARRIER STREET	CHARLESTON, WV 25301	
ESMER & ASSOCIATES INC	US ROUTE 60	BOOMER, WV 25031	
GAJ CONSULTANTS	315 70TH STREET SE	CHARLESTON, WV 25304	DAWN SEEBERGER
ROBERT L. WOLFE INC.	1829 LOUDEN HEIGHTS RD	CHARLESTON, WV 25314-1584	
STURM ENVIRONMENTAL	321 4TH AVENUE	SOUTH CHARLESTON, WV 25303	
MARCUM ENVIRONMENTAL INC.	PO BOX 311	KENOVA, WV 25530	VERNON MARCUM JR.
JOHNSON & HIGGINS OF OHIO, INC	703 CURTIS STREET	MIDDLETON, OHIO 45043	CINDY SCHAIBLE
LOGAN CORP	P. O. BOX 3202	CHARLESTON, WV 25332	MIKE PERDUE
PIONEER PIPE INC.	P. O. BOX 8871	SOUTH CHARLESTON, WV 25303	LINDA
INTERNATIONAL TECHNOLOGY	1100 9TH STREET	VIENNA, WV 26105	CLAUDE MARRA
ENVIRONMENTAL CAREERS INC.	431 OHIO PIKE	CINCINNATI, OH 45255	JOEL MELLON
WITCO	3500 S. STATE ROUTE 2	FRIENDLY, WV 26148	J. E. GOLDSMITH
GODWIN PUMP OF AMERICA	5329 SISSONVILLE DRIVE	CHARLESTON, WV 25328	JEANNIE
WV-WORKERS COMPENSATION	P. O. BOX 3064	CHAS., WV 25331-3064	GERE FLICK
RESOURCE ASSOCIATES INC.	2203 WALTON AVE.	BLUEFIELD, WV 24701	
INNOVATIVE SOLUTIONS INC.	P. O. BOX 675	ELKVIEW, WV 25071	DAVID H. ESCUE
GLEN BARNETT	P. O. BOX 851	MOREHEAD, KY 40351	
MCGRAW/KOKOSING	470 EAST OXFORD STATE	MIDDLETON, OHIO 45044	ALISON MUTH
WASTE MANAGEMENT INDUSTRIAL	199 RIVERBEND BLVD.	ST. ALBANS, WV 25177	RICHARD MYERS
CASTO TECHNICAL	540 BROAD STREET	CHARLESTON, WV 25301	CARMELA REDMAN
K C R, INC	622 MARYLAND AVE	CHARLESTON, WV 25322	DAVID K. PARSONS
NORTHROP GRUMMAN	EAST BENEUM	BRIDGEPORT, WV 26330	DIANNA MARRA
SUPERIOR TESTING SERVICES	P. O. BOX 54	ASHVILLE, NC 28802	
CRANE AMERICA SERVICES, INC.	925 BARLOW DRIVE	CHARLESTON, WV 25311	
M E T	400 WINCHESTER AVE	ASHLAND, KY 41101	
BOB BOGGESS	5408 KENTUCKY STREET	SOUTH CHARLESTON, WV 25309	
CHARLESTON FIRE DEPARTMENT	808 VIRGINIA STREET	CHARLESTON, WV 25302	DALE PETRY
DUNBAR FIRE DEPT.	DUNBAR AVENUE	DUNBAR, WV 25064	GEORGE BOSTIC
STATEWIDE EXCAVATING	342 SCARY ROAD	SCOTT DEPOT, WV 25560	BLANE PAULEY

COPPERS INDUSTRIES	P. O. BOX 665	FOLLENSBEE, WV 26037	STEVEN LISH
PIERSON CONSTRUCTION	P. O. BOX 16A BLUE KNOB	MAYSEL, WV 25133	MIKE PIERSON
CONTRACTORS ASSOCIATION OF	2114 KANAWHA BLVD. E.	CHARLESTON, WV 25311	PAT PARSONS
ORBITAL ENGINEERING INC.	1120 KANAWHA BLVD. E.	CHARLESTON, WV 25301	
D C POWER SYSTEMS	P. O. BOX 2119	KERNERSVILLE, NC 27285	ALAN
TABOR MACHINE CO.	P. O. BOX 3037	BLUEFIELD, WV 24701	TODD FERRA
FBI/CJIS	1000 CUSTER HOLLOW RD.	CLARKSBURG, WV 26306	HERMAN SIMS
GOBEL CONSTRUCTION	RT 4 BOX 364 A	HURRICANE, WV 25526	CAROLYN GOBEL
DUPONT-BELLE	901 W. DUPONT AVENUE	BELLE, WV 25015	PAM POLRZYWA
BELL ATLANTIC	1500 MACCORKLE AVENUE	CHARLESTON, WV 25314	DONNA MAYFIELD
PUTNAM SOLID WASTE	2945 PUTNAM AVENUE	HURRICANE, WV 25526	GERDIE ESTEP
SOUTHEASTERN ROOFING CO.	P. O. BOX 1322	PINEVILLE, WV 24859	JOHNNY SMITH
WOOLPERT CONSULTANTS	606 VIRGINIA STREET	CHARLESTON, WV 25301	MACK MCCARTY
SOUTH CENTRAL DISTRICT	218 E. MAIN ST.	POMEROY, OH 45769	HAL BOSTON
LOWE'S OF SOUTH CHARLESTON	2600 MOUNTAINEER BLVD.	CHARLESTON, WV 25309	CAROL HAMRIC
(LOWE'S OF CROSSLANES)	HC 87 BOX 328	AMMA, WV 25005	BILL SHEARS
NACOM	110 SMILEY DRIVE	ST. ALBANS, WV 25177	TERRY MARR
KANAWHA SCALES & SYSTEMS	P. O. BOX 569	POCA, WV 25159	SCOTT WITHROW
SHELL CHEMICAL COMPANY	STATE ROUTE 2	APPLEGROVE, WV 25502	REX E. ROUSH
SHELL CHEMICAL COMPANY	STATE ROUTE 2	APPLEGROVE, WV 25502	VAN LITTLE
KANAWHA SERVICES (PMOC)	624 MARYLAND AVE	CHARLESTON, WV 25302	JACK CUMMINGS
ENVIRONMENTAL SERVICES	P O BOX 10220	CHARLESTON, WV 25357	
BETZ DEARBORNE	318 5TH AVENUE SUITE 210	SOUTH CHARLESTON, WV 25303	JOHN REPERT
MARSHALL UNIVERSITY	2513 JACKSON AVENUE	PT. PLEASANT, WV 25550	HOMER K. PREECE
POLYMER ALLIANCE ZONE	104 MILLER DRIVE	RIPLEY, WV 25271	R. V. GRAHAN
MCJUNKIN CORPORATION	P. O. BOX 513	CHARLESTON, WV 25322	EDNA R. ROTHWELL, PHD
COLUMBIA GAS TRANSMISSION	PO BOX 1273	CHARLESTON, WV 25325	BILL BENTLEY
WESTINGHOUSE ELECTRIC CO.	205 STANFORD ROAD	BECKLEY, WV 25801	JUNE
BROWN AND ROOT -DUPONT LOC.	P. O. BOX 669	BELLE, WV 25015	ROY EAGLE
THE R. M. HUFFMAN CO.	1007-D BRIDGE RD.	CHARLESTON, WV 25314	CHERYL
FOSTER SUPPLY	P. O. BOX 488	SCOTT DEPOT, 25560	BILL BARE
AMERICAN ELECTRIC POWER	P. O. BOX 389	NEW HAVEN, WV 25265	GINGER MCKNIGHT
AKZO NOBEL CHEMICALS	BOX 1721	GALLIPOLISFERRY, WV 25315	BUTCH SCHAFER
L. WILLIAMSON PALLETS, INC.	2760 U. S. 35 SOUTH	SOUTHSIDE, WV 25187	LANNY WILLIAMSON
LETART CORPORATION	P. O. BOX 69	GALLIPOLIS FERRY, WV 25315	JON P. THOMPSON
MASTER MECHANICAL INSULATION	525 28TH STREET	HUNTINGTON, WV 25705	CINDY
	415 EAST MYLES AVENUE	PENNSBORO, WV 26115	DAVID KELLEY
	2794 VALLEY MILLS ROAD	PARKERSBURG, WV 26101	ANGIE WIGAL
ELKEM METALS-DEPT. 023	P. O. BOX 613	ALLOY, WV 25002	CHARLES BRYANT
ST. ALBANS FIRE DEPT	51 SIXTH AVENUE	ST. ALBANS, WV 25177	JOHN PHILPOTT

REGULATORY TRAINING CENTER MAILING LIST (601)

DUNBAR POLICE DEPARTMENT	12th ST. AND MYERS	DUNBAR, WV 25064	T. L. COLEMAN
ROY F. WESTON, INC.	141 WADDLES RUN ROAD	WHEELING, WV 26003	JOHN ALBERT
IMATION	#200 BRUCETOWN ROAD	MIDDLEWAY, WV 25430	
IRTH TECH	4782 CHIMNEY DRIVE	CHARLESTON, WV 25302	SCOTT LANNAN
BRECHBUHLER SCALES	4200 FIRST AVENUE, SUITE	NITRO, WV 25143	MIKE BARBER
OSHA	405 CAPITAL ST., SUITE	CHARLESTON, WV 25301	JIM TROY
US ARMY CORPS OF ENGINEERS	502 8th STREET	HUNTINGTON, WV 25701	DAVID MEADOWS
RELIANCE LABS	BRIDGEPORT, WV	26330	BILL KIRK
CT & E ENVIRONMENTAL	1256 GREENBRIER STREET	CHARLESTON, WV 25311	JEANIE LATTERNER
EASTHAM ASSOCIATES	RR 1 BOX 225	GREENUP, KY 41144	TODD EASTHAM
USDOL - BAT	1108 3rd AVENUE	HUNTINGTON, WV 25701	KAREN WADE
MOUNTAIN STATE AIR GAS	P. O. BOX 1268	CHARLESTON, WV 25325	JIM LORD
MOUNTAIN STATE AIR GAS	P. O. BOX 1268	CHARLESTON, WV 25325	STEVE ZINN
CHESTER ENGINEERS	401 11th St. Suite 701	HUNTINGTON, WV 25701	TOM LAMBIOTTE
CONTRACTOR SERVICES	1015 CHARLESTON ROAD	SPENCER, WV 25276	DAVE BRANNON
HDR ENGINEERING, INC.	320 PENCO ROAD	WEIRTON, W V 26062	
J. W. SEABOLT	638 JORDAN CREEK ROAD	ELKVIEW, WV 25071	J. W. SEABOLT
EDWARDS TRANSPORTATION INC.	P. O. BOX 278	RAVENSWOOD, 26164	CHUCK HARRIS
EASTERN STATES PUMP &	P. O. BOX 454	LAVALETTE, WV 25535	
BRENTWOOD INDUSTRIES	2011 INDUSTRIAL PARK	MARTINSBURG, WV 25401	MR. HARRINGTON
UNITED DAIRY	508 ROANE STREET	CHARLESTON, WV 25302	MARIE JONES
FREELANCE TECHNICAL ASSOC.	207 FAIRMONT AVENUE	FAIRMONT, WV 26854	DANNY BAINBRIDGE
POTOMAC HIGHLANDS SUPPORT	P. O. BOX 869	PETERSBURG, WV 26847	ART TRENTON
I. A. N. GARCELON	3915-B INDIAN CREEK ROAD	ELKVIEW, WV 25071	
RAIL CONSTRUCTION	12495 PAUL COFFEE BLVD.	ASH, KY 41102	
	164 HIDDEN VALLEY	SCOTT DEPOT, WV 25560	CINDY BALLARD
OFFICE OF AIR QUALITY	1558 WASHINGTON ST. E.	CHARLESTON, WV 25311	LEONARD WOMBLE
ONYX INDUSTRIAL SERVICES	PO BOX 1900	ASHLAND, KY 41105-1900	CHRIS DAILEY
G. S. OF WEST VIRGINIA	RT 1 BOX 179B	RAVENSWOOD, WV 26164	GREG LAWRENCE
	820 KANAWHA BLVD. W.	CHARLESTON, WV 25302	PAUL PIGOT
CORPS OF ENGINEERS	502 8TH ST.	HUNTINGTON, WV 25701	LOLA ELKINS
S & S ENGINEERS	501 EAGLE MOUNTAIN RD.	CHARLESTON, WV 25311	RANDY CRACE
SMALLEY BUILDERS	HC 83 BOX 99	RED HOUSE, WV 25188	ROBIN PAINTER
BLAST TEC	RT. 2 BOX 135	BUCHANON WV 26201	PATTY
CAMC	3200 McCORKLE AVE SE	CHARLESTON WV 25304	RON STRICKER
DWIGHT FAST	3205 KILDALTON PL.	APEX, NC 27502	
BORG WARNER AUTOMOTIVES	2160 EASTERN AVE.	GALLIPOLIS, OH 45831	SHERI TAYLOR
DEP WASTE MGT SECTION	1356 HANSFORD STREET	CHARLESTON, WV 25301	TOM FISHER
ONE VALLEY SQUARE	940 ONE VALLEY SQUARE	CHARLESTON, WV 25301	JOHN THOMAS
IRONWORKS	PO BOX 1002	MILTON, WV 25341	SKIP KING

EAR,NOSE &THROAT ASSOCIATES	BOX 1628	CHARLESTON WV 25301	KATHRYN BAILEY
EASTERN AMERICAN ENERGY	RT. 5, BOX 820	GLENVILLE, WV 26351	BRUCE GARRETT
ED SWIERKOS ENTERPRISES INC.	RD#4BOX 254	MOUNDSVILLE WV 26041	JOHN SWIERKOS
I. DUPONT DE NEMOURS &	901 WEST DUPONT AVE	BELLE WV 25015	E. PRICE
ELK RUN COAL COMPANY INC.	BOX 497	SYLVESTER WV 25193	FRANK FOSTER
ELKAY MINING COMPANY	PO BOX 11718	CHARLESTON, WV 25339-1718	KEN PERDUE
EMPLOYERS SERVICE CORP.	BOX 3389	CHARLESTON WV 25333	JOSEPH THIBIDOUX
ENGINES INC.	#1 ELECTRIC ROAD	MILTON WV 25541	DENNY MOORE
EUREKA PIPELINE COMPANY	BOX 5519	VIENNA WV 26105	HAROLD BAKER
EVANS LUMBER COMPANY	BOX 8095	SOUTH CHARLESTON WV 25303	WALTER EVANS
EXPLOSIVES TECH.	BOX 288	PINEY VIEW WV 25909	ERIC RANEY
FACEMYER LUMBER COMPANY	BOX 748	RIPLEY WV 25271	LEE FACEMYER
FACTORY IND. MAINTANCE CO. INC.	63 GREENWOOD DRIVE	WILLIAMSTOWN WV 26187	KEN WESTFALL
FAIRMONT MARION COUNTY	400 QUINCY STREET	FAIRMONT WV 26554	JOESPH RAGER
FAIRMONT SPECIALITY SERVICES	RT 1 BOX 351	FAIRMONT WV 26554	DAVID ROBERTS
FAMCO INC.	BOX 1477	HUNTINGTON WV 25716	RICHARD SMAILES
FARR MANUFACTURING	BOX 328	PARKERSBURG WV 26102	DOUGLAS FARR
FAYETTE CNTY. BOARD OF ED.	111 FAYETTE AVE.	FAYETTEVILLE WV 25840	R. CLAGG
FEDERAL AVIATION	301 EAGLE MOUNTAIN	CHARLESTON WV 25311	JAMES PRESTON
FENTON ART GLASS	700 ELIZABETH STREET	WILLIAMSTOWN WV 26187	MICHAEL FENTON
FOLLANSBEE STEEL CORP	BOX 610	FOLLANSBEE WV 26037	JAMES SIMMS
FOREST LAWN CEMETARY	BOX 310	PECKS MILLS WV 25547	LEJEANA ALDREDGE
FRANCIS ENGINEERING INC.	BOX 2284	MORGANTOWN WV 26505	GEORGE CYPHERT
GALIGHER FORD INC.	BOX1328	HUNTINGTON WV 25714	GREG ELKINS
GATEWOOD PRODUCTS INC.	BOX 207	PARKERSBURG WV 26102	JAMES REGAL
GEF INC.	1721 WINFIELD ROAD	WINFIELD, WV 25213	STEVE FOSTER
GENERAL DELIVERY INC..	1822 MORGANTOWN AVE.	FAIRMONT WV 26505	VIRGINIA THOMPSON
RICHARD CONSTRUCTION INC	BOX 659	DELLSLOW, WV 26531	JUDY BECKETT
GOODWILL IND. OF KYOWVA INC.	BOX 7365	HUNTINGTON WV 25776	RONNIE JOHNSON
GREENBRIER LIMESTONE CORP.	HC 40 BOX 49	LEWISBURG WV 24901	MARK WILSON
GREER IND. INC.	BOX 1900	MORGANTOWN WV 26505	MAY HOWELL
GUARDIAN FOODSERVICE	BOX 7397	ROCKY MOUNT NC 27804	JAMES LANDIS
H & W TRUCKING COMPANY INC.	BOX 40	ONA WV 25545	CHIP HOLCOMB
HALLIBURTON SERVICES	BOX 418	ELKVIEW WV 25071	LISA JACKSON
HARDMAN SUPPLY COMPANY	102 COURT STREET	SPENCER WV 25276	JOHN HENRY
HC NUTTING COMPANY	912 MORRIS STREET	CHARLESTON WV 25301	RONALD PRATER
HEINERS BAKERY INC.	BOX 8247	HUNTINGTON WV 25704	DAVID HYLBUIT
HERCULES INC.	BOX 210	ROCKET CENTER, WV 26728	GIL ULLORN
HERMAN STRAUSS INC.	BOX 6543	WHEELING WV 26003	MISSY ROBINSON
HEWETT MINE REPAIR COMPANY	RT 1 BOX 361	LAKE WV 25121	

MORGANTOWN CENTER MAILING LIST (601)			
MORGANTOWN MACHINE	RT 5 BOX 250	MORGANTOWN WV 26505	DAVID MARTIN
MOULDAGRAPH CORP.	BOX 99	NITRO, WV 25143-099	DENNIS MOULDER
MOUNTAIN STATE BIT SERVICE	BOX 4300	MORGANTOWN WV 26505	JIM CLARKSON
MOUNTAINEER FIRST AID AND	BOX 7416	CHARLESTON WV 25301	JOE BARNES
MOUNTAINEER GAS COMPANY	414 SUMMERS STREET	CHARLESTON WV 25356	SUE ANDERSON
MURRAY SHEET METAL COMPANY	3112 7TH STREET	PARKERSBURG WV 26101	JAY MURRAY
MYERS AND COMPANY	BOX 9238	SOUTH CHARLESTON WV 25309	JAMES MYERS
MYLAN PHARMACEUTICALS INC.	BOX 4300	MORGANTOWN WV 26505	SCOTT MARSHALL
NATIONAL PARK SERV NEW RIVER	104 MAIN STREET	GLEN JEAN WV 25846	RICHARD BROWN
NEMETH MACHINE INC.	BOX 9	BENWOOD WV 26031	VIRGINIA MILLHOUSE
NEO INDUSTRIES	3025 BIRCH DRIVE	WEIRTON WV 26062	SCOTT HOLT
NORTHWESTERN	BOX 1523	PARKERSBURG WV 26102	DALLS BEHRENS
OHIO VALLEY HEALTH SERV. AND	2000 EOFF STREET	WHEELING WV 26003	BRAD SIMMS
OLIVER INDUSTRIES INC.	6819 MACCORKLE AVE	ST ALBANS WV 25177	JILL OLIVER
ORDERS AND HAYNES PAVING CO.,	BOX 9488	SOUTH CHARLESTON WV 25309	ROBERT ORDERS
PACKAGED SYSTEMS INC.	BOX 13399	SISSONVILLE WV 25303	LARRY EDENS
PARK CORP. DBA CHAS. ORDANCE	BOX 8678	SOUTH CHARLESTON WV 25303	JOHN WHITNEY
PARKERSBURG DISTRIBUTING	BOX 65	PARKERSBURG WV 26102	DAVID RITCHIE
PARKERSBURG SANITARY BOARD	125 19TH STREET	PARKERSBURG WV 26102	CLARENCE COX
PARKLINE, INC.	BOX 65	WINFIELD WV 25213	FRANK STYLES
PAUL WISSMACH GLASS	BOX 228	PADEN CITY WV 26159	ROBERT FELDMIER
PB & S CHEMICAL COMPANY	BOX 1843	ST ALBANS WV 25177	AL MORRIS
PEABODY COAL COMPANY	BOX 1233	CHARLESTON WV 25324	DAVID ASHEY
PESPI-COLA BOTTLING COMPANY	1531 MONROE AVE.	HUNTINGTON WV 25704	LESLIE HARWICK
PETROLEUM DEVELOPMENT	BOX 26	BRIDGEPORT WV 26330	ERSEL MORGAN
PHILLIPS MACHINE SERVICE INC.	BOX 1245	BECKLEY WV 25802	ANTHONY MCKINNEY
POWER MAINTENANCE INC.	BOX 365	WILLIAMSTOWN WV 26187	STEVE WHITE
PPG INDUSTRIES	BOX 191	NEW MARTINSBURG WV 26156	BRAD KLINE
PRINCETON COMMUNITY	BOX 1369	PRINCETON WV 24740	BONNIE HENERY
PROCESS CONTROL SYSTEMS INC.	100 N. FIRST STREET	CLARKSBURG WV 26301	ROB STEWART
PROCESS SUPPLY INC.	BOX 6010	CHARLESTON WV 25362	JEFFREY CROCKETT
QUAKER STATE OIL REFINING	BOX 336	NEWELL WV 26050	OLIN HASKIN
RALEIGH JUNK COMPANY	BOX 886	CHARLESTON WV 25323	CHARLES PAINTER
RALEIGH GENERAL HOSPITAL	1710 HARPERS ROAD	BECKLEY WV 25801	R. LUCAS
RBS, INC.	DRAWER #5	WHITE SULPHUR SPRINGS WV	RONALD SYNDER
RECKART EQUIPMENT CO.	BOX 216	BEVERLY WV 26253	TODD RECKART
RECTRON INC.	BOX 1240	WILLIAMSON WV 25661	MATTHEW GILLIAM
REFRIGERATED EXPRESS INC.	720 12TH STREET	HUNTINGTON WV 25701	NORMA WRIGHT
REX-HIDE INDUSTRIES INC.	BOX 369	GRAFTON WV 26354	TERESA GALLAHER
RHEOX INDUSTRIES INC.	1003 MACCORKLE AVE SW	CHARLESTON WV 25303	HAYWARD THOMAS

APPENDIX F
Letters of Support

Southwestern Community Action Council, Inc.



540 FIFTH AVENUE
HUNTINGTON, W. VA. 25701
PHONE (304) 525-5151
FAX (304) 525-5182

October 26, 1999

Dr. Laura Wyant
Adult and Technical Education
Marshall University
400 Hal Greer Boulevard
Huntington WV 25755

Dear Dr. Wyant:

Southwestern Community Action Council, Inc. assists our low-income client population through the development of job skills, and a multiple number of other services, to achieve self sufficiency and their potential in a rapidly changing society. As a result, we are aware of the growing need for technical training and education in business and industry that demonstrates a demand for human resource development professionals. Also, with the shifts in the composition of West Virginia's workforce, there will be increasing needs for training and retraining of adults particularly toward the information technology and computer fields. I am, therefore, quite pleased to support the Marshall University Adult and Technical Education Department in its effort to develop a new undergraduate program in Human Resource Development.

If I can provide additional support for this endeavor, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Harry W. Smith, Jr.".

Harry W. Smith, Jr.
Executive Director

HWS: mw



Huntington Area Development Council

916 Fifth Avenue, Suite 400

Huntington, WV 25701

(304) 525-1161

Gerald McDonald
President

October 25, 1999

Dr. Laura Wyant
Adult and Technical Education
Marshall University
400 Hal Greer Boulevard
Huntington, WV 25755

Dear Dr. Wyant:

The mission of the Huntington Area Development Council (HADCO) is to create jobs by attracting new companies to our area and encourage the growth of existing businesses. In working with expanding industry in our area and outside companies inquiring about moving to our area we are finding that there is a demand for additional technical training in order to compete with other areas for new jobs. With new companies moving into our area, there is also a growing demand for human resource development professionals.

HADCO fully supports the Marshall University Adult and Technical Education Department in its effort to develop a new undergraduate program in Human Resource Development. This new degree will help meet West Virginia's need for a workforce better trained in technology for the year 2000 and beyond. This degree would also assist those already earning a two-year associate degree to stay in the area to pursue further education and employment opportunities.

If I can be of further assistance in creating this new program, please let me know.

Sincerely,

/ss

West Virginia Community Action Directors Association

• THE FAMILY MENTOR PROGRAM • VISION WORKS • RURAL COMMUNITY ASSISTANCE PROGRAM

P.O. Box 4007, Parkersburg, West Virginia 26104

Office: (304) 295-8807 • Fax: (304) 295-3249

October 22, 1999

Dr. Laura Wyant
Adult and Technical Education
Marshall University
400 Hal Greer Boulevard
Huntington, WV 25755

Dear Dr. Wyant:

I have reviewed the "Statement of Intent to Plan" a bachelor level program in Adult and Technical Education and can visualize both the need and suitability for such a program given the context of our labor market and the governmental forces now driving workforce development.

Because of the shifts in the composition West Virginia's workforce, there will be increasing needs for the training and retraining of adults particularly directed toward the information technology and computer fields. Also, new changes in the funding of training activities create expanding opportunities for access to a broadening labor market. I especially like the possibilities that are inherent in the 2 + 2 approach in recognition of the needs for entry level training education and those of small businesses.

Our Association is pursuing a number of programs that are consistent with your plans. As such it is highly possible that staff from Community Action Agencies would also find your programs beneficial and supportive of their work in our agencies. If I could offer you additional assistance, do not hesitate to call.

Respectfully,



Dave Treharne, Executive Director



North American Refractories Co.

EXECUTIVE OFFICES

500 Halle Building
1228 Euclid Avenue
Cleveland, Ohio 44115-1809
(216) 621-5200

January 6, 2000

Laura Wyant, Ph.D.
College of Education and Human Services
Marshall University
400 Hal Greer Boulevard
Huntington, WV 25755

Dear Dr. Wyant:

Our plant supports any educational effort that enables individuals to gain employment. I recently became aware that you are developing an undergraduate program in human resources management, and I wanted to wish you every success in the development of such a program.

North American Refractories Company, headquartered in Cleveland, employs at least one human resources person for each of our eleven facilities throughout the United States. Although staffing, duties, and experiences vary among the different locations, we encourage our staff to remain up-to-date on human resources issues and we support the educational goals of our employees.

Good luck with your project, and please be sure to let me know when NARCO can assist you in any way.

Sincerely yours,

A handwritten signature in black ink, appearing to read "John W. Carboy", written over a horizontal line.

John W. Carboy
Plant Manager
South Shore, KY Plant





OFFICE OF ECONOMIC OPPORTUNITY

950 Kanawha Boulevard, East
Charleston, WV 25301

Telephone: (304) 558-8860
FAX: (304) 558-4210

October 28, 1999

Dr. Laura Wyant
Adult and Technical Education
Marshall University
400 Hal Greer Boulevard
Huntington, WV 25755

Dear Dr. Wyant:

I am pleased to support the Marshall University Adult and Technical Education Department in its efforts to develop a new undergraduate program in Human Resource Development. The Office of Economic Opportunity supports this program because we understand the growing need in West Virginia for technical training and education in business and industry which demonstrates a demand for human resource development professionals.

As a funding source for community action agencies, it is our mission to alleviate poverty in West Virginia by addressing both the symptoms and causes, and supporting community based programs that lift individuals, families, and communities to higher levels of self-sufficiency.

If I can provide additional information for this endeavor, please do not hesitate to contact me at (304) 558-8860, ext. 12.

Sincerely,

A handwritten signature in cursive script that reads "Essa R. Howard".

Essa R. Howard, Director
Office of Economic Opportunity

ERH:rh