TO: Dr. John R. Halstead, College President
FROM: The College Senate: March 9, 2009
RE: I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the Fitness of)
III. Other, For Your Information (Notice, Request, Report, etc.)

SUBJ: HLS Alcohol/Substance Abuse Studies (#27 08-09 UC)

Signed: [Signature]
(Thambrahalli M. Rao, 2008-09 College Senate President)
Date: 3/23/09

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: T.M. Rao, The College Senate President
FROM: John R. Halstead, College President
RE: I. Decision and Action Taken on Formal Resolution (circle choice)
   a. Accepted - Implementation Effective Date: Fall 2009
   b. Deferred for discussion with the Faculty Senate on ________________
   c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI
a. Received and acknowledged 4/1/09
b. Comment: _______________________

Signed: [Signature]
(Dr. John R. Halstead, President, SUNY College at Brockport)
Date: 4/1/09

DISTRIBUTION
PRESIDENT’S OFFICE COPIES: Provost, Vice Presidents, College Senate, Other: 4/1/09
PROVOST & VICE PRESIDENT(S) COPIES: Assistant Provost, Dean(s), Academic Advising, Registrar, Other: __________________________
DEAN(S) COPY: Department Chair(s), Other: __________________________
COLLEGE SENATE COPIES: Originator, College Senate Website, Other: __________________________

Page 1 of 12
2008-2009-14_res.doc
**COLLEGE SENATE OFFICE**

**RESOLUTION PROPOSAL COVER PAGE**

**Routing Number**
Routing # assigned by Senate Office

#27 08-09 UC
(takes the place of #33 08-09 UC)

Use routing number and title in all reference to this proposal.

Replaces Resolution #

**DEADLINE FOR SUBMISSIONS:** FEBRUARY 28

Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

**INSTRUCTIONS** – please, no multiple attachments – each proposal must be submitted electronically as one document.

- Submit only complete proposals. Include support letters from department chair and dean.
- Proposals must be prepared individually in Word format using committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Fill out this cover page for each proposal and insert it electronically as the front page of your document. (collegesenate/proposal.html)
- Email whole proposal with cover page as one attachment to senate@brockport.edu and facprez@brockport.edu.
- All updates must be resubmitted to the Senate office with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, i.e. Graduate Probation/Dismissal Proposal rather than Graduate Proposal.

| HLS Alcohol/Substance Abuse Studies |

2. **BRIEF DESCRIPTION OF PROPOSAL:**

Adding one new required course and deleting a current required course.

3. **HOW WILL THIS EFFECT TRANSFER STUDENTS:**

No change.

4. **ANTICIPATED EFFECTIVE DATE:**

Fall 2009

5. **SUBMISSION & REVISION DATES:** PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

<table>
<thead>
<tr>
<th>First Submission</th>
<th>Updated on</th>
<th>Updated on</th>
<th>Updated on</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/4/08</td>
<td>1/28/09</td>
<td>2/19/09</td>
<td></td>
</tr>
</tbody>
</table>

6. **SUBMITTED BY:** (contact person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Douglas Scheidt</td>
<td>Health Science</td>
<td>2643</td>
<td><a href="mailto:dscheidt@brockport.edu">dscheidt@brockport.edu</a></td>
</tr>
</tbody>
</table>

6. **COMMITTEES TO COPY:** (Senate office use only)

<table>
<thead>
<tr>
<th>Standing Committee</th>
<th>Forwarded For Approval To</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Enrollment Planning &amp; Policies</td>
<td>Committee for approval</td>
<td>12.4.08, 1/28/09, 2/19/09</td>
</tr>
<tr>
<td>Faculty &amp; Professional Staff Policies</td>
<td>Executive Committee</td>
<td>3/9/09</td>
</tr>
<tr>
<td>General Education &amp; Curriculum Policies *</td>
<td>GED to Vice Provost</td>
<td>NA</td>
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<tr>
<td>Graduate Curriculum &amp; Policies</td>
<td>Senate</td>
<td>3/23/09 announcement</td>
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<tr>
<td>Student Policies</td>
<td>College President</td>
<td>OTHER</td>
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<tr>
<td>Undergraduate Curriculum &amp; Policies</td>
<td>REJECTED -WITHDRAWN</td>
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</tr>
</tbody>
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* follow special Gen Ed procedures for submission of General Education proposals at “How to Submit Proposals” on our Website.

**NOTES:**

Update Submitted
2/19/09
Department of Health Science Alcoholism and Substance Abuse Program

The Health Science Department Undergraduate committee would like to request the following changes be made to the current Alcoholism and Substance Abuse Studies Program:

### Current ASAP Program

<table>
<thead>
<tr>
<th>Coursework</th>
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<tbody>
<tr>
<td>HLS 301 Principal of Healthy Living (Existing Course to be removed)</td>
</tr>
<tr>
<td>HLS 488 Biostatistics</td>
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<tr>
<td>HLS 409 Substance Use and Abuse</td>
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<tr>
<td>HLS 421 Group Counseling</td>
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<tr>
<td>HLS 422 Individual Treatment Planning</td>
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<tr>
<td>HLS 423 Theories of Addiction</td>
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<tr>
<td>HLS 424 Counseling and Diversity</td>
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<tr>
<td>HLS 435 Evaluation/Assessment</td>
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<tr>
<td>HLS 445 Psychopharmacology</td>
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<tr>
<td>HLS 497 Internship Seminar</td>
</tr>
</tbody>
</table>

### New Proposed ASAP Program

<table>
<thead>
<tr>
<th>Coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLS XXX Ethics for Addictions Counselors (New Course to be added)</td>
</tr>
<tr>
<td>HLS 488 Biostatistics</td>
</tr>
<tr>
<td>HLS 409 Substance Use and Abuse</td>
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</tr>
</tbody>
</table>

- These are swing courses (graduate and undergraduate) with graduate level coursework being designated by a 500 number-Example HLS 409 would be undergraduate and HLS 509 would be graduate.

### Why the change?

Currently the ASAP Program requires students to enroll in seven of the required courses prior to internship placement. At the completion of the internship they are eligible to apply for the New York State Office of Alcoholism and Substance Abuse CASAC-T credential. The addition of an Ethics in Addiction course would require the student to enroll in a total of eight specific addictions courses. This would make them eligible to become a CASAC-T prior to the internship placement and much more marketable.

**No Additional Faculty or Space is needed to fulfill this program change.**
TO: College Senate  
Undergraduate Curriculum & Policies Committee

FROM: P. Michael Fox PhD, Vice Provost  
Acting as Dean of Professions

DATE: January 12, 2009

RE: Dean’s Level support for modification of Department of Health Science’s Alcoholism and Substance Abuse Program

I would like to record my support for the minor modification requested in the Department of Health Science’s Alcoholism and Substance Abuse Program. 

Reviewing this proposal, I find that the requested modification is a substitution that alters only one course in the program. The department believes that the change will have a beneficial effect on the employment opportunities for graduates of the program, namely that these students would be eligible to apply for the New York State Office of Alcoholism and Substance Abuse CASAC-T credential prior to their internship placements. 

I hope that the College Senate will approve this program modification.

The Following was Submitted
To: The College Senate Office

From: Dr. Douglas Scheidt, Chair of Health Science

Re: Minor Undergraduate Program Change in the Health Science Department’s Alcoholism and Substance Abuse Studies Program

Date: October 31, 2008

Attached please find The College Senate Office Resolution Proposal Cover Page for a change in our Alcoholism and Substance Abuse Studies Program.

As per our phone discussion I am also attaching the listing of current program course requirements and the new proposed course requirements and changes. We are proposing to omit the HLS 301 Principals of Healthy Living course requirement from our Alcoholism and Substance Abuse Studies Concentration and replace it with a HLS 400/500 Level Ethics for Addictions Counselors course. I have explained why we would like to make this minor change in the attached College Senate Office Resolution Proposal. I am also attaching a copy of the new Ethics for Addictions Counselors outline for your review.

Thank you for your time and consideration on behalf of our request. If you should require any additional information please feel free to contact me.
College Course Registration Form

This form is used to register all courses. It must be signed by the department chair and the school dean who will send it forward to the Registrar’s Office. Registration of General Education courses requires an additional Supplemental Course Registration Form and the appropriate Student Learning Outcomes Checklist. Approval by the Faculty Senate’s General Education Committee is necessary for all General Education courses.

Data entry fields are shaded. Some fields have limits on numbers and spaces that can be entered. Some areas have drop-down menus with options that can be selected by clicking your choice. Save the blank form before using it and then save each course form with an individual file name. Go back to the saved blank for each new form but save with a different name after filling in data.

| Action concerns a new course | Discipline HLS | Number 455 |
| Action concerns an existing course | Discipline | Number | 555 |

Course Submitted by:
Department: HLS

Chairperson’s Approval: [Signature] Date: 1/1/05

Dean’s Approval: [Signature] Date:

1. Action requested:
   - [ ] Registration of new course
   - [ ] Revision of content for existing course
   - [ ] Registration of general course listing under which related titles can be taught (umbrella courses)
   - [ ] Registration of topics course for specific semester (if checked, complete item 2 below)
   - [ ] Change of course title – Previous Title:
   - [ ] Inactivation of existing course registration (course will not be taught in near future)
   - [ ] Other – Describe:

2. Complete for registration of topics courses or umbrella courses:
   a. General course registration: Discipline: HLS Number: 455
   b. General registration title: Ethics in AOD
   c. Specific course title for semester offered (topics course title):
   d. Topics course registration is for: FALL SEMESTER Year:

3. a. [ ] Undergraduate listing: Discipline: HLS Number: 455
   b. [ ] Graduate listing: Discipline: HLS Number: 555

4. a. Official course title: Ethics in AOD
   b. Course start date: FALL SEMESTER YEAR: 2009

5. Abbreviated course title (restricted to 16 spaces) Ethics in AOD

6. a. Semester hours of credit assigned to course (invariable): 3
   b. Can this course have variable credit [ ] No □ Yes - Credit range to semester hours
   c. Is this course is repeatable for multiple credit? [ ] No □ Yes - Credit Maximum = 9
7. Type of Course: LIBERAL ARTS

8. General Education Information: (Complete only for General Education courses)
   a. General Education Knowledge Area (choose one if applicable): NONE

   b. Additional student learning outcomes: (check all codes that are currently approved)
      □ Contemporary Issues (I)    □ Upper Level Writing (U)
      □ Both Contemporary Issues and Upper Level Writing (J)
      □ Scholarship on Women (W)    □ Diversity (D)
      □ Science & Technology (E)    □ Other World Civilizations (Non-Western)

   (O)

9. If cross-listed in another discipline(s), give discipline(s)/number(s):
   If there are pre-requisites that are enforced, give discipline(s)/number(s):
   If there are co-requisites, give discipline(s)/number(s):

10. a. Approximate total number of seats/semester expected: 15
    b. How many sections do you expect to offer per semester: 1

11. Sections of this course are (check one): taught by one instructor x    taught by a team □

12. Planned frequency of offering: EVERY SEMESTER

13. Grading (check any that apply):
      x Letter grade □ Pass/Fail (S/U) ONLY □ Approved for IP grade
      □ Course requires a minimum grade of for General Education or the major

14. If this course requires any special scheduling arrangements with regard to time or room/space,
    please comment on this in the space provided:
    Thursdays from noon - 1 pm and additional meetings as specified by instructor.

15. If this course is required for any degrees/programs, please list them below:
    B.S. Health Science: Concentration in Alcohol and Substance Abuse Studies

16. Write a brief course description for the College Catalogs. Reflect content as accurately as possible
    using 65 words or less (about 500 characters. Use action verbs and omit “This course covers...” and
    similar phrases.

    The course is designed to help students develop a personal framework for ethical action and to
    become more effective in addressing ethical issues in the field of alcohol and drug dependency
    counseling. This course will use the ethical standards of OASAS and NAADAC, along with the above
    cited text to build a theoretical framework for approaching ethical dilemmas in a systematic way. It is
intended to deepen awareness of new and emerging ethical issues and provide the tools necessary for the entry level professional.

17. For all courses, please attach the following information:
   (a) a list of major course objectives
   (b) a topical outline of course
   (c) a list of methods used to evaluate student performance
   (d) a list of instructional materials used – give bibliographic citations of texts, critical readings, films, etc.
   (e) a current course syllabus, if possible
   (f) a brief statement detailing the additional work required of graduate students in a “swing course.”

For General Education courses only, attach also:
   (g) Supplemental General Education Course Registration Form
   (h) Student Learning Outcomes Checklist (for specific codes requested).
HLS 455/555: Ethics in Alcohol and Other Drugs  

Fall 2009  

Dr. Celia A. Watt  
Telephone: 395-5538  
Office: Hartwell 16-C  
E-Mail: CWatt@Brockport.edu  
Office Hours: TBD  

Textbooks:  
NAADAC and OASAS standards will be provided on Angel.  

Course Description/Topics: This course is designed to help students develop a personal framework for ethical action and to become more effective in addressing ethical issues in the field of alcohol and drug dependency counseling. This course will use the ethical standards of OASAS and NAADAC, along with the above cited text to build a theoretical framework for approaching ethical dilemmas in a systematic way. It is intended to deepen awareness of new and emerging ethical issues and provide the tools necessary for the entry level professional.  

Instructional Methods and Activities: This course will be presented through reading assignments, experiential activities, discussion, and self-designed projects.  

Course Objectives/Outcome: By the end of this course, the successful student will:  
1. be able to apply the code of ethics given ethical dilemmas.  
2. be able to summarize client rights and counselor responsibilities in the field of alcohol and drug counseling.  
3. identify issues related to the counselor as a person and how one’s values may affect the counseling relationship.  
4. understand the unique ethical issues when treating persons with co-occurring disorders, those involved with the criminal justice system, and children or adolescents.  
5. understand the ethics of harm reduction and treating chronic pain in the context of addiction.  

Grade Assignment:  
Chapter Quizzes = 50 points  
Skill Demonstration Project = 50 points  
100 Total Points
Attendance / Participation:
Both attendance and participation are essential components of this course if the Skill Demonstration Project includes classroom assistance. If the project is Group Facilitation, seminar attendance is also essential. Each absence will result in a 3 point deduction from the student’s final grade. More than 3 absences will result in failure of the course. If the Skill Demonstration Project is community or research based, individual meetings with the instructor are equally important. In addition, Attendance / Participation deductions will be made for students who are late, leave early, distract the class from its primary purpose, sleep during class, or fail to participate fully. In this course, a person whose behavior is not appropriate, professional, and ethical (NAADAC and OASAS standards) will not be recommended for internship placement and/or will not receive a C or better in the course. Students whose behaviors are in conflict with these standards will be notified by the professor.

Quizzes
Multiple-choice and short answer quizzes will be given throughout the semester. Because not all students’ projects are campus-based there will be “Last Date to Quiz” for each quiz. Students not taking a quiz prior to the last date will be given a failing quiz grade. Make-up quizzes are not given.

Demonstration of Skills
Prior to the start of the semester, the instructor will provide choices for each student to best fit the students’ educational goals. Skill Demonstration could be in facilitating a group in HLS 421, assisting in HLS 422, writing a literature review in an area related to ethics, participating in a community site that is relevant to alcohol and drug studies, or taking responsibility for a part or whole of a research project. The Skill Demonstration Project must be approved by the instructor with specific goals agreed upon in a written contract prior to course registration.

Graduate Students: A quasi-literature review (include at least six peer reviewed journal articles) examining an ethical issue in your course of study is required for full credit in this course. I need to approve of articles prior to your submission of the review. Double-spaced, APA style, papers written at a graduate level are expected. Papers will be worth 20 points and therefore graduate grades will be calculated as a percentage (using the grade scale below) of a 120 points. Students will be given one extra week for writing of this paper in condensed semesters (e.g. winter sessions). A 25% deduction will be assessed if the paper is not turned in at the beginning of the class when it is due and an additional 25% each day the paper is late.
Grade Scaling
Your final grade will consist of your accumulated points as previously outlined. The following scale will determine your letter grade for this course:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69</td>
</tr>
<tr>
<td>D</td>
<td>63 - 66</td>
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<tr>
<td>D-</td>
<td>60 - 62</td>
</tr>
<tr>
<td>F</td>
<td>less than 60</td>
</tr>
</tbody>
</table>

Students with documented disabilities may be entitled to specific accommodations. SUNY Brockport's Office for Student with Disabilities makes this determination. Please contact the Office for Students with Disabilities at (585)395-5409 or osdoffic@brockport.edu to inquire about obtaining an official letter to the course instructor detailing any approved accommodations. The student is responsible for providing the course instructor with an official letter. Faculty work as a team with the Office for Students with Disabilities to meet the needs of students with disabilities.

“SUNY Brockport is committed to maintaining a work place and a learning environment free of sexual harassment and intimidation. Sexual harassment is unacceptable behavior, unlawful and intolerable.” If you or one of your peers has concern in this area, feel free to discuss this with me or contact the Affirmative Action Office in room 409 of the Allen Administration Building.

Academic dishonesty or cheating takes many forms. Read the material in the BROCKPORT HANDBOOK on academic dishonesty. Regardless of the form it takes, cheating will not be tolerated and will have serious consequences.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Course Registration</td>
<td>Course Introduction / Skill Demonstration Project must be defined</td>
</tr>
<tr>
<td>Quiz X</td>
<td>Deadline for Taking Quiz</td>
</tr>
<tr>
<td>1</td>
<td>End of Week 2</td>
</tr>
<tr>
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<td>End of Week 3</td>
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<td>End of Week 9</td>
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<td>9</td>
<td>End of Week 10</td>
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</table>

Demonstration of Skill Project Due during Final’s Week