

**Antioch University McGregor**  
**IS 590 Current Issues in Administrative Technology**  
**2 quarter credit hours**  
**October 18, 2003 to December 13, 2003**  
**Syllabus**

**Course Description:**

This course covers current issues associated with the design, delivery, and evaluation of administrative technology in community colleges. Students study current research and best practices in the field and apply them to their own community college administrative technology experience. Course may be taken more than once for credit and a maximum of 10 credits may fulfill degree requirements.

**Learning Objectives:**

By the end of the course, students should be able to demonstrate the following competencies:

- Describe and evaluate current issues affecting administrative technology
- Describe strategies and best practices for addressing these issues
- Discuss research associated with selected issues
- Assess applicability of research and best practices either theoretically or practically to their environment
- Reflect on the learning gained through the course
- Develop or enhance professional relationships and networks

**Instructor:**

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**Student Responsibilities and Evaluation Criteria:**

**NOTE:** The responsibilities listed below are based upon a 2-credit course. Students who are interested in registering for more than 2 credits should contact the instructor to negotiate modifications to the student responsibilities for the additional credits requested.

- Attend a minimum of 8 hours of sessions relating to administrative technology at the 2003 CIT Conference.
- Keep an academic journal of the sessions attended, information presented, and your reaction to that information.. (Journal to be submitted at the end of the course. Guidelines to be provided at the conference.)
- Meet with instructor and other students at the conference according to the schedule provided.
- Actively participate in discussions (face-to-face and online) with instructor and students during and after the conference.
- Read a minimum of 5 academic and professional articles related to the conference sessions attended. (Guidelines to be distributed at the conference.)
- Write a reflection paper on how the conference information and articles read can be applied to your experiences in administrative technology. (Guidelines to be distributed at the conference.)

- Complete all requirements by December 13, 2003.

## Instructor Responsibilities

- Provide students with detailed guidelines for the academic journals, selection of articles, and the reflection paper at the 2003 CIT Conference.
- Participate in discussions with students during the conference.
- Provide opportunity for and participate in continued online discussion after the conference.
- Evaluate students' participation and final paper.
- Provide feedback to students regarding their progress in the course.
- Write a narrative evaluation of students' performance at the end of the course.

**Evaluation:** This course is offered on a credit/no-credit basis. Students are expected to participate in and satisfactorily complete all assignments at the graduate level. In lieu of assigning a grade, the instructor writes a narrative evaluation of students' learning. A copy of the narrative evaluation is submitted to and kept in the student's official file in the Registrar's Office. In addition, the instructor will send a complimentary copy of the evaluation to each student.

**Incompletes:** Under certain circumstances, students may receive an incomplete in the course. Requests for incompletes must be received by the instructor by the last day of class, December 13, 2003. If the instructor believes that the student has the potential to complete the remaining requirements within 10 weeks of last day of class, the instructor may approve an incomplete for the course. As part of the awarding of the incomplete, the instructor will detail the remaining work to be done and the due date for this work. **All incompletes that are not changed to credits by the end of the subsequent quarter will automatically be changed to "no-credit."**