Faculty Senate Course Form

Effective Date: **Fall 2026**   Submission Date: 1.29.2026

Department: EML   College of: **Arts & Sciences** ☐▼

Contact Person: Casie Hermansson

Create New, Revise, Inactivate, or Reactivate: **Inactivate** ☐▼   Course #: **See list**

Course Form:
- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:
Please see attached list; courses are deemed inactive as they have not been offered in some time. MLL program faculty agree they can be deactivated.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
◯ Yes   ⦿ No

3. Is this course to be considered for General Education?
If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.
◯ Yes   ⦿ No

4. Will this course be required of any education majors?
*If "yes," this requirement will need approval of the Council for Teacher Education **before** upload to "Approved College Curriculum Legislation" in SharePoint.*
◯ Yes   ⦿ No

5. Will additional resources or costs be required?
◯ Yes   ⦿ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

◯ Yes   ⦿ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:
Attach with upload.

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:		
Course Number:		
Credits:		
Grading System:	**Select One**	**Select One**
Pre/Co-Requisite(s):		
Course Description:		

Authorization Sign-Off

Checklist: Check once verified.

✔	Required fields completed.
	Syllabus attached for new courses
	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 1.29.26   Signature, Chair/Director: _____

-Approved: College Curriculum Committee

Date: 3/3/26   Signature, Committee Chair: *Christopher Childers*

-Approved: Dean of College

Date: 3/3/26   Signature, Dean: *Christopher Childers*

-Approved: Council for Teacher Education (if applicable)

Date: _____   Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____   Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____   Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

List of courses to deactivate (January 2026):

MLL-151 Beginning Spanish Conversation (3 hours)

MLL-227 Workshop (___) (1/2 - 5 hours)

MLL-228 Workshop (___) (1/2 - 5 hours)

MLL-250 Directed Studies in Spanish (___) (1-3 hours)

MLL-539 Workshop (___) (1/2 - 5 hours)

MLL-589 Workshop (___) (1/2 - 5 hours)

MLL-603 Senior Honors Project 1 (3 hours)

MLL-604 Senior Honors Project 2 (3 hours)