Pittsburg State University
Faculty Senate Meeting

Date: Monday, October 23, 2023
Time: 3:00 p.m.
Location: Sunflower Room, Overman Student Center

Agenda

I. **Call to order**

II. **Speakers:**

    A. **Heather Eckstein/David Hogard – Central Advising/Navigate**

    B. **Melinda Roelfs – General Education**

III. **Approval of September 25, 2023 Minutes**

IV. **Announcements**

    A. **Vice President of Student Life & Enrollment - Dr. Karl Stumo**

        B.   **PSU/KNEA Remarks- Amy Hite**

        C.   **Student Senate Remarks- Jaben Parnell**

        D.   **Unclassified Professional Senate Remarks – Greg Belcher**

        E.   **University Support Staff Remarks - Cindy VanBecelaere**

        F.   **Faculty Senate Report- Rebeca Book**

IV. **Committee Reports**

    A.   **Academic Affairs Committee - Chair: Norm Philipp**

- Undergraduate Curriculum Subcommittee - **Chair: MaryJo Goedeke**

- Library Services/Learning Resources Subcommittee - **Chair: Chris Labuda**

- Online and Distance Learning Committee - **Chair: Kelly Woestman**

- Academic Honors Subcommittee - **Chair: Jamie Wood**

- Honors College Subcommittee - **Chair: Michelle Hudiburg**

- Writing Across the Curriculum Subcommittee - **Chair: Lydia Bechtel**

- Diversity and Multicultural Affairs Subcommittee - **Chair: Laura Washburn**

B. **Student-Faculty Committee - Chair: David Weaver**

C. **All-University Committee - Chair:**

D. **Faculty Affairs Committee - Chair: Jonathan Dresner**

E. **Constitution Committee - Chair: Mark Johnson**

F. **Pitt State Pathway Committee - Chair: Pitt State Pathway**

G. **Budget Committee - Chair: MaryJo Goedeke**

H. **Academic Honesty Committee - Chair: Norm Philipp**

V. **Unfinished Business:**

VI. **New Business:**

VII. **Open Forum:**

VIII. **Adjournment**

Academic Affairs –
Chair: Norm Philipp
Recorder: David Weaver
Did not meet. No report.

Undergraduate Curriculum –
Chair: MaryJo Goedeke
Recorder: Shelby Hutchens

UGCC Meeting 10/13/2023

		Voting Members Approval of Proposed Changes					Ex-Officio	Ex-Officio	Ex-Officio
		Goedeke	Hutchens	McCay	Lawson		Philipp	Roelfs	Hensley
Dept: HHPR	Present.	x	x	x	x		x	x	x
Course Revision									
Revise 498 - eliminates need to have all core courses complete prior to enrollment in internship - please delete the section number from the course description		x	x	x	x				
Dept: Undergraduate School of Business									
Notification Form									
Eliminating pre-requisites for MGT & MKTG 330 - no approval needed; no issues here									
Dept: Math & Physics									
New Course Form									
CS 170 - Computer Science Explorations - we approve, but if there could be additions made to the course description to further clarify the purpose of the course, we would appreciate it.		x	x	x	x				
CS 610 - Internship		x	x	x	x				
CS 670 - Topics in Computer Science		x	x	x	x				
Dept: Intensive English Program									
Course Revision Form									
IEP 110 - clarification that IEP 110 is for international students who successfully completed IEP 106 & 108, and passed IEP placement test - typo in the new description "writin" should be corrected as "writing"		x	x	x	x				
IEP 112 - clarification that IEP 110 is for international students who successfully completed IEP 106 & 108, and passed IEP placement test		x	x	x	x				

Library Services –
Chair: Chris Labuda
Recorder: Beth Hendrickson
There is no report for the Library Services Committee.

Online and Distance Learning –
Chair: Kelly Woestman
Recorder: Paige Boydston

Report: Our committee met and virtually provided feedback to CTLT on their current plan.

Academic Honors –
Chair: Jamie Wood
Recorder: Jessica Jorgenson Borchert

Academic Honors Subcommittee
October 5, 2023
Zoom
Meeting Notes
Members present: Rebeca Book, Katie McKain, Jenna Clark, Brian Moots, Joy Brigance, Jessica Jorgenson Borchert, Jamie Wood

The purpose of the Zoom meeting was to better understand the committee members' obligations as members of the Academic Honors subcommittee of the Faculty Senate. Members had questions about how they were also Chairs of their respective college's Academic Honors committee, as well as a member of the Academic Honors subcommittee of the Faculty Senate. Jamie shared how he had spoken with Rebeca Book and Jen Little to clarify the process of chairs for the Academic Honors subcommittee and college committee's and wanted to clarify the process as to the responsibilities of each committee. For example, the college committee reviews proposals for Academic Honors and the subcommittee functions to review any student complaints around Academic Honors.

Jamie shared the process for sharing the proposals with other college committee members. If a project needs revision, it is important to provide specific feedback to help the student improve their project and resubmit the project. Jamie shared that a student must have a total of 9 hours in Honors courses to graduate with AH.

Jamie opened the floor to questions about the process in terms of understanding and improvement. Rebeca noted the registrar was the go between for the student and the instructor.

Rebeca asked for feedback on AH from the students in the meeting. The students felt it was fairly clear.

Jamie asked if the Enrollment for Academic Honors form needed a title change since students aren't enrolling for anything as they are already enrolled in the class, they are taking AH for. Jamie will look into these and other questions and will get back to the committee.

Honors College –
      Chair: Michelle Hudiburg
      Recorder: Anuradha Ghosh
The Honors College Committee does not have a report this month.

Writing Across the Curriculum –
      Chair: Lydia Bechtel
      Recorder: Carol Meza-Bakke
No meeting of the Writing Across the Curriculum Committee this month. Fall 2023 Writing to Learn Best Practices Documentation was reviewed by the committee in Canvas.

Diversity and Multicultural Affairs –
      Chair: Laura Washburn
      Recorder: Kristen Maceli
Did not meet. No report.

Student-Faculty –
      Chair: David Weaver
      Recorder: Jessica Jorgenson Borchert
Student faculty: No report.

All-University –
      Chair: Anna Beth Gilmore
      Recorder: Jason Reid
All University Committee has no report.

Faculty Affairs –
      Chair: Jonathan Dresner
      Recorder: Kevin Elliott
The faculty affairs committee met through Teams to address the following:
- The committee approved multiple PD Travel Requests. Communication on these reviews has been conducted through Teams as well.
- The committee will be discussing how to handle priority two, three, and non-tenure requests moving forward.
Submitted 10-15-23 by Kevin Elliott

Constitution –
      Chair: Mark Johnson
      Recorder: Beth Hendrickson
There is no report for the Constitution committee.

General Education –
      Chair: Mark Johnson

Recorder: Lora Winters
The General Education committee did not meet in September.

Budget Committee –
Chair: MaryJo Goedeke
Recorder: Karen Johnson
There is no report from the Budget committee this month.

Academic Honesty –
Chair: Norm Philipp
Committee Report for October 2023 Faculty Senate Meeting
The Academic Honesty Committee is pleased to report that there are no new or current cases under review.

Faculty Senate Course Form

Effective Date: Fall   2023   Submission Date:

Department: Mathematics and Physics   College of: Arts & Sciences

Contact Person: Bobby Winters   Faculty

Course: **New**

Originating Department(s): After completing this form, in its entirety, 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 print the final version of this form, apply the appropriate signatures, and send to your College Admin.

-----

1. Purpose/Justification for **New**   to Course:

   This would allow lower-division students in Computer Science to explore special topics.

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

   No. This is meant to be a standard course that allows undergraduate exploration and research within computer science.

3. Is this course to be considered for Pitt State Pathway? **No**

   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**

   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None.

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

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

9. 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.

	Existing	New/Proposed
Title:		Computer Science Explorations
Course Number:		CS 170
Credits:		1-3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☑ P/F ☑
Pre/Co-Requisite(s):		Approval of instructor or department chair.
Course Description		Directed class or seminar at the beginning college level. May be repeated.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/31/23   Signature, Chairperson: **Tim Flood**   Digitally signed by Tim Flood
Date: 2023.03.31 14:16:24 -05'00'

-Approved: College Curriculum Committee

Date: 5/1/23   Signature, Committee Chair: *Mary Carol Pomatto*

-Approved: Dean of College

Date: 5/1/23   Signature, Dean: *Mary Carol Pomatto*

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10-18-2023 Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Faculty Senate Course Form

Effective Date: Fall   2023   **Submission Date:**

Department: Mathematics and Physics   **College of:** Arts & Sciences

Contact Person: Bobby Winters   Faculty

Course: New

Originating Department(s): After completing this form, in its entirety, 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 print the final version of this form, apply the appropriate signatures, and send to your College Admin.

----

1. Purpose/Justification for New   to Course:

   This would allow upper-division students in Computer Science to explore special topics.

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

   No. This is meant to be a standard course that allows intership within computer science.

3. Is this course to be considered for Pitt State Pathway? No
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

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

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None.

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? No
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

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

9. 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.

	Existing	New/Proposed
Title:		Intership
Course Number:		CS 610
Credits:		1-3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☑ P/F ☑
Pre/Co-Requisite(s):		Approval of instructor or department chair.
Course Description		This course requires an in-depth involvement in on-going project under direct professional supervision. A project may be on-campus or with a business, financial institution or governmental agency. A formal report of project activities must be submitted to the course instructor. Students must apply for admission to the course and selection will be made by the course instructor. May be repeated. Prerequisites: Junior standing and consent of instructor.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/31/23   Signature, Chairperson: **Tim Flood**   Digitally signed by Tim Flood
Date: 2023.03.31 14:17:16 -05'00'

-Approved: College Curriculum Committee

Date: 5/1/23   Signature, Committee Chair: *Mary Carol Pomatto*

-Approved: Dean of College

Date: 5/1/23   Signature, Dean: *Mary Carol Pomatto*

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10-18-2023 Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Faculty Senate Course Form

Effective Date: Fall   2023   Submission Date:

Department: Mathematics and Physics   College of: Arts & Sciences

Contact Person: Bobby Winters   Faculty

Course: **New**

Originating Department(s): After completing this form, in its entirety, 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 print the final version of this form, apply the appropriate signatures, and send to your College Admin.

----

1.   Purpose/Justification for **New**   to Course:
     This would allow upper-division students in Computer Science to explore special topics.

2.   Is this **New**   related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
     No. This is meant to be a standard course that allows undergraduate exploration and research within computer science.

3.   Is this course to be considered for Pitt State Pathway? No
     If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

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

5.   What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
     None.

6.   Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? No
     Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
    If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

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

9. 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.

	Existing	New/Proposed
Title:		Topics in Computer Science
Course Number:		CS 670
Credits:		1-3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☑ P/F ☑
Pre/Co-Requisite(s):		Approval of instructor or department chair.
Course Description		Directed class or seminar study at the undergraduate level. May be repeated. May not be taken for graduate credit. Prerequisite. Permission of instructor. A pass/fail grading system may be used.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/31/23   Signature, Chairperson: **Tim Flood**   Digitally signed by Tim Flood
Date: 2023.03.31 14:16:49 -05'00'

-Approved: College Curriculum Committee

Date: 5/1/23   Signature, Committee Chair: *Mary Carol Pomatto*

-Approved: Dean of College

Date: 5/1/23   Signature, Dean: *Mary Carol Pomatto*

-Approved: Council for Teacher Education (if applicable)

Date: _____   Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10-18-2023   Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____   Signature, Recorder Faculty Senate: _____

Faculty Senate Course Form

Effective Date: Fall ▾ 2023 ▾ Submission Date: 4/10/23

Department: Intensive English Program College of: Arts & Sciences ▾

Contact Person: Paige Cortes Faculty ▾

Course: **Revision** ▾

Originating Department(s): After completing this form, in its entirety, 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 print the final version of this form, apply the appropriate signatures, and send to your College Admin.

----

1. Purpose/Justification for **Revision** ▾ to Course:
    IEP 110
    To clarify who will take the course and under what criteria.

2. Is this **Revision** ▾ related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
    No. IEP 110 is required for international students who place into the Advanced level of writing and grammar on the Intensive English Program placement test OR who successfully complete IEP 106 and IEP 108.

3. Is this course to be considered for Pitt State Pathway? No ▾
    If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

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

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
    None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? No ▾
    Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

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

9. 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.

	Existing	New/Proposed
Title:		
Course Number:		
Credits:		
Grading System:	A-F, IN ☐ IP ☐ P/F ☑	A-F, IN ☐ IP ☐ P/F ☑
Pre/Co-Requisite(s):		IEP 106 and IEP 108 in the case of students who placed into IEP 106 and 108 on the Intensive English Program placement test and successfully completed those courses.
Course Description	IEP 110 Composition and Research for International Students This course is required for international students who have not met PSU's English requirement. It provides instruction in a variety of writing assignments necessary for success in undergraduate studies at PSU. Assignments include e-mails, summaries, reactions, reports, and documented academic essays with a focus on writing skills as well as documentation. Issues of academic honesty and the definition and consequences of plagiarism will also be addressed.	IEP 110 Composition and Research for International Students This course is required for international students who place in the Advanced level of grammar and writing on the Intensive English Program (IEP) placement test OR who successfully complete IEP 106 and IEP 108. It provides instruction in a variety of writing assignments necessary for success in undergraduate studies at PSU. Assignments include e-mails, summaries, reactions, reports, and documented academic essays with a focus on writing skills as well as documentation. Issues of academic honesty and the definition and consequences of plagiarism will also be addressed.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 4/7/23   Signature, Chairperson: _Troy O. Comeau_

-Approved: College Curriculum Committee

Date: 5/1/23   Signature, Committee Chair: _Mary Carol Pomatto_

-Approved: Dean of College

Date: 5/1/23   Signature, Dean: _Mary Carol Pomatto_

-Approved: Council for Teacher Education (if applicable)

Date: _____   Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10-18-2023   Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____   Signature, Recorder Faculty Senate: _____

Instructor: Office:
Phone: Office Hours:
E-mail: @pittstate.edu

Course Delivery: This is a face-to-face course.

Materials: You need to have your own hard copies of:
- Textbooks:
  You must have hard, clean copies of textbooks. Students may not share textbooks. E-books are not allowed.
- Folder or notebook in which to keep handouts as well as pencils, pens, erasers, and writing paper.

Course Goal: The goal of Advanced Writing and Grammar is for students to write acceptable college-level documented essays of 600-1,000 words under time constraints, and in so doing demonstrate the following abilities:
- understanding and answering writing prompts directly with appropriate essay organization and topic development (comparison, contrast, argumentative, and mixed rhetorical forms)
- working under time constraints
- choosing effective source data from sources
- paraphrasing, summarizing, and quoting from sources
- providing appropriate APA in-text citations
- using precise, academic-level vocabulary
- using accurate language use and varied sentence structure (focus on articles, passive voice, participial adjectives, noun clauses, conditional adverb clauses, parallel structure)
- utilizing the writing process
- writing in the APA style
- demonstrating personal initiative and responsibility

Attendance Policy:
- You are expected to be in class on time. If you are 5 minutes late, you will be counted absent.
- You can be excused for medical reasons, but you must submit to the instructor an acceptable medical statement from the health clinic indicating that you should be excused from class.
- If you miss more than 10% of your classes, you will be put on attendance probation and/or dismissed from the program. For more complete information, refer to the IEP Student Handbook on Canvas.
- If you do not have all needed materials for class every day, you may be counted absent. You may also be counted absent if you are not actively involved in the class.

- For ONLINE students: If the time difference makes it impossible for you to attend via live Zoom, you will be expected to watch the recording and email any questions or comments to me or contact me during my office hours via Zoom. When we are meeting on Zoom, please follow these guidelines for the benefit of everyone in the class:
  - Turn on your camera for the entire session
  - Mute your audio until the instructor calls on you to speak

Students' Responsibilities:
- Bring all materials to class. You must have hard copies of all textbooks and other required materials.
- Come to class on time. Attendance is taken at the beginning of the hour, and if you are 5 minutes late you will be counted absent.
- Turn in all assignments on time - homework will not be accepted late. To receive full credit on any homework assignment it must be neatly typed or written on a full sheet of paper.
- Understand that quizzes and in-class writing can only be made up with an approved absence. If you are ill, you must contact your instructor as soon as you know you won't be in class, and bring a note from the Student Health Center or your doctor that says you should be excused from class and give it to your instructor as soon as possible when you return to class. You can make up two in-class graded assignments with an excused absence.
- Special Circumstances: Remember to make appointments for after class hours. When that is not possible, please talk with your instructor(s) beforehand. We do not guarantee that the absence will be excused.
- Turn off cell phones and other electronic devices while in class and put them away (not on the desk) during class unless otherwise indicated by the instructor.
- Participate in class and use what you are learning. Failure to participate in class or bring needed materials may result in a marked absence.

Textbook:
- You must have a clean, hard copy of the textbook by the fourth day of class. If you do not have your book, or a receipt showing that you have purchased the book, you will be counted absent. Students may not share books. E-books are not allowed.
- Some students have had problems with books that they bought online. They got the books late, the wrong edition, the wrong book, or the book without the CDs. IEP students are strongly encouraged to buy their books at the PSU bookstore to avoid these problems, which can affect their ability to complete the coursework. In addition, because of copyright laws, students cannot copy entire chapters or books to bring to class.
- If you decide to order your books online, you are responsible for asking for expedited delivery to receive them as soon as possible and for getting the correct books and materials.
- **You must buy a book; you cannot take this class without a book.**

Student Complaint Procedure:
Informal Complaint Process
1. If you have a complaint about an instructor or anything related to an IEP course, talk to your instructor first.
2. If you are still not satisfied, contact the IEP Director (English Department Chair, Dr. Troy

Comeau at tcomeau@pittstate.edu.*Formal Complaint Process*
1. If you are not satisfied with the answer from your informal complaint, you can complete a Formal Complaint Form. You can get this form from the English Department. The Complaint Action Committee will review your complaint and make every effort to respond to you within a week. The Complaint Action Committee is composed of the IEP Director, IPSO Director, an English Department instructor, and an IEP instructor.

Academic Honesty and Integrity Policy:
Students should try hard to fulfill course requirements. Academic dishonesty violates trust and hurts the educational process. Academic dishonesty means dishonest activity associated with course work or grades.

It includes, but is not limited to:
1. Giving or receiving help (not approved by the instructor) on examinations.
2. Giving or receiving help (not approved by the instructor) in the preparation of any assignment.
3. Submitting the same work for more than one course without the instructor's permission.
4. Using ideas or writings of another and claiming them as one's own (plagiarism).

Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be done individually, not as a group. Therefore, in addition to copying from other students' quizzes or exams, presenting an assignment prepared all or in part by another as one's own is a violation of academic honesty.

When an instructor has a reasonable belief that a student has acted in an academically dishonest way, that instructor will make a decision on how to grade that assignment. A decision can be made to give the student a 0% on the assignment, paper, quiz, or test and even for the entire course. Students can appeal grades through the Student Complaint procedure.

Grading: You must receive a grade of 75% or higher to pass this course:
- Other Graded Assignments (minimum of 15 of the following: practice paragraphs and essays; vocabulary exercises; and grammar exercises)   5%
- Quizzes (8-10 vocabulary and grammar)   15%
- In-class Writing (5 essays; drop lowest)   50%
- *Tests (2)   10%
- Final Essay   20%

*Tests: Test #1 covers the vocabulary and language use taught up to midterm; Test #2 covers the vocabulary and language use taught after midterm (75%) and material from Test #1 (25%).

If you are an on-campus student in IEP, in order to pass this level and graduate from IEP, you must pass one of the courses in this level with a grade of 75% or higher and have 70% or higher in the other class. You would then have passed the language requirement for most academic programs at PSU. If you are an online student, in order to pass this level, you must also pass one of the courses in this level with a grade of 75% or higher and have 70% or higher in the other class. You would then have to take the TOEFL or IELTS to be considered for PSU academics. PASS students must have 75% or higher in this class to pass.

Criteria for Grading the Final Copies:

40% Topic Development
15% Vocabulary & Style
40% Language Use
 5% Mechanics & Documentation

Calendar:

Classes begin
Tuition and Fees must be paid by 3:30 pm
Labor Day Holiday – No class
Mid-term week
Final Essay
Receive final grades through CANVAS

Faculty Senate Course Form

Effective Date: Fall ⌄   2023 ⌄   Submission Date: 4/10/23

Department: Intensive English Program   College of: Arts & Sciences ⌄

Contact Person: Paige Cortes   Faculty   ⌄

Course: Revision   ⌄

Originating Department(s): After completing this form, in its entirety, 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 print the final version of this form, apply the appropriate signatures, and send to your College Admin.

----

1. Purpose/Justification for **Revision**   ⌄ to Course:
    IEP 112
    To clarify who will take the course and under what criteria.

2. Is this **Revision**   ⌄ related to, and/or affect, any other department/college/unit curricula or
    programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation.*
    Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.
    No. IEP 112 is required for international students who place into the Advanced level of reading/listening/speaking on the
    Intensive English Program placement test OR who successfully complete IEP 106 and IEP 108.

3. Is this course to be considered for Pitt State Pathway? No   ⌄
    *If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the
    revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval
    form will also need to be submitted.*

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

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
    None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major
    expense etc.)? No   ⌄
    Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

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

9. 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.

	Existing	New/Proposed
Title:		
Course Number:		
Credits:		
Grading System:	A-F, IN ☐ IP ☐ P/F ☑	A-F, IN ☐ IP ☐ P/F ☑
Pre/Co-Requisite(s):		IEP 106 and IEP 108 in the case of students who placed into IEP 106 and 108 on the Intensive English Program placement test and successfully completed those courses.
Course Description	IEP 112 Academic and Language Development for the International Student

This course is required for international students who have not met PSU's English requirement. It provides a variety of reading materials authentic to college disciplines within the humanities, social sciences, and sciences. Emphasis will be placed on developing critical thinking skills through analysis and synthesis of information, as well as academic listening and note-taking skills. | IEP 112 Academic and Language Development for the International Student

This course is required for international students who place into Advanced Reading/Listening/Speaking on the Intensive English Program placement test or who have successfully completed IEP 106 and IEP 108. It provides a variety of reading materials authentic to college disciplines within the humanities, social sciences, and sciences. Emphasis will be placed on developing critical thinking skills through analysis and synthesis of information, as well as academic listening and note-taking skills. |

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 4/7/23   Signature, Chairperson: _Troy O. Comeau_

-Approved: College Curriculum Committee

Date: 5/1/23   Signature, Committee Chair: _Mary Carol Pomatto_

-Approved: Dean of College

Date: 5/1/23   Signature, Dean: _Mary Carol Pomatto_

-Approved: Council for Teacher Education (if applicable)

Date: _____   Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10-18-2023   Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____   Signature, Recorder Faculty Senate: _____

Intensive English Program
IEP 066/ IEP 112/Advanced Reading/Listening/Speaking
Monday – Wednesday, Friday
Thursday
Whitesitt Hall 303

Instructor: Office:
Phone: Office Hours:
E-mail: @pittstate.edu

Course Delivery: This course will be conducted face-to-face.

Textbook: We will use *Academic Encounters 4*, Reading/Writing and Listening/Speaking textbooks 2nd edition by Bernard Seal. Other advanced materials have been compiled through an Open Pitt Grant from the Center for Teaching and Learning Technology (CTLT) at Pittsburg State.
Students must have clean, hard copies of the book by the fourth day of class. Students may not share books. Electronic copies are not allowed.

Materials: By the fourth day of class, January 20, 2023, you must have your own:
- folder or notebook in which to keep handouts
- pencils, pens, erasers, highlighters, and writing paper or notebook with 8½" x 11" paper

Goal: By the end of this session, you will have the reading and listening comprehension, note-taking, test- taking, vocabulary, and speaking skills to support your academic success in university courses.

Objectives and Outcomes: At the end of this course, you will be able to (at 75% accuracy):

- Read, identify, and mark important information in an academic textbook and demonstrate understanding by answering different types of test questions.
- Listen to and take notes on 40–50-minute lectures and other listening materials on academic topics and demonstrate understanding by answering different types of test questions.
- Define, spell, and use targeted academic vocabulary in both writing and speaking.
- Write effective summaries of or reactions to both written and orally presented content.
- Prepare and present information orally about an academic topic with your own ideas and outside support.

This course is not intended as an academic class. The principal purpose of this course is to prepare students for university-level reading, listening, note-taking, test-taking, and speaking. The second purpose of the course is for students to demonstrate that they can understand and

produce academic content. Meeting these two purposes demonstrates to PSU that full-time IEP and PASS students are prepared for academic classes and can enroll in most degree programs at PSU without the required TOEFL or IELTS score.

Course Activities The work in this course will consist of the following:

- Practice of study skills: textbook reading and note-taking skills, listening and note-taking skills, test preparation and test-taking skills, group presentation preparation, vocabulary development, and time and memory management.
  For the first several weeks of the semester, we will attend the Academic Success Workshops in Axe Library. These workshops are conducted at 3:00 p.m. on Wednesdays and Thursdays. Because of this added hour, we will reduce weekly class time by 50 minutes. We will decide as a class which day and time to deduct the 50 minutes. When we stop attending the workshops, we will resume the 50-minute class session that we deducted.
- Reading and lectures about the topic
- Supplementary material
- Quizzes and tests
- Group and class discussions
- Group oral presentations
- Guest speakers and field trips

Assessment and Grading:

If you are a full-time student in IEP, you must pass one of the courses in this level with a grade of 75% or higher and between 70-74% in the second class to pass this level and graduate from IEP. PASS students must have 75% or higher in this class to complete the English requirement.

During this session, you will have 3 tests, 1 midterm-exam, 10 quizzes, a variety of presentations both individual and group, and a final exam. The lowest quiz grade is dropped. You are not allowed to make up missed quizzes for *any* reason.

Assessment Guidelines:

• Other graded assignments (minimum of 10 at .5% each)	5%
• Quizzes (8-10)	25%
• Speaking Assignments (2-3)	3%
• Group Presentation	5%
• Tests (3)	30%
• Midterm Exam (comprehensive reading and listening)	12%
• Final (reading and listening and material from midterm to end of semester)	20%

Attendance Policy:

- You must be in class on time. If you are 5 minutes late or more, you will be counted absent.

- You can be excused for medical reasons, but you must submit a medical excuse to the instructor issued on the day of your absence.
- If you have excessive absences, you will be placed on probation and/or dismissed from the program. For more complete information, refer to your student handbook.
- If you do not have all necessary materials for class every day, you may be counted absent. You may also be counted absent if you are not actively involved in class.

Student Responsibilities:

- Come to class on time. Attendance is taken at the beginning of the hour, and if you are 5 minutes late or more, you will be counted absent.
- Have hard copies of all books and materials required for the course.
- Turn in all assignments on time. Late homework is not accepted. All assignments must be neatly typed or written on 8½" x 11" paper.
- In this course, you can NOT make up any quizzes. The lowest quiz grade will be dropped (removed). Tests can be made up only with an approved absence. If you are ill, you must present to your instructor an excuse from Bryant Student Health Center or doctor dated on the day of the exam. The excuse must clearly state that you were too ill to attend class on the day of the exam. You will arrange with the instructor to make up the exam as soon as possible.

  Please note that a statement that you went to the health center is not an official excuse.
- Special Circumstances: Remember to make appointments for after class hours. When that is

  not possible, please talk with your instructor as soon as possible. We do not guarantee that

  the absence will be excused.
- Travel: Remember that travel arrangements must be made for days and times after the last class

  BEFORE a weekend or vacation begins. DO NOT make travel arrangements or allow your friends to make travel arrangements without knowing your class schedule. Teachers often give tests on Friday or the day before a break begins. YOU MAY GET A ZERO (0) ON A TEST IF YOU TRAVEL BEFORE THE OFFICIAL WEEKEND OR BREAK BEGINS.
- Turn off cell phones and other electronic devices while in class and put them away (not on the desk) during class.
- Participate in class and use what you are learning. You may be counted absent for failure to participate in class or bring necessary materials to class.
- Remember that your teachers will teach you to the best of their ability. It is your responsibility, however, to learn.

Student Complaint Procedure:

Informal Complaint Process

1. If you have a complaint about an instructor or anything related to an IEP course, talk to your instructor first.
2. If you are not satisfied, talk to the IEP Director, Dr. Troy Comeau, Grubbs Hall 434.

Formal Complaint Process
1. If you are not satisfied with the answer from your informal complaint, you can complete a Formal Complaint Form. This form is available in Grubbs Hall 434. The Complaint Action Committee will review your complaint and make every effort to respond to you within a week. The Complaint Action Committee is composed of IEP Coordinator Paige Cortes, EML Chair Dr. Troy Comeau, and an IEP instructor.

Academic Honesty and Integrity Policy:
Students should try hard to fulfill course requirements. Academic dishonesty violates trust and hurts the educational process. Academic dishonesty means dishonest activity associated with course work or grades.

It includes, but is not limited to:
1. Giving or receiving help (not approved by the instructor) on any assignment.
2. Submitting the same work for more than one course without the instructor's permission.
3. Using ideas or writings of another and claiming them as one's own (plagiarism).

Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be done individually, not as a group. Therefore, in addition to copying from other students' quizzes or exams, presenting an assignment prepared all or in part by another as one's own is a violation of academic honesty.

When an instructor has a reasonable belief that a student has acted in an academically dishonest way, that instructor will decide how to grade that assignment. A decision can be made to give the student a 0% on the assignment, paper, quiz, or test and even for the entire course. Students can appeal grades through the Student Complaint procedure.

Cancellation of Classes Due to Weather:

If PSU closes campus due to inclement weather, IEP classes will be cancelled. Please check the PSU website for weather updates.

Course Schedule:
Class meets five days a week. We have class two hours on Mondays –Wednesdays and Fridays of the week. On Thursdays, we will have one hour of class.

Spring 2023 Session: January 17 – May 12

Faculty Senate Notification Form

This form is to be used to notify campus of changes that need to be updated in the university catalog but don't necessarily need Faculty Senate approval.

Effective Date: Fall ▾ 2023 ▾ **Submission Date:** 3/9/23

Department: Kelce Undergraduate School of Business **College of:** Business ▾

Contact Person: **Alex Binder** Chair ▾

Originating Department(s): After completing this form, in its entirety, please have it signed by the chair and the dean. The College Admin will load to the "Approved College Curriculum" file in SharePoint. It will be added to the next 10-day viewing and then sent forward with the next Faculty Senate agenda.

1. Purpose/Justification for this notification:
   Removal of Junior Standing prerequisite for MGT 330 and MKTG 330. Many sophomores need to enroll in these courses to complete their degree requirements.

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

3. Is this notification related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? **Select One** *Whether a "yes" or "no" response, please provide an explanation.*

	Existing	New/Proposed
Modality of:	Select One	Select One
Course Name: (use if it is the only change)	MGT 330: Management and Organizational Behavior MKTG 330: Principles of Marketing	MGT 330: Management and Organizational Behavior MKTG 330: Principles of Marketing
Admission Requirements:		
Pre/Co-Requisite(s):	Junior Standing	None

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/9/23   Signature, Chairperson: _____

-Approved: Dean of College

Date: 03/13/23   Signature, Dean: _____

-Approved: Faculty Senate

Date: _____   Signature, Recorder Faculty Senate: _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Faculty Senate Course Form

Effective Date: Spring   2024   Submission Date: 4/7/23

Department: HHPR _____   College of: Education

Contact Person: Laura Covert Miller _____   Faculty

Course: **Revision**

Originating Department(s): After completing this form, in its entirety, 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 print the final version of this form, apply the appropriate signatures, and send to your College Admin.

----

1.   Purpose/Justification for **Revision**   to Course:
       RSSHM students at junior level status are now approved to complete their internship prior to their senior year. This needs to be added to the current course description.

2.   Is this **Revision**   related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
       No, only RSSHM students take the internship course.

3.   Is this course to be considered for Pitt State Pathway? **No**
       If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

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

5.   What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
       None

6.   Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
       Explain:

7.   Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

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

9.   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.

	Existing	New/Proposed
Title:	Internship	Internship
Course Number:	REC 498	REC 498
Credits:	9 - 12	9 - 12
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	Minimum 2.5 GPA in all core courses; all RSSHM core and emphasis courses must be completed prior to enrollment	Minimum overall 2.5 GPA, REC 160, REC 375 plus 15 additional hours of 300 level and above courses from the RSSHM major. Therapeutic recreation students must have completed all coursework in order to enroll in the internship.
Course Description	Internship in recreation, Therapeutic recreation, sport and hospitality management, or other recreation related fields under the supervision of an agency staff member with at least a Bachelor's Degree (Certified Therapeutic Recreation Specialist for T.R. students) and approval of the university instructor. May be taken in areas such as community recreation departments, hospitals, and industry. Students completing the internship during the summer session are to enroll in nine credit hours. Students completing the internship during the fall and spring semesters are to enroll in a minimum of nine credit hours, no more than 12 credit hours.	Internship in recreation, therapeutic recreation, sport and hospitality management, or other recreation related fields under the supervision of an agency staff member with at least a Bachelor's Degree (Certified Therapeutic Recreation Specialist for T.R. students) and approval of the university instructor. May be taken in areas such as community recreation departments, hospitals, and other industry. Students completing the internship during the summer session are to enroll in nine credit hours. Students completing the internship during the fall and spring semesters are to enroll in a minimum of nine credit hours, no more than 12 credit hours. Minimum overall 2.5 GPA, REC 160, REC 375 plus 15 additional hours of 300 level and above courses from the RSSHM major. Therapeutic recreation students must have completed all coursework in order to enroll in the internship.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 4/7/23   Signature, Chairperson: _____

-Approved: College Curriculum Committee

Date: 9/5/23   Signature, Committee Chair: _____

-Approved: Dean of College

Date: 9/5/23   Signature, Dean: _____

-Approved: Council for Teacher Education (if applicable)

Date: _____   Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10-18-2023   Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____   Signature, Recorder Faculty Senate: _____