Pittsburg State University
Faculty Senate Meeting

Date: Monday, October 26, 2020
Time: 3:00 p.m.
Location: Ballroom, Overman Student Center

AGENDA

I. Call to order

II. Approval of September 28, 2020 minutes

III. Announcements

A. Provost and Vice President of Academic Affairs- Dr. Howard Smith

B. PSU/KNEA Remarks- Khamis Siam

C. Student Senate Remarks- Bella L'Heureux

D. Unclassified Professional Senate Remarks- Jason Kegler

E. University Support Staff Remarks- Terri Blessent

F. Faculty Senate Report- Cole Shewmake

IV. Committee Reports
(Reports from committees will begin with Undergraduate Curriculum committee followed by Academic Affairs)

A. **Academic Affairs Committee—Chair: Steve Cox**

- Undergraduate Curriculum Subcommittee—**Chair: Mary Jo Goedeke (Shawnee Hendershot Reporting)**
- Library Services/Learning Resources Subcommittee—**Chair: Stella Hastings**
- Online and Distance Learning Committee—**Chair: Krissy Lewis (Cole Shewmake Reporting)**
- Academic Honors Subcommittee—**Chair: John Daley**
- Honors College Subcommittee—**Chair: Michael Davidsson**

- Writing Across the Curriculum Subcommittee—**Chair: Laura Covert-Miller (Alex Binder Reporting)**

- Diversity and Multicultural Affairs Subcommittee—**Chair: Jessica Jorgenson-Borchert**

B. Student-Faculty Committee—Chair: Gail Yarick

C. All University Committee—Chair: Tatiana Goris

D. Faculty Affairs Committee—Chair: Trina Larery (Cole Shewmake Reporting)

E. Constitution Committee—Chair: James Whitney

F. Pitt State Pathway Committee—Chair: Michelle Hudiburg

G. Budget Committee—Chair: Tatiana Goris

All University Committees or Other Appointments

- **Academic Honesty Committee—Chair: Shawnee Hendershot**

V. Unfinished Business:

VI. New Business:

A. Nomination process for Faculty Senate Executive Committee

B. Repository of Minutes for FS Committee Meetings

VII. Open Forum:

VIII. Adjournment

Next Faculty Senate Meeting: November 30, 2020 -- 3:00 pm

Academic Affairs – Chair: Steve Cox
Recorder: Kevin Bracker

No Report

Undergraduate Curriculum – Chair: Mary Jo Goedeke
Recorder: Mary Jo Goedeke

Items for approval

Library Services – Chair: Stella Hastings
Recorder: David Miller

Online and Distance Learning – Chair: Krissy Lewis
Recorder: Robert Lindsey

Online and Distance Learning Committee 10.12.2020 Meeting

Heather Eckstein, Director of Student Success Programs joined as a guest speaker to provide valuable insights regarding the online learning experiences from her perspective in working with students. We discussed obstacles related to online learning from the student, faculty, and administration perspectives. The committee will work on looking at DFW rates prior to COVID in order to help discern patterns or areas of opportunity for online learning. The committee also discussed following up on the status of the online landing page as well as offering support for the next strategic plan.

Academic Honors – Chair: John Daley
Recorder: John Daley

No Report

Honors College – Chair: Michael Davidsson
Recorder: Susan Carlson

Writing Across the Curriculum – Chair: Laura Covert-Miller
Recorder: Alex Binder

Diversity and Multicultural Affairs – Chair: Jessica Jorgenson-Borchert
Recorder: Lori Martin

See Report Notes-pg. 4

Student-Faculty – Chair: Gail Yarick
Recorder: Grant Moss

See Report Notes-pg. 6

All-University – Chair: Tatiana Goris
Recorder: Browyn Conrad

No Report

Faculty Affairs – Chair: Trina Larery
Recorder: Jennifer Harris

There is currently $15,000 available for Virtual Innovative and Academic Professional Development training for faculty.

Constitution – Chair: James Whitney
Recorder: Hazel Coltharp

See Report Notes-pg. 7

Pitt State Pathway – Chair: Michelle Hudiberg
Recorder: Bob Kehle

Budget Committee – Chair: Tatiana Goris
Recorder: John Franklin
No Report

Academic Honesty – Chair: Shawnee Hendershot
No Report

Diversity and Multicultural Affairs Subcommittee

October 12, 2020

Attending; Jessica Jorgenson, Lori Martin, Eric Rojas, Wei Sha, Daniel Maxwell, Lori Scott Dreiling, Deatrea Rose.

Meeting begins at 2:01 p.m.

Committee chairperson Jessica Jorgenson welcomed attendees, then shared the committee description (from Faculty Senate list of Amendments and Bylaws).

Deatrea Rose, newly appointed Assistant Vice President for Student Life-Senior Diversity Officer, shared information about the Council for Diversity, Equity, and Inclusion, and also discussed how the Diversity and Multicultural Affairs Subcommittee might support her in her new role.

Deatrea noted that she will report directly to Vice President for Student Life Steve Erwin. The position spans the university and includes partnering with diversity training, visiting classrooms, working with programs, and the completing the Campus Climate Survey.

She said the goal for the Campus Climate Survey is to collect as much information as possible, which will be compiled and disaggregated, then make use of the data for strategic planning.

Jessica Jorgenson asked when the survey results might be shared. Deatrea noted that it could be as early as just before holiday break, but probably at least by early 2021. Deatrea encouraged subcommittee members to remind colleagues to take the survey. The library has made more computers available so some staff, including grounds and physical plant, can complete the surveys. "We want to hear from everyone on campus," she said.

Wei Sha asked if it's possible to save the survey and then continue later. Deatrea said the survey recommences wherever the survey-taker leaves off.

Old Business

Information about committee's work during AY 2019-20.

Jessica screen shared a PowerPoint with some of the results of the PSU Diversity Survey so far. She said that in 2018 or 2019 student affairs had similar survey, but with only forty-some results. Last year's survey garnered more responses than the 2018-2019 survey.

Wei Sha remarked that most survey-takers seem to perceive positively the university's approach to diversity, and that's good news. He did note that about 15 percent of survey-takers responded "neither agree nor disagree," and that he found that concerning. He said there isn't any place for the survey-takers to give feedback to explain that response.

Deatrea agreed. She said she has discussed this with Dr. Ananda Jayawardhana in Mathematics. Sometimes, she said, in some disciplines (like Math, Chemistry, Physics), diversity doesn't come up in the way it does in others.

Wei Sha wondered if more education about diversity might be helpful. He noted that the key words at the beginning of the survey were informative.

Jessica asked the committee what thoughts they might have regarding more education or resources about diversity.

Wei Sha and Deatrea both said they believe it might be best to wait until the survey results come back. Deatrea added that it's also important to find out what other areas around the university are doing: "Sometimes great things are happening, but we're operating in a silo and we have to find ways to know about them so we can help each other."

New Business

Ideas for how we can meet the subcommittee objectives.

Lori Scott Dreiling noted that she teaches Resource Management in Kelce and incorporates diversity inclusion. Deatrea said she knows some of the psychology classes do, as does nursing. Many programs on campus, she said, do teach diversity, and that it would be good to have a resource list. The list could be compiled with the help of Tilford.

Daniel Maxwell asked if diversity is a part of accreditation.

Deatrea said that it would probably be necessary to reach out to chairs and deans to find out that information.

Jessica recapped: Subcommittee's immediate task is to work with Tilford on a list of courses that have diversity requirements within them and to also ask about program accreditation. She said she would reach out to Jorge Leon.

Announcements

Reminders to complete the Campus Climate Survey and that Tilford is hosting READ events on Mondays and Thursdays.

Next meeting date will be in November.

Meeting recorded by Committee Recorder Lori Martin

10/15/2020

Pittsburg State University
Student Faculty Meeting Minutes
Friday, Oct 2, 2020

Call to order
Gail Yarick – Student Faculty Committee Chair, called the virtual teams meeting to order at 12:01pm.

Attendees
The following people were present: Committee Chair Gail Yarick, Jason Clemensen, Riley Bingham, Hazel Coltharp, Andrea McConnaughey, Melinda Roelfs – Registrar, and Mark Rice

Review of Spring Meetings and Faculty Senate Discussion

Recap of Spring Meetings and Faculty discussion that took place. Reviewed discussion from the Spring in provided written notes emailed to committee prior to meeting.

Gail confirmed that the policy brought forth in Spring of 2020 by SGA was the exact same as in 2005 and 2006 and was voted down by Faculty Senate.

Open Discussion

- Are the grievances with current policy? Is there need for change? Do we alter policy and send back to SGA for review?
- Policy request comes from turnover in officers from SGA.
- What constitutes a Major Exam (on final exam overload policy) it is defined as an assignment no more than 10% of final grade.
- Take policy back to SGA with discussion notes from F.S. from the Spring.
- Suggest that SGA provides locations to store the final approved policy ex: Syllabus supplement etc. Need list of all desired listing locations for both the policy and definitions.
- Should we change name of policy? Separate out Dead Week Policy and Violations might pass more easily.

Committee Decision

- Committee with student representative approval is sending the policy along with F.S. discussion notes from Spring 2020 back to SGA for revisions and adjustments for resubmittal.

Meeting Adjourned at: 12:13pm

Minutes recorded by Andrea McConnaughey

Constitution Committee

BYLAW IV. Standing Committees.

Faculty membership of the standing committees shall be appointed by the Senate executive committee (See Article IV.B.). Appointed faculty members shall serve two-year terms: three being appointed in even-numbered years and three being appointed in odd-numbered years. An exception shall be that the first appointments after this By-law is effective shall consist of three appointments for one-year terms and three appointments for two-year terms. Student members shall be appointed by the Student Senate. The first meeting of each standing committee shall be called by the Senate executive committee member for the purpose of electing a chair. Each standing committee may create subcommittees in addition to those specified in this bylaw. The functions and membership of such subcommittees shall be determined by the standing committee. All standing committees, unless otherwise specified, shall function from the beginning of an academic year until the beginning of the following academic year. An annual report of each standing committee shall be submitted to the Senate executive committee in writing one week prior to the May meeting of the Senate. (Amended 3/23/81, 3/21/83)

A. Academic Affairs Committee. (See Article IV.B.). This committee shall include two students. This committee shall be concerned with curricula, educational improvement, Pitt State Pathway, instructional resources, research, academic regulations, and other matters regarding the academic programs of the University. The following subcommittees shall report to the academic affairs committee: (Amended 4/19/99, 5/9/2019)

    1. Undergraduate Curriculum Subcommittee. This subcommittee shall consist of five faculty members and one student member. Each school curriculum committee will nominate one of its members (normally the elected chair) to the Faculty Senate Executive Committeefor appointment. The Provost and Vice President of Academic Affairs shall serve as an ex officio member. The undergraduate curriculum subcommittee shall review and approve or reject proposals forwarded to it by the school curriculum committees. It shall deal onlywith undergraduate curricular proposals and course proposals at the 699 level and below. (Graduate curricular matters, including the approval of courses at the 700 level and above, fall under the jurisdiction of the Graduate Council and/or graduate faculty.) The agenda and minutes of the undergraduate curriculum subcommittee shall be circulated to all members of the Senate, deans, and departmental chairpersons prior to the Senate meeting in which action on such proposals is to be taken. All actions of the undergraduate curriculum subcommittee shall be reported at the Senate meeting immediately following the circulation of the committee minutes. Such action shall be considered final unless challenged by the Senate at the time of the committee report. The undergraduate curriculum subcommittee shall also establish Senate-approved guidelines for its actions. These guidelines should provide the frame of reference in which the various school committees will work, as, for example: (Amended 4/15/91)
        a. New program proposals must have Board of Regents' approval.
        b. Faculty resources must be logically available for the implementation of curricular modifications.
        c. Reasonable physical resources should be available.

d. Adequate library resources should be available.
e. Curriculum modification should make a discernible contribution to the academic program of the University.
f. New courses should not be introduced when existing courses may be modified and updated to include new materials.

2. Teacher Education Subcommittee. (Deleted 4/17/89)

3. Library Services Subcommittee. This subcommittee shall consist of five faculty members, one of which will serve as chair (with at least one representative from each school/college in the University), plus three faculty representatives from Library Services, two students (one undergraduate, one graduate student), with the Dean of Library Services, and the Provost and Vice-President for Academic Affairs serving as ex officio members, without voting privileges. The Library Services Subcommittee shall be concerned with: (Amended 2/18/2002, 5/8/2017)

    a. Policies and related procedures affecting the operations of Library Services as it serves the university's students, faculty, and the public. The subcommittee shall be responsible for seeing that policies approved by the Faculty Senate are followed. The Dean of Library Services shall be responsible for the implementation of the policies of the subcommittee.

    b. The Library Services Subcommittee will serve as an advocate for adequate funding of Library Services (print, online materials, instructional media, and other resources) to serve the university's strategic plan. When deemed appropriate, it will disseminate key information to the faculty and students via the Faculty Senate and Student Government Association about issues and policies that are to have an effect on the budget. The subcommittee will provide a process for departments to voice concerns about inadequacies in learning resources. The outcome of such procedures will be a letter to the Student Government Association and Faculty Senate Presidents, the Dean of Library Services, and the Provost and Vice President of Academic Affairs detailing the particular problem, the department's needs, and the Subcommittee's recommendation.
    (Adopted 5/8/2000, 5/8/2017)

4. Information Systems Subcommittee. (See Article IV.B.) Amended to dissolve the ISC in favor of changes in faculty representation on the non-Faculty Senate Information Technology Council (ITC), effective August 2018.
5. Online and Distance Learning Subcommittee. (See Article IV.B.) This subcommittee shall include one faculty member from each of the four colleges/schools, one faculty member from Axe Library staff, two faculty from the Faculty Senate membership, and two students. The Dean of Graduate and Continuing Studies and the Director of the Center for Teaching and Learning Technologies shall serve as an ex-officio member. This subcommittee shall:

    a. Serve as a communications link between organizational units and Office of Graduate and Continuing Studies in regard to online and distance learning courses, policies and issues.
    b. Help recruit faculty and other appropriate resource persons to participate in online and distance learning activities.
    c. Participate in the formation, development and implementation of guidelines and procedures utilized in carrying out functions of the Office of Graduate and Continuing Studies regarding online and distance learning.
    d. Identify areas/methods by which the Office of Graduate and Continuing Studies can increase online and distance learning services to the University.(Adopted 12/14/87 Amended 3/20/89, 5/11/98, Amended 5/7/18).

6. Academic Honors Subcommittee. This subcommittee shall consist of five members. The five faculty members shall be from schools/departments participating in the academic honors program with one from the College of Education, one from the College of Technology, one from the College of Business and two from the College of Arts and Science. Within the College of Arts and Science, there will be separate committees including one representing the school/departments of natural sciences (physics, chemistry, biology, mathematics and nursing) and one from one of the other departments (art, communication, English & modern language, family & consumer sciences, history, philosophy & social sciences, military science, music and interdisciplinary programs). When possible and filled in a timely manner by the Student Government Association, two students who are eligible to participate in the Academic Honors Program shall also be included in the subcommittee membership. The Director of Honors College and the Vice President for Academic Affairs shall serve as ex officio members. (Amended 5/9/11, Amended 5/7/18). The subcommittee responsibilities include:

    a. Faculty members of the Faculty Senate Academic Honors Subcommittee would serve as the Chair/Co-Chairs of the College Academic Honors Subcommittee and would report back to the Faculty Senate Subcommittee as appropriate. Each College will create a College Academic Honors Committee whose responsibility it is to develop clearly defined standards and guidelines for Academic Honors Projects within their disciplines, and to review all student applications submitted to ensure quality and rigor of the projects proposed.
    (Amended 5/7/18) (Amendment as of 4/23/12 begins here) For the Colleges of Business, Education and Technology, the subcommittee will consist of one representative from each school/department. Within the College of Arts and Sciences, there will be separate committees representing schools/departments considered as Arts and those considered as Sciences. Subcommittee representatives will be selected by the schools/departments.(Amended 5/7/18)
    b. The Faculty Senate Academic Honors Subcommittee will address any student concerns voiced with regard to projects that were denied or sent back for modifications, if the student so choose to bring it forth.
    c. The Faculty Senate Academic Honors Subcommittee will review and act upon any proposals for new courses to be added as "may be taken for honors." (Concludes amendment of 4/23/12)
    d. Uphold the integrity of the guidelines of each school/department/college through the review of applications. (Amended 5/7/18)
    e. Propose modifications in the honors program to the Senate as the need arises. (Amended 5/15/89)

7. (Removed 4/19/99)

8. Honors College Subcommittee. This subcommittee shall consist of six faculty members, one of whom shall be the director of the Honors College serving ex officio, and two students eligible to participate in the Honors College Program, one from the junior class and one from the senior class. A faculty member term shall be two years, with three members selected in even numbered years and two members selected in odd numbered years. The vice president for academic affairs shall be an ex officio member of the subcommittee without voting privileges. The responsibilities of the subcommittee shall be:

    a. To establish the criteria for selection to the Honors College.
    b. To select Honors College students.
    c. To exercise oversight and establish rules for the Honors College on curriculum and develop guidelines for non-curricular honors activities. (Adopted 5/15/89, Amended 01/27/92)

9. Writing Across the Curriculum Subcommittee. The subcommittee shall consist of two members from Arts and Sciences, one member from the College of Business, one member from

the College of Technology, one member from the College of Education, one student member, one member from Learning Resources, the Director of Writing Across the Curriculum, the Assistant Director of Writing Across the Curriculum, and the Vice President of Academic Affairs (ex officio).

The subcommittee shall be responsible for planning and proposing Writing to Learn curriculum changes and for reviewing Writing to Learn Best Practices documentation. The minutes of this subcommittee shall be distributed to members of the Senate, deans and chairpersons one week prior to the Senate meeting in which action on such proposals is to be taken. (Adopted 5/14/90, Amended 5/9/19)

10. Diversity and Multicultural Affairs Subcommittee. This subcommittee shall consist ofone faculty member from the Department of Curriculum and Instruction, one faculty member from Teacher Education (Secondary), one faculty member from each of the other college/schools (Arts and Sciences, Business, and Technology), two at-large faculty members, and two students. The Director of Student Diversity Programs, the Director of International Programs and Services, and the Director of Equal Opportunity and Affirmative Action shall serve as ex-officio members of the subcommittee. This subcommittee shall:

    a. Explore the influences of diversity and multiculturalism in instruction, in the curriculum, and in the academic content of various disciplines.
    b. Serve as liaison among the organized diversity groups on campus,including the Tilford Group, the University Council on Diversity, the Office of Student Diversity, etc.
    c. Develop curriculum resources which deal with diversity and cultural issues. (Adopted May 11, 1998, November 24, 2014)

UGCC Meeting 10/13/2020

	Voting Members					
	Goedeke	Gupta	Lewis	Wood	Fleming	Hendershot (Ex Officio) Not present
Dept: HHPR						
Request for Revision to Curriculum						
Add/remove course option	X	X	X	X	X	
Notes:	faculty & coordinator misspelled page 1, last paragraph					
Dept: Math						
Deletion of Curriculum						
BSED Math	X	X	X	X	X	
Revision to Curriculm						
Add Education Emphasis	X	X	X	X	X	
Dept: KUSB						
Request for new course						
MTKG 201	X	X	X	X	X	
Request for Revision to Course						
MKTG 330	X	X	X	X	X	
Dept: TWL						
Request for New Major						
Associate of Applied Scienc	X	X	X	X	X	

Request for Deletion of Curriculum

Deletion of: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: Math College: A&S

Submission Date: 3/18/20

Revision Effective: Fall, 2020 (Year)

Contact Person: Tim Flood ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Bachelor of Science in Education, Major: Mathematics

Rationale for Deletion: The current emphasis areas under the BSED will become emphasis areas under the BS. This will streamline our offerings and make them more efficient.

Will this deletion affect any other department's/college's/unit's curricula or programs at Pittsburg State University?
☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

Will this deletion involve specific PittState Pathway courses? ☐ Yes ☒ No
If "yes," please realize that this requirement will need to gain approval of the PittState Pathway Committee.

Will this deletion affect any education majors? ☒ Yes ☐ No
If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ **Approved: Department Chairperson**
Date 3/18/20 Signature, Department Chairperson _____

☒ **Approved: College Curriculum Committee**
Date 04/28/20 Signature, College Curriculum Committee Chair Mary Carol Pomatto

☒ **Approved: Dean of College**
Date 04/28/20 Signature, Dean Mary Carol Pomatto

☐ **Approved: PittState Pathway Committee (if applicable)**
Date _____ Signature, PittState Pathway Committee Chair _____

☒ **Approved: Council for Teacher Education (if applicable)**
Date 9/2/20 Signature, Council for Teacher Education Chair _____

☒ **Approved: Faculty Senate University Undergraduate Curriculum Committee**
Date 10-13-20 Signature, Undergraduate Curriculum Committee Chair _____

☐ **Approved: Faculty Senate**
Date _____ Signature, Recording Secretary, Faculty Senate _____

☐ **Final approved packet forwarded to Provost's office.**
Date _____ Signature, Recording Secretary, Faculty Senate _____

Notification to COCAO/Kansas Board of Regents: Date: _____

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

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.version2.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.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND the MEMO TO THE OFFICE OF THE PROVOST (220 RUSS HALL)

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process, before it is sent to the Kansas Board of Regents for informational purposes.

Request for Revision to Curriculum

Revision for: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: Math College: A&S This program is to be offered 50% or more online as a Hybrid_____
This program is to be offered fully online_____

Submission Date: 3/17/20 Revision Effective: Fall, 2020 (Year)

Contact Person: Tim Flood ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Bachelor of Science in Education, Major: Mathematics

If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:

_____

Description of Change: The current emphasis areas under the BSED will become emphasis areas under the BS

Rationale for Change (include changes to curriculum objectives): This will streamline our offerings and make them more efficient

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation.

_____

Is this revision related to, and/or may affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

_____

Existing Major or Minor/Emphasis/Certificate
Copy and paste the existing curriculum **as it currently appears** in the online catalog:

Bachelor of Science in Education Degree with a Major in Mathematics

Degree: Bachelor of Science in Education
Major: Mathematics

The degree requirements for a Bachelor of Science in Education with a major in mathematics requires a minimum of 120 semester hours.

Teaching Grades 5-8 Emphasis

Core Requirements (31 hours)

__ MATH-150 Calculus I (5 hours)
__ MATH-212 Matrix Algebra (2 hours)
__ MATH-304 Mathematics for Education II (3 hours)
__ MATH-307 Geometry for Education (3 hours)
__ MATH-343 Introductory Applied Statistics (3 hours)
__ MATH-413 Introduction to Mathematical Thought (3 hours)
__ MATH-471 Manipulatives for Teaching Mathematics (1 hour)
__ MATH-472 Technology for Teaching Secondary Math (2 hours)
__ MATH-513 Discrete Structures (3 hours)
__ MATH-607 History of Mathematics (3 hours)
__ CIS-230 Introduction to Programming (3 hours)
Or CIS-240 Intermediate Programming (3 hours)
Or a computer programming course approved by the mathematics department.

Teaching Grades 6-12 Emphasis

Core Requirements (46 hours)

__ MATH-150 Calculus I (5 hours)
__ MATH-155 Calculus II (5 hours)
__ MATH-212 Matrix Algebra (2 hours)
__ MATH-253 Calculus III (3 hours)
__ MATH-304 Mathematics for Education II (3 hours)
__ MATH-343 Introductory Applied Statistics (3 hours)
__ MATH-413 Introduction to Mathematical Thought (3 hours)
__ MATH-471 Manipulatives for Teaching Mathematics (1 hour)
__ MATH-472 Technology for Teaching Secondary Math (2 hours)
__ MATH-513 Discrete Structures (3 hours)
__ MATH-607 History of Mathematics (3 hours)
__ MATH-613 Abstract Algebra (3 hours)
__ MATH-636 Basic Concepts of Geometry (3 hours)
__ MATH-656 Mathematical Modeling (3 hours)
__ MATH-699 Senior Seminar (1 hour)
__ CIS-230 Introduction to Programming (3 hours)
Or CIS-240 Intermediate Programming (3 hours)
Or a computer programming course approved by the mathematics department.

Professional Education (37 hours)

__ EDUC-261 Explorations in Education (3 hours)
__ PSYCH-263 Developmental Psychology (3 hours)

Admission to Teacher Education is required to enroll in the following courses.

__ PSYCH-357 Educational Psychology (3 hours)
__ MATH-479 Techniques for Teaching Mathematics (3 hours)
__ MATH-480 Internship in Secondary Math Teaching (1 hour)
__ SPED-510 Overview of Special Education (3 hours)
__ EDUC-520 Methods and Materials for Acad Lit (3 hours)
__ MATH-679 Mathematics Education Seminar (1 hour)

See Admission to Professional Semester for professional education grade point requirements.

Professional Semester (17 hours)

__ EDUC-458 Methods and Curriculum (3 hours)
__ EDUC-464 Measurement and Evaluation (3 hours)
__ EDUC-475 Supervised Teaching in the School (9 hours)
__ MATH-579 Supervised Student Teaching and Follow-Up of Teachers (2 hours)

Proposed Major or Minor/Emphasis/Certificate:
List below, the proposed curriculum **as you wish it to appear** in the online catalog:

Bachelor of Science Degree with a Major in Mathematics

Degree: Bachelor of Science
Major: Mathematics

The degree requirements for a BS major in mathematics requires a minimum of 120 semester hours.

Teaching Grades 5-8 Emphasis

Core Requirements (31 hours)

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Or a computer programming course approved by the mathematics department.

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__ MATH-579 Supervised Student Teaching and Follow-Up of Teachers (2 hours)

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
   ☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

   Please give the rationale for additional student fees:

   ———

3. Will this revision have specific Pitt State Pathway courses required? ☐ Yes ☒ No
   Please realize that this requirement will need to gain approval of the Pit tState Pathway Committee.

4. Will this revision affect any education majors? ☒ Yes ☐ No
   If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.

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

Additional Questions for certificate only:

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours) ☐ Yes ☐ No

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? ☐ Yes ☐ No

   If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ Approved: Department Chairperson
Date 3/18/20 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 4/28/20 Signature, College Curriculum Committee Chair Mary Carol Pomatto

☒ Approved: Dean of College
Date 4/28/20 Signature, Dean Mary Carol Pomatto

☐ Approved: PittState Pathway Committee (if applicable)
Date _____ Signature, PittState Pathway Committee Chair _____

☒ Approved: Council for Teacher Education (if applicable)
Date 9/2/20 Signature, Council for Teacher Education Chair _____

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 10-13-20 Signature, Undergraduate Curriculum Committee Chair _____

☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Notification to COCAO/Kansas Board of Regents (if required): Date: _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

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.version2.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.

Following Faculty Senate Approval, SUBMIT (if required) SIGN-OFF SHEET AND *FINAL* COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL). Please check with the Provost's administrative officer at x4113 if unsure.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process, before it is sent (if required) to the Kansas Board of Regents, which may result in a delay in implementation.

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Kelce Undergraduate School of Business College: Kelce College of Business
Submission Date: 9/14/2020

Contact Person: Dr. Lynn Murray ☒ Faculty member ☐ Chair

Revision Effective: Fall 2021 (Semester/Year)

Offered: (check all that apply)
☒ Fall
☒ Spring
☒ Summer

Is this revision related to, and/or affect, any other departments/college/unit curricula or programs at Pittsburg State University?
☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
No, this update is to the course description and shouldn't affect any other program.

Purpose/Justification for Revision to Course: Updating the course description to more accurately reflect changes in the discipline

Existing Course:

Course Number: MKTG 330

Title of Course: Principles of Marketing

Credit Hours: 3

Prerequisite: Junior Status

Course Description (as it appears in the current catalog): Provides an overview of marketing, focusing on the functions, institutions, channels, and processes used to distribute goods and services from producer to consumer. Prerequisites: Junior standing.

Proposed Course:

Course Number: MKTG 330

Title of Course: Principles of Marketing

Credit Hours: 3

Prerequisite: Junior Standing

Course Description (as it will appear in the next catalog): A managerial approach to the study of marketing. Emphasis is on the profitable delivery of customer satisfaction in B2B and B2C markets. Topics include the evolution of marketing;

segmentation, targeting, and positioning; marketing research; buyer behavior and customer analytics; and the marketing mix. An experiential learning component is included. Prerequisites: Junior standing.

Additional Questions

1. Is this course to be considered for PittState Pathway? ☐ Yes ☒ No

   If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:

   _____

   Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate.

2. Will this course be required of any education majors? ☐ Yes ☒ No
   If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.

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

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ Approved: Department Chairperson
Date 9/14/20 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 09-28-20 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 10/2/20 Signature, Dean _____

☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 10-13-20 Signature, Undergraduate Curriculum Committee Chair _____

☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

☐ Approved: Pitt State Pathway Committee (if applicable)
Date _____ Signature, Pitt State Pathway Committee Chair _____

☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

Originating Department: Please complete this form and upload to the SharePoint, *"Undergraduate Curriculum Legislation"* (within the appropriate College folder, *"Preliminary Legislation"*), to allow for review and questions. Any modifications should be saved as *"original file name.version2.docx"* (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: KUSB College: Kelce College of Business Submission Date: 8/31/2020

Contact Person: Lynn M Murray ☒ Faculty member ☐ Chair

Is this new course proposal related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?
☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
We don't forsee this as affecting any other programs. It will be open to any major but is primarily focused on non-majors.

Proposed Course:

Course Number: MKTG 201

Title of Course: Fundamentals of Marketing

Credit Hours: 3

Date first offered: Spring 2021 (Semester/Year) ☒ Fall ☒ Spring ☒ Summer (check all that apply)

Prerequisite: None

Course Description (**as it will appear in the next catalog**): This course introduces elementary marketing concepts, practices and techniques. Emphasizes basic lexicon and the marketing mix (price, product, promotion, and distribution). Includes the development of a personal marketing/career plan using basic marketing concepts. May not be taken if a student has taken any MKTG course numbered 300 or above.

Purpose/Justification for Proposed Course: There are three targeted student populations for this course: first, it is aimed at those non-business majors who may need an understanding of marketing practicalities. Second, it is aimed at the student considering marketing as a major. Finally, it is aimed at marketing students who want to study marketing as soon as possible (note, this isn't required of marketing majors). This course emphasizes the practical application of the marketing mix.

Objectives/Student Learning Outcomes (**as it will appear in the syllabus**)
1. Define and describe Marketing and its systems
2. Recognize the role marketing plays in society
3. Identify (a) marketing ethics and (b) criticisms of marketing
4. Identify primary variables of segmentation and targeting
5. Recognize and apply the elements of the marketing mix

Assessment Strategies [e.g., exams, projects, university rubric, etc. (**as it will appear in the syllabus**)]
Exams will be used to assess SLO 1-5. Additionally, a project requiring students to develop a personal marketing plan will be used to assess SLO 5

If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
   ☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

   Please give the rationale for additional student fees:

   ———

3. Is this course to be considered for Pitt State Pathway? ☒ Yes ☐ No

   If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:
   Human Systems within a Global Context; additionally, a professional development element will be included (development of a career plan using marketing principles)

   Assessment data: exams and personal marketing plan project
   Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after it has been approved by Faculty Senate as a new course.

4. Will this course be required of any education majors? ☐ Yes ☒ No
   If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
   None - we'll use existing resources

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ Approved: Department Chairperson
Date 9/14/20 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 09-28-2020 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 10/2/20 Signature, Dean _____

☐ Approved: Council for Teacher Education (If applicable)
Date _____ Signature, Council for Teacher Education Chair _____

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 10-13-20 Signature, Undergraduate Curriculum Committee Chair _____

☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

☐ Approved: PittState Pathway Committee (if applicable)
Date _____ Signature, Pitt State Pathway Committee Chair _____

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

Originating Department: Please complete this form and upload to the SharePoint, *"Undergraduate Curriculum Legislation"* (within the appropriate College folder, *"Preliminary Legislation"*), to allow for review and questions. Any modifications should be saved as *"original file name.version2.docx"* (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.

KELCE
COLLEGE OF BUSINESS
Pittsburg State University

Proposed Course Syllabus:
Fundamentals of Marketing
MKTG 201

Textbook
Boone & Kurtz, Fundamentals of Marketing 17th Edition

Catalog Course Description
This course introduces elementary marketing concepts, practices and techniques. Emphasizes basic lexicon and the marketing mix (price, product, promotion, and distribution). Includes the development of a personal marketing/career plan using basic marketing concepts.

Prerequisites
None

Course Description
This course revolves answering the question "*What is marketing?*". We answer it through our exploring the basic elements of marketing: who our customers are and how to provide what they want through the marketing mix.

Course Objectives / Learning Outcomes
1. Define and describe Marketing and its systems
2. Recognize the role marketing plays in society
3. Identify (a) marketing ethics and (b) criticisms of marketing
4. Identify primary variables of segmentation and targeting
5. Identify and apply marketing mix

Pitt State Pathway Goals
This course fulfills the Pitt State Pathway goal of ***Human Systems within a Global Context***. It accomplishes this through the exploration of how products are developed, priced, distributed, and promoted at the global to the local level.

Teaching Methods
This course will primarily be lecture-based. An individual student project in which the student develops a personal marketing plan is required

Canvas
The course will be fully managed through Canvas; exams may or may not be administered through Canvas.

Attendance Policy
Students are expected to attend class daily

Academic Integrity
All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.
Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

Students with Disabilities
Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

Course Evaluation Methods
[University requirement; describe major assignments, projects, and testing; explain course grading procedures and policies in detail]

Note
The instructor reserves the right to amend and to reorganize this syllabus at any time.

Pittsburg State University

Approved 3/16/2020

Request for Revision to Curriculum

Revision for: ☐ Major ☐ Minor X☐ Emphasis ☐ Certificate

Department: HHPR College: Education This program is to be offered 50% or more online as a Hybrid_____
This program is to be offered fully online_____

Submission Date: _____ Revision Effective: Fall, 2020
(Year)

Contact Person: Rick Hardy X☐ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Recreation and Sport Management

If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:

_____

Description of Change: Adding two additional classes for student selection under the Sport Electives. The classes: FCS 340 Sport Nutrition and REC 400 Event Planning and Management.

Rationale for Change (include changes to curriculum objectives): Give students more options.

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?
☐ Yes X☐ No

Whether a "yes" or "no" response, please provide an explanation.
These additions will give students more options depending on their focus and path beyond their undergraduate degree.

Is this revision related to, and/or may affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?
X☐ Yes ☐ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
After conferring with both my department chair, Dr. John Oppliger and the Recreation Services, Sport and Hospitality Management faclty-coordinatior, Dr. Laura Covert-Miller, both supported the additions; I then had a phone conversation and email with the Family and Consumer Sciences chair Dr. Duane Whitbeck. He thought it was a great idea.

Rick Hardy
Wed 3/11/2020 9:22 AM
Duane- Thanks for the info. I will start the process for adding it as an elective in our Rec and Sport management emphasis. Rick
Rick Hardy, Ph.D., CHE Assistant Professor Recreation, Sport, & Hospitality Management Health, Human Performance, & Recreation Department

Duane Whitbeck
Wed 3/11/2020 9:04 AM
Mark as unread
Delete
Reply
Reply all
Forward

Rick,
It is our intent to offer Sports Nutrition every spring semester. We were delighted to have 20 undergraduates and 1 graduate student enroll in the course and there are still 18 undergraduates and 1 graduate student in the course. Right now we are planning to teach a section of Community Nutrition (which is largely a Nutrition Education course) in the Fall 2020. We will be adding an Advanced Nutrition course in the future.

Duane

Dr. Duane A. Whitbeck
Department Chair
Family & Consumer Sciences
Pittsburg State University

Sports Nutrition
Duane Whitbeck <dwhitbeck@pittstate.edu>
Wed 3/11/2020 9:04 AM
To:

- Rick Hardy <rhardy@pittstate.edu>

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum **as it currently appears** in the online catalog:
Pittsburg State University
College of Education Program Guide

Bachelor of Science Degree with a Major in Recreation Services, Sport and Hospitality Management

Degree: Bachelor of Science
Major: Recreation Services, Sport and Hospitality Management
The following 39 hour core is the minimum for the major in Recreation Services, Sport and Hospitality Management.

Core Requirements (39 hours)

See notes *1

__ REC-160 Introduction to Professions in Recreation, Sport and Hospitality (3 hours)
__ HHP-260 First Aid and CPR (2 hours)
__ REC-275 Practicum (2-6 hours)
__ REC-280 Methods and Leadership (3 hours)
__ REC-311 Program Design and Leadership (3 hours)
__ REC-317 Camping and Outdoor Education (3 hours)
__ REC-320 Promotion in Recreation, Sport and Hospitality (3 hours)
__ REC-419 Research in Recreation (3 hours)
__ REC-426 Law of the Professions in Recreation, Sport and Hospitality (3 hours)
__ REC-461 Professional Conference (1 hour)
__ REC-462 Pre-Internship Seminar (1 hour)
__ REC-470 Administration of Recreation, Sport and Hospitality (3 hours)
__ REC-498 Internship (9 hours)

Notes *1: REC 275 will be taken for 2 hours.

Recreation & Sport Management Emphasis

See notes *4

__ REC-325 History of Sport (3 hours)
__ REC-430 Commercial Recreation (3 hours)
__ REC-435 Facility Design and Operations (3 hours)
__ REC-438 Current Issues in the Professions (3 hours)
__ REC-450 Sport Operations (3 hours)
__ REC-455 Sport Policy and Governance (3 hours)

Plus one course from the following Sport Electives:
__ ECON-433 Sports Economics (3 hours) or
__ SOC-410 Sociology of Sport (3 hours) or
__ MKTG-420 Services Marketing (3 hours) or
__ MKTG-460 Social Media Marketing (3 hours)

Notes *4: Additional electives of 19 credit hours are required to meet the 120 credit hour requirement. Students are encouraged to select courses from the curriculum of one of the following minors: Coaching, Dance, Exercise Science, Marketing, Natural History, Communication, Leadership, Psychology, Spanish, Youth and adolescent, Early Childhood Development, Safety, Health and Environmental management, Construction Management, Automotive Technology, Human Resource development, or Business Administration

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum **as you wish it to appear** in the online catalog:
Pittsburg State University
College of Education Program Guide

Bachelor of Science Degree with a Major in Recreation Services, Sport and Hospitality Management

Degree: Bachelor of Science
Major: Recreation Services, Sport and Hospitality Management
The following 39 hour core is the minimum for the major in Recreation Services, Sport and Hospitality Management.

Core Requirements (39 hours)

See notes *1

__ REC-160 Introduction to Professions in Recreation, Sport and Hospitality (3 hours)
__ HHP-260 First Aid and CPR (2 hours)
__ REC-275 Practicum (2-6 hours)
__ REC-280 Methods and Leadership (3 hours)
__ REC-311 Program Design and Leadership (3 hours)
__ REC-317 Camping and Outdoor Education (3 hours)
__ REC-320 Promotion in Recreation, Sport and Hospitality (3 hours)
__ REC-419 Research in Recreation (3 hours)
__ REC-426 Law of the Professions in Recreation, Sport and Hospitality (3 hours)
__ REC-461 Professional Conference (1 hour)
__ REC-462 Pre-Internship Seminar (1 hour)
__ REC-470 Administration of Recreation, Sport and Hospitality (3 hours)
__ REC-498 Internship (9 hours)

Notes *1: REC 275 will be taken for 2 hours.

Recreation & Sport Management Emphasis

See notes *4

__ REC-325 History of Sport (3 hours)
__ REC-430 Commercial Recreation (3 hours)
__ REC-435 Facility Design and Operations (3 hours)
__ REC-438 Current Issues in the Professions (3 hours)
__ REC-450 Sport Operations (3 hours)
__ REC-455 Sport Policy and Governance (3 hours)

Plus one course from the following Sport Electives:
__ ECON-433 Sports Economics (3 hours) or
__ SOC-410 Sociology of Sport (3 hours) or
__ MKTG-420 Services Marketing (3 hours) or
__ MKTG-460 Social Media Marketing (3 hours)
__ FCS-340 Sport Nutrition (3 hours)
__ REC-400 Event Planning and Management (3 hours)

Notes *4: Additional electives of 19 credit hours are required to meet the 120 credit hour requirement. Students are encouraged to select courses from the curriculum of one of the following minors: Coaching, Dance, Exercise Science, Marketing, Natural History, Communication, Leadership, Psychology, Spanish, Youth and adolescent, Early Childhood Development, Safety, Health and Environmental management, Construction Management, Automotive Technology, Human Resource development, or Business Administration

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
   ☐ Yes X☐ No *If "yes," please realize that it will need to gain approval of the President's Council.*

   Please give the rationale for additional student fees:
   N/A

3. Will this revision have specific Pitt State Pathway courses required? ☐ Yes ☒ No
   Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee.
   The prerequisite for FCS 406 Sport Nutrition is FCS 203 Nutrition & Health

4. Will this revision affect any education majors? ☐ Yes X☐ No
   If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.

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

Additional Questions for certificate only:

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours) ☐ Yes ☐ No

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? ☐ Yes ☐ No

   If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ Approved: Department Chairperson
Date 4-14-2020 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 9/1/20 Signature, College Curriculum Committee Chair James True

☒ Approved: Dean of College
Date 9/1/20 Signature, Dean James True

☐ Approved: PittState Pathway Committee (if applicable)
Date _____ Signature, PittState Pathway Committee Chair _____

☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 10-13-20 Signature, Undergraduate Curriculum Committee Chair _____

☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Notification to COCAO/Kansas Board of Regents (if required): Date: _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

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.version2.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.

Following Faculty Senate Approval, SUBMIT (if required) SIGN-OFF SHEET AND *FINAL* COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST(220 RUSS HALL). Please check with the Provost's administrative officer at x4113 if unsure.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process.Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process, before it is sent (if required) to the Kansas Board of Regents, which may result in a delay in implementation.

Pittsburg State University

Approved 8/16/2020

Request for New Major

Department: TWL College: COT

This program is to be offered 50% or more online as a Hybrid_____
This program is to be offered fully onlineXX

Submission Date: 5-19-2020 Effective: Fall, 2021
(Year)

Contact Person: Greg Belcher ☒ Faculty member ☐ Chair

Title of Proposed Major: Associate of Applied Science in Career and Technical Education

Delivery Method:
☐ Face-to-Face
☒ On-line
☐ Hybrid

If face-to-face/hybrid, location offered: _____

Purpose/Justification for Major: Since moving Career and Technical Education to an online and hybrid Zoom format, CTE teachers from other states have expressed interest in our coursework and degrees. Several states, as a part of their certification process, need to have an associate degree as a checkpoint to meet their certification requirements. The addition of an AAS in CTE, would provide a recruitment tool for out-of-state individuals who are enrolling in the PSU CTE program. When the idea of the AAS degree was shared with the KCCTE advisory committee, they unamousily supported it.

Is this new major proposal related to, and/or may affect, any major, degree, or program at any other Regent university?
☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation.
Several of the community and technical colleges have request a midway point for those CTE instructors that are teaching in CTE programs at their college. Additionally as we work with other states, we have found that the some have certification requirements of an associates degreee for their CTE teachers to be fully certified.

Is this new major proposal related to, and/or may affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?
☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

_____

Please complete the Kansas Board of Regent forms located at http://www.kansasregents.org/academic_affairs/new_program_approval and list the proposed curriculum for the major, in section 2 (II) under "Curriculum Outline" of the forms. Please input the proposed curriculum **as you wish it to appear in the next catalog. If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.**

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
   ☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

   Please give the rationale for additional student fees:
   No additional fees will be required.

3. Will this major have specific PittState Pathway courses required? ☒ Yes ☐ No
   Please realize that this requirement will need to gain approval of the PittState Pathway Committee.

4. Will this major affect any education majors? ☐ Yes ☒ No
   If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this major (e.g. staffing, equipment, etc.)?
   none

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ **Approved: Department Chairperson**
Date 5/20/20 **Signature, Department Chairperson** Andrea M. Klute

☐ **Approved: College Curriculum Committee**
Date 9/3/20 **Signature, College Curriculum Committee Chair**

☒ **Approved: Dean of College**
Date 9.16.20 **Signature, Dean**

☐ **Approved: PittState Pathway Committee (if applicable)**
Date _____ **Signature, PittState Pathway Committee Chair** _____

☐ **Approved: Council for Teacher Education (if applicable)**
Date _____ **Signature, Council for Teacher Education Chair** _____

☒ **Approved: Faculty Senate University Undergraduate Curriculum Committee**
Date 10-13-20 **Signature, Undergraduate Curriculum Committee Chair**

☐ **Approved: Faculty Senate**
Date _____ **Signature, Recording Secretary, Faculty Senate** _____

☐ **Final approved packet forwarded to Provost's office.**
Date _____ **Signature, Recording Secretary, Faculty Senate** _____

Approval at Kansas Board of Regents level:

☐ **COCAO (First Reading)** **Date:** _____
☐ **COCAO (Second Reading)** **Date:** _____
☐ **COPS** **Date:** _____
☐ **KBOR** **Date:** _____

The Provost's Office will notify the department, college and Registrar of the completion of the approval process.

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.version2.docx"* and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.
Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND *FINAL* COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL. (MUST BE ENTERED INTO KBOR PI/CIP SYSTEM AT TIME OF SUBMISSION TO KBOR).

Please Note: This is at least a 2-3 month campus process from the time of first submission and is designed to eliminate concerns and questions at the beginning. Following this campus process, it will be an additional 4-5 months to obtain approval at the Board level. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month

added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.

Pittsburg State University
Associate of Applied Science in Career and Technical Education

Program Approval

I. General Information

A. Institution Pittsburg State University

B. Program Identification

Degree Level:	Associate of Applied Science
Program Title:	Career and Technical Education
Degree to be Offered:	Associate of Applied Science in Career and Technical Education
Responsible Department or Unit:	Technology and Workforce Learning
CIP Code:	[CIP Code Number]
Modality:	Online and Hybrid Zoom
Proposed Implementation Date:	Fall, 2021

Total Number of Semester Credit Hours for the Degree: [60 semester credit hours for AAS Degree]

II. Clinical Sites: Does this program require the use of Clinical Sites? No it does not

III. Justification

Since moving Career and Technical Education to an online and hybrid Zoom format, CTE teachers from other states have expressed interest in our coursework and degrees. Several states, as a part of their certification process, need to have an associate degree as a checkpoint to meet their certification requirements. The addition of an AAS in CTE, would provide a recruitment tool for out-of-state individuals who are enrolling in the PSU CTE program.

Additionally, the administrators and instructors at community and technical colleges in Kansas have expressed the need to provide such a degree. Most all of their CTE faculty come from business and industry and have a great deal of work experience, but not an academic credential. This would provide these teachers with access to their first academic credential as they work toward a bachelor degree.

IV. Program Demand: Select one or both of the following to address student demand:

A. Market Analysis

The institution (Oklahoma State University) in Oklahoma providing CTE teacher education courses so that CTE instructors can meet certification and degrees requirements has determined that they can no longer offer these courses. Currently, the administrators at comprehensive high schools and technology centers are looking at other institutions who can fill this void. The Bachelor of Science in Career and Technical Education offered at PSU is quite similar to the one that was in place at Oklahoma State University. Recently Oklahoma moved from requiring a bachelor degree, to an associates for teachers to obtain the full CTE certification. If these out-of-state teachers are going to take coursework through PSU, there is a need for these individuals to obtain an associate degree (for their first level of CTE certification). Other states are facing CTE certification issues similar to Oklahoma, and despite CTE teachers being in high demand, other state universities are phasing out their CTE teacher education programs.

Some states, such as Colorado and Missouri, require that their teachers to pursue a bachelor degree in CTE to obtain their full certification, for which an associate degree in CTE would be a great checkpoint for them working toward a bachelor degree.

V. Projected Enrollment for the Initial Three Years of the Program

Year	Headcount Per Year		Sem Credit Hrs Per Year	
	Full- Time	Part- Time	Full- Time	Part- Time
Implementation		10		90-180*
Year 2		20		180-360*
Year 3		40		360-720*

*estimates based on students taking 3-6 credit hours per semester (fall, spring and summer)

VI. Employment

Most all of the individuals who would be pursuing this degree are currently teaching full time in a CTE program/pathway at a Technology Center, Comprehensive High School, Community or Technical College. The primary focus is to first meet their state's certification requirements (for which some require an associate degree).

VII. Admission and Curriculum

A. Admission Criteria

Student admitted into this AAS for CTE would have to meet the admission requirements of Pittsburg State University, either as a new or transfer student. Transfer students are defined as students who have 24 or more transferable college credits completed after high school graduation.

ached Proposed AAS in CTE Degree Sheet)

Pittstate Pathway Courses

rses:

n and Technical Electives could be taken at a local accredited community/technical d to Pittsburg State University. A total of 15 hours of General Education courses this degree. The Technical Education faculty have a long history of working with campus to ensure the correct selection of and transferability of general education ke at the local community/technical college.

General Education Courses needed for the AAS in Career and Technical Education

Course #	Course Name	SCH...
ENGL 101	English Composition	3
COMM 207	Speech Communications	3
PSYCH 155	General Psychology	3
Mathematics/ Science	MATH 113 College Algebra or Chemistry, Biology or Physics Class	3
Humanities Elective	Any course that falls in the following content area: Art, Foreign Language, History, Literature, Music, Philosophy or Theatre	3
	Total General Education Credit Hours	15

Content Specific Technical Courses:

All Content Specific Technical Courses could be taken at a local accredited community/technical college and transferred to Pittsburg State University. A total of 18 hours of content specific technical courses would be required. The Technical Education faculty have a long history of working with advisees who are off campus to ensure the correct selection of and transferability of Content Specific Technical courses they would take at the local community/technical college.

Content Specific Technical Courses (Example provided is for Automotive but would be different for each Content Specific area)

Course #	Course Name	SCH...
AUTO 142	Suspension and Steering	3
AUTO 152	Brakes	3
AUTO 163	Electrical 1	3
AUTO 213	Engine Repair	3
AUTO 272	Heating and Air Conditioning	3
AUTO 222	Transmission and Driveline	3
	Total Content Specific Technical Courses	18

Career and Technical Education Courses

Career and Technical Education Courses would be taken through Pittsburg State University. A total of 27 hours would be required. Following are the courses students could select from each semester. Most student who would be in this program would be employed fulltime, so they would be take only 3-6 hours a semester. The Technical Education unit currently uses a five-year tentative plan of courses. With the use of this plan, we can advise students from Kansas and other states to enable these students to meet their CTE Certification requirements that are in place for the state they are teaching.

Year 1: Fall 2021 **SCH = Semester Credit Hours**

Course #	Course Name	SCH....
TTED 308	Laboratory and Shop Safety	3
TTED 445	Development of a Unit Study Guide	3
TTED 694	Foundation of CTE	3
TTED 720	Project Based Learning in CTE	3
TTED 201	Occupational Work Experience	12

Year 1: Spring 2022

Course #	Course Name	SCH....
TTED 695	Using Technology as an Instructional Tool	3
TTED 391	Student Assessment Development in CTE	3
TTED 479	Techniques for Teaching CTE	3
TTED 201	Occupational Work Experience	12

Year 1: Summer 2022

Course #	Course Name	SCH....
TTED 193	Workshop for Beginning CTE Teachers	3
TTED 697	Identification and Instruction of Students with Special Needs	3
TTED 698	Leadership and Professionalism in CTE	3
TTED 780	Classroom Management in CTE	3
TTED 731	Adult Learners	3

Year 2: Fall 2022

Course #	Course Name	SCH....
TTED 308	Laboratory and Shop Safety	3
TTED 445	Development of a Unit Study Guide	3
TTED 694	Foundation of CTE	3
TTED 608	Components of Work-based Learning in CTE	3

TTED 201	Occupational Work Experience	12

Year 2: Spring 2023

Course #	Course Name	SCH....
TTED 695	Using Technology as an Instructional Tool	3
TTED 391	Student Assessment Development in CTE	3
TTED 479	Techniques for Teaching CTE	3
TTED 201	Occupational Work Experience	12

Year 2: Summer 2023

Course #	Course Name	SCH....
TTED 193	Workshop for Beginning CTE Teachers	3
TTED 697	Identification and Instruction of Students with Special Needs	3
TTED 698	Leadership and Professionalism in CTE	3
TTED 780	Classroom Management in CTE	3
TTED 731	Adult Learners	3

Year 3: Fall 2023

Course #	Course Name	SCH....
TTED 308	Laboratory and Shop Safety	3
TTED 445	Development of a Unit Study Guide	3
TTED 694	Foundation of CTE	3
TTED 201	Occupational Work Experience	12

Year 3: Spring 2024

Course #	Course Name	SCH....
TTED 695	Using Technology as an Instructional Tool	3
TTED 391	Student Assessment Development in CTE	3
TTED 479	Techniques for Teaching CTE	3
TTED 201	Occupational Work Experience	12

Year 4: Summer 2024

Course #	Course Name	SCH....
TTED 193	Workshop for Beginning CTE Teachers	3
TTED 697	Identification and Instruction of Students with Special Needs	3
TTED 698	Leadership and Professionalism in CTE	3
TTED 780	Classroom Management in CTE	3
TTED 731	Adult Learners	3
TTED 607	Student Leadership Development in CTE	3

Year 4: Fall 2024

Course #	Course Name	SCH....
TTED 308	Laboratory and Shop Safety	3
TTED 445	Development of a Unit Study Guide	3
TTED 694	Foundation of CTE	3
TTED 608	Components of Work-based Learning in CTE	3
TTED 201	Occupational Work Experience	12

Year 4: Spring 2025

Course #	Course Name	SCH....
TTED 695	Using Technology as an Instructional Tool	3
TTED 391	Student Assessment Development in CTE	3
TTED 479	Techniques for Teaching CTE	3
TTED 201	Occupational Work Experience	12

Year 4: Summer 2025

Course #	Course Name	SCH....
TTED 193	Workshop for Beginning CTE Teachers	3
TTED 697	Identification and Instruction of Students with Special Needs	3
TTED 698	Leadership and Professionalism in CTE	3
TTED 780	Classroom Management in CTE	3
TTED 731	Adult Learners	3

Total Number of Semester Credit Hours ..... [60]

Credit Hour Requirements for Associates of Applied Science in Career and Technical Education

Content Specific Technical Courses (Taken at any accredited post-secondary institution)	18 hours
General Education Courses (Taken at any accredited post-secondary institution)	15 hours
Career and Technical Education Courses (Taken from PSU)	27 hours
Total Hours for an AAS degree in CTE	**60 hours**

VIII. Core Faculty

Note: * Next to Faculty Name Denotes Director of the Program, if applicable
FTE: 1.0 FTE = Full-Time Equivalency Devoted to Program

Faculty Name	Rank	Highest Degree	Tenure Track Y/N	Academic Area of Specialization	FTE to Proposed Program
Dr. Jon Jones	Associate Professor	Ed.D	Y	Adult Learning and CTE Teacher Education	.66 FTE
Dr. Kevin Elliott	Associate Professor	Ed.D	Y	Leadership and CTE Teacher Education	.66 FTE
Dr. Julie Dainty	Professor	Ed.D	Y	Adult Learning and CTE Teacher Education	.66 FTE
*Dr. Greg Belcher	Professor	Ph.D	Y	Comprehensive Vocational Education	.33 FTE

Number of graduate assistants assigned to this program ..... [2]

IX. Expenditure and Funding Sources *(List amounts in dollars. Provide explanations as necessary.)*

A. EXPENDITURES	First FY	Second FY	Third FY
Personnel – Reassigned or Existing Positions			
Faculty	Existing	Existing	Existing
Administrators *(other than instruction time)*	Existing	Existing	Existing
Graduate Assistants	Existing	Existing	Existing
Support Staff for Administration (*e.g., secretarial*)	Existing	Existing	Existing
Fringe Benefits *(total for all groups)*	Existing	Existing	Existing
Other Personnel Costs	Existing	Existing	Existing
Total Existing Personnel Costs – Reassigned or Existing	Existing	Existing	Existing
Personnel – New Positions			
Faculty	0	0	0
Administrators *(other than instruction time)*	0	0	0
Graduate Assistants	0	0	0
Support Staff for Administration (*e.g., secretarial*)	0	0	0
Fringe Benefits *(total for all groups)*	0	0	0
Other Personnel Costs	0	0	0
Total Existing Personnel Costs – New Positions	0	0	0
Start-up Costs - One-Time Expenses			
Library/learning resources	0	0	0
Equipment/Technology	0	0	0
Physical Facilities: Construction or Renovation	0	0	0
Other	0	0	0
Total Start-up Costs	0	0	0
Operating Costs – Recurring Expenses			
Supplies/Expenses	0	0	0
Library/learning resources	0	0	0
Equipment/Technology	0	0	0
Travel	0	0	0
Other	0	0	0
Total Operating Costs	0	0	0
GRAND TOTAL COSTS	Existing	Existing	Existing

No additional cost would be incurred with the addition of this associate degree. All of the CTE coursework included with this degree is already being taught as a part of the Bachelor of Science in Career and Technical Education degree or coursework that is being used to help CTE teachers meet state certification requirements. Additionally with the implementation of this degree it would ensure a perfect match for those AAS in CTE graduates who plan to pursue their Bachelor of Science in CTE.

X. Expenditures and Funding Sources Explanations

A. Expenditures

Personnel – Reassigned or Existing Positions

Current faculty would be used to advisee and teach courses for this degree.

Personnel – New Positions

No new positions would be added to support this degree.

Start-up Costs – One-Time Expenses

There would not be any start-up cost to implement this degree.

Operating Costs – Recurring Expenses

There would not be any new or additional recurring expenses. The faculty that teach courses for the Technical Education are already in place and teaching these courses.

B. Revenue: Funding Sources

Two types of revenue would be generated through this degree. The first would be tuition dollars and the second would be the distance fee that is currently be charged for all mediated and Zoom Hybrid coursework.

C. Projected Surplus/Deficit

Year	Headcount Per Year	Sem Credit Hrs Per Year	Tuition	Distance Fee
	Part- Time	Part- Time		
Implementation	10	90-180*	$23,940.00 – $47,880.00	$3,240.00 - $6,480.00
Year 2	20	180-360*	$47,880.00 – $95,760.00	$6,480.00 - $12,960.00
Year 3	40	360-720*	$95,760.00 - $191,520.00	$12,960.00 - $25,920.00

Proposed Associate of Applied Science in Career and Technical Education

Credit Hour Requirements for Associates of Applied Science in Career and Technical Education	
Content Specific Technical Courses (Taken at any accredited post-secondary institution)	18 hours
General Education Courses (Taken at any accredited post-secondary institution)	15 hours
Career and Technical Education Courses (Taken from PSU)	27 hours
Total Hours for an AAS degree in CTE	**60 hours**
Recommended General Education Courses for the AAS in CTE	
Pittsburg State University Equivalent	Credit Hours
COMMUNICATIONS (6 hours) ENGL-101 English Composition (3 hours) COMM-207 Speech Communications (3 hours)	6
SOCIAL AND BEHAVIOR SCIENCE (3 hours) PSYCH-155 General Psychology (3 hours)	3
MATHEMATICS AND SCIENCE (3 hours) MATH 113-College Algebra (3 hours) or Chemistry, Biology, or Physics class	3
HUMANITIES (3 hours) Art, Foreign Language, History, Literature, Music, Philosophy or Theatre (3 hours)	3
Total General Education Hours	**15**
Technical Education Courses from PSU	Credit Hours
27 hours from the following courses	27
TTED 193 Workshop for Beginning CTE Teachers (3 credit hours) TTED 308 Laboratory and Shop Safety (3 credit hours) TTED 445 Development of a Unit Study Guide (3 credit hours) TTED 697 Identification and Instruction of Students with Special Needs (3 credit hours) TTED 479 Techniques for Teaching CTE (3 credit hours) TTED 694 Foundations of CTE (3 credit hours) TTED 780 Classroom Management in CTE (3 credit hours) TTED 391 Student Assessment Development in CTE (3 credit hours) TTED 695 Using Technology as an Instructional Tool (3 credit hours) TTED 698 Leadership and Professionalism in CTE (3 credit hours) TTED 607 Student Leadership Development in CTE (3 credit hours) TTED 608 Components of Work-based Learning in CTE (3 credit hours) TTED 720 Project Based Learning in CTE (3 credit hours) TTED 731 Adult Learners (3 credit hours) TTED 201 Occupational Work Experience (12 credit hours)	
Total Technical Education Hours	**27**
CTE Specific Courses from Community or Technical College	Credit Hours
CTE or Occupational Specific Courses (Taken at any accredited post-secondary institution)	18
Total Content Specific Hours	**18**