Pittsburg State University
Faculty Senate Meeting

Date: Monday, November 29, 2021
Time: 3:00 p.m.
Location: Ballroom C, Overman Student Center

Agenda

I. **Call to order**

II. **Guest Speakers**

A. **Susan Dellasega, Faculty Success (Activity Insight/Digital Measures) System**

B. **Heather Eckstein, Student Success Project**

III. **Approval of October 25, 2021 minutes**

IV. **Announcements**

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

B. **PSU/KNEA Remarks- Khamis Siam**

C. **Student Senate Remarks- Kaedra Brenner**

D. **Unclassified Professional Senate Remarks- Mary Jo Meier**

E. **University Support Staff Remarks- Jeannice Parker**

F. **Faculty Senate Report- Shawnee Hendershot**

IV. **Committee Reports**

A. **Academic Affairs Committee - Chair: Mike Carper**

- Undergraduate Curriculum Subcommittee - **Chair: Mary Jo Goedeke** (Mike Carper reporting)
- Library Services/Learning Resources Subcommittee - **Chair:** Chase Dearinger
- Online and Distance Learning Committee - **Chair:** Alex Binder

- Academic Honors Subcommittee - **Chair: Matthew Lunde**
- Honors College Subcommittee - **Chair: Michelle Hudiburg**
- Writing Across the Curriculum Subcommittee - **Chair: Alex Binder**
- Diversity and Multicultural Affairs Subcommittee - **Chair: Eric Rojas**

B. Student-Faculty Committee - Chair: Tracy Stahl (Grant Moss reporting)

C. All-University Committee - Chair: John Daley

D. Faculty Affairs Committee - Chair: Jennifer Harris

E. Constitution Committee - Chair: Norman Philipp

F. Pitt State Pathway Committee - Chair: Bob Kehle

G. Budget Committee - Chair: Chris Childers

H. Academic Honesty Committee - Chair: Karen Johnson

V. **Unfinished Business:**

VI. **New Business:**

VI. **Open Forum:**

VIII. **Adjournment**

Next Faculty Senate Meeting: December 6, 3 p.m., Ballroom C

Committee Reports

Academic Affairs – Chair: Mike Carper

No report.

Undergraduate Curriculum – Chair: Mary Jo Goedeke (Mike Carper reporting)

UGCC Meeting 10/06/2021	Voting Members					Ex-Officio
	Carper	Goedeke	Gupta	Lewis	Shadbolt	Johnson
			NOT PRESENT		NOT PRESENT	
Dept: KUSB						
Request for New Major						
Add BBA Major in Business Studies	X	X		X		
Requst for New Minor						
Add Finance Minor	X	X		X		
Dept: CHEM						
Request Revision to Curriculum						
Substitute EDUC 479 for CHEM 479	X	X		X		
Dept: CMCET						
Request Revision to Course						
CMCET 234 Change Course Description	X	X		X		
CMCET 690 Delete Course	X	X		X		
Request for Revision to Curriculum						
Revise CET Major: Drop CMCET 690 and add CMCET 234	X	X		X		
Revise CM Major: Drop CMCET 690 and add CMCET 234	X	X		X		
Dept: IND						
Request for New Course						
Add IND 210 Software Application for Interior Design	X	X		X		
Add IND 320 Detailing and Working Drawings	X	X		X		
Request for Revision to Curriculum						
Revise BS in Int. Design: Drop CMCET 330, 331, 350 and add CMCET 318	X	X		X		
Dept: PHYS						
Request for Revision to Curriculum						
Substitute EDUC 479 for CHEM 479	X	X		X		

Library Services – Chair: Chase Dearinger

No report.

Online and Distance Learning – Chair: Alex Binder

Statement and proposal to go before Faculty Senate

The Online and Distance Learning Committee, in a collaborative effort with Provost Smith, the Deans, and the Registrar propose the following updated course delivery definitions. The proposed course delivery definitions were arrived at after consultation with faculty, students, and administration and careful review of other institutions' definitions. The recommended changes are made with a view toward clarity for students and clear expectations and standards for faculty when delivering a course. Current course delivery definitions are found either in the catalog or in footnote descriptions of the course schedule. In the spirit of shared governance, I ask, on behalf of the Online and Distance Learning Committee, that we vote to approve the proposed course delivery definitions at the second reading, our next meeting on December 6th, so that they are in place in time for the summer and fall 2022 schedules.

Current Course Delivery Definitions

Face-to-face – Not defined in catalog or course schedule

Hybrid – From catalog: "Hybrid Courses provide a minimum of 50% of the instruction (course material, discussion, evaluation) on-line through the learning management system. This does not include courses that are by appointment, independent study, or do not provide a learning experience on-line. These courses must have established classroom (face-to-face) meeting dates listed in the Schedule of Classes at the time the course is listed."

Hyflex – From Course Schedule: "Instruction delivered online either synchronously during scheduled class time or asynchronously via CANVAS; class will be split into smaller groups and required to attend on-campus as assigned."

Online – From Catalog: "On-Line Courses provide 100% of the instruction (course material, discussion, evaluation) on-line through the learning management system and do not require attendance on campus. This does not include courses that are by appointment, independent study, or do not provide a learning experience on-line."

Other – From Course Schedule: "Click on the course to view details on course delivery"

Travel – Not defined in catalog or course schedule

Independent Studies – Not defined in catalog or course schedule

Proposed Course Delivery Definitions

In-Person (InP) - Classes will be held in person as listed on the schedule.

Hybrid (HYB) – Class will meet in person and online. Check the class schedule for in person meeting dates, times and location.

Online Asynchronous (WWW-A) – Class meets 100% online using on-demand (asynchronous) digital course materials and tools.

Online Synchronous (WWW-S) – Class meets online using live (synchronous) technology. Check the class schedule for online meeting dates, times, required technology, and optional on-campus viewing locations.

By Appointment (APPT) – Course requires students to plan with the instructor and/or department regarding course attendance requirements. (Examples include, practicums, student teaching, art or music studio/sessions, internships, independent study, study abroad, and travel.)

Amendments:

1. Change "Face-to-face" to "In-Person"
2. Split "Online" into "Online Asynchronous" and "Online Synchronous"
3. Add "By Appointment"
4. Remove "Hyflex", "Other", "Travel", and "Independent Studies".

Academic Honors – Chair: Matthew Lunde

No report.

Honors College – Chair: Michelle Hudiburg

PSU Honors College Committee

Date: Wednesday, November 17, 2021

Time: 12:30

Location: Kansas 3, Overman Student Center

Attendees: Kevin Elliott, Barbara McClaskey, Chris Fogliasso, Craig Fuchs, Michelle Hudiburg, C Schmidt (student)

Minutes:

Dr. Craig Fuchs, Director of the Honors College, updated committee members on the procedure for selecting the 2022-2023 Honors College class.

· All applications are due by January 15, 2022

· Reviews of applications are due by February 4, 2022

o Dr. Fuchs went through the process and rubrics with a former applicant so that all committee members were familiar with all parts of the application review process.

· Personal interviews will be held with the top 44 candidates on Sunday, February 13 (Super Bowl Sunday, but the committee chose not to hold that against him…)

o Dr. Fuchs described how the day would unfold and what the committee could expect

· Invitations sent to top 30 starting February 14.
· Acceptance to program by February 28.
· 2022-2023 class announced March 1, 2022

Writing Across the Curriculum – Chair: Alex Binder

No report.

Diversity and Multicultural Affairs – Chair: Eric Rojas

To: Shawnee Hendershot

From: Eric Rojas

Report for the Diversity and Multicultural Affairs Committee for November 29, 2021

Committee Members: Eric Rojas (Chair), Laurie Martin (recorder), Daniel Maxwell, Browyn Conrad (At-large), Jason Clemenson, David Weaver, Laurent Pretot, Deatrea Rosa, Lori Dreiling, Khadija Ceesay, and Carmina Gonzales.

The Diversity and Multicultural Affairs Committee met on Tuesday, October 19, 2021, and on Wednesday, October 20, 2021. We will have another meeting on Friday, November 19, 2021.

The committee's first meetings served primarily as a brainstorming session. As a liaison among the organized diversity groups on campus the committee discussed reaching out to some of these organizations to find opportunities to help promote their multicultural events at PSU. The committee talked about promoting multicultural events in classes and among colleagues. In addition, we discussed the benefits of faculty presence at these events, as well as the possibility of offering extra credit to students who participate. Another topic that was brought up was that of mentoring programs for students from underrepresented communities. These mentoring programs are currently being discussed through the Office of Student Diversity (OSD) and PSU's Tilford Group.

The committee contacted the International Student Association (ISA) about helping to promote the multicultural event "Tastes and Sounds of Nations", which took place on November 12, 2021. On October 28, 2021, the chair of the committee met with representatives from the Office of Student Diversity for a brainstorming session to look for opportunities to promote student organizations associated with the OSD.

The committee contacted a representative from PSU's International Programs and Services who was able to speak to our students in our classrooms and through Zoom about "Tastes and Sounds of Nations". Regarding faculty presence at multicultural events, some committee members, as well as some of their students and colleagues were able to attend "Tastes and Sounds of Nations" as well as the Hispanics of Today (H.O.T.) fundraiser, "H.O.T. Drinks and Churros" on November 3rd.

Student-Faculty – Chair: Tracy Stahl (Grant Moss reporting)

- Student Faculty Committee Report: Met November 17 regarding report of potential dead week faculty violation. The faculty member took corrective actions and avoided a violation. During analysis of the dead week policy, we found discrepancies with different versions of the dead week policy. The most recently approved policy was found in FS minutes from March 24, 2014. The attached dead week policy will be updated in the Spring 2022 syllabus supplement pending approval.
- **Dead Week Policy**: No tests or major assignment(s), worth 10% or more of the final grade, shall be presented, given, or be made due during the week prior to final examination week, unless expressly identified in the course syllabus presented at the start of the semester.

All-University – Chair: John Daley

No report.

Faculty Affairs – Chair: Jennifer Harris (Amy Hite reporting)

- Sabbaticals have been approved.
- Continuing to approve travel with balance of $90,346.01.

Constitution – Chair: Norman Philipp

No report.

Pitt State Pathway – Chair: Bob Kehle
2nd Reading, Vote

- The Pitt Pathway Committee in consultation with both the Gateway course and the Department of English are recommending the following two elements be moved from Gateway to the Department of English Pitt Pathway Core Elements.

1. **Information Design Process:**
   Information is produced to convey a message and is shared through a selected format or delivery method. The processes of researching, creating, revising, and disseminating information vary with the resulting product reflecting these differences.

2. **Use Information Ethically:**
   Information possesses several dimensions of value, including as a commodity, as a means of education, as a means of influence, and as a means of negotiating and understanding the world. Ethical and legal interests influence information production and dissemination. The value of information is manifest in various contexts, including publishing practices, access to information, the commodification of information, and intellectual property laws.

Budget Committee – Chair: Chris Childers

Report on the Budget Committee meeting with Doug Ball
11-15-21

Doug Ball presented to the committee on the University financial situation

Trends:

Tuition pays for more of the operations budget each year

State contribution has been relatively flat over the last 13 years. With some rises and falls, it is now exactly what it was 13 years ago

Facility insurance is a large layout of money and is projected to increase. Insurance premiums have tripled in the past three years. This is largely due to increases in weather events. PSU balances this by locking in about half of the projected utility needs ahead of time.

COVID:

Utility budget is expected to be larger - spending for heating last year during the February cold period was equal to a typical winter's budget

With Covid HEERF Funds, the university passed 12.6 million in funding directly to students and funded measures to increase vaccination, enhance online education, and slow/monitor the spread of COVID (PPE & air filtration).

The last of the COVID funding is to run out this year

Future Concerns:

KBOR has begun to place an emphasis on deferred maintenance. Buildings and facilities that have fallen behind on maintenance are to be maintained. Mr. Ball projects this will

be actionable within the next 6 years and that PSU is ahead of most other KBOR institutions regarding this issue.

State is now projecting 1.2 billion more funding availability for this year than was projected 6 months ago. However, this does not translate to guaranteed increases for PSU.

Committee members expressed concern about positions being unfilled, about salary/wages not following inflation, and the state contribution also not following inflation.

Dr. Scott meets soon with the Governor and will discuss our concerns with her.

Academic Honesty – Chair: Karen Johnson

- There is one case pending.

Pittsburg State University

Request for Revision to Curriculum

Revision for: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: CHEM College: CAS

This program is to be offered 50% or more online as a Hybrid____
This program is to be offered fully online____

Submission Date: 08/25/2021

Revision Effective: Fall, 2019
(Year)

Contact Person: Khamis Siam ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Emphasis in Education

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

Description of Change: We are requesting that EDUC 479 serve a substitution for CHEM479

Rationale for Change (include changes to curriculum objectives): To allow the Department more flexibility in course offerings and due to the fact that we currently do not have a faculty member who has K-12 teaching experience.

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.
NA

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.
The change proposed will only affect BS Chemistry majors

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum **as it currently appears** in the online catalog:
Bachelor of Science Degree with a Major in Chemistry: Emphasis in Education
Chemistry Courses (16 hours)

- CHEM-369: Laboratory Assistant Practicum I (3 hours)
- CHEM-445: Analytical Chemistry (3 hours)

AND CHEM-446: Analytical Chemistry Laboratory (2 hours)

- CHEM-469: Laboratory Assistant Practicum II (3 hours)
- CHEM-569: Laboratory Assistant Practicum III (3 hours)
- CHEM-601: Chemistry Colloquium (0-1 hour)
- CHEM-611: Senior Review and Assessment (1 hour)

One hour CHEM 601 Chemistry Colloquium is required.

- Other (10 hours)

o PHYS-104: Engineering Physics I (4 hours)
OR PHYS-100: College Physics I (4 hours)
AND PHYS-130: Elementary Physics Laboratory I (1 hours)
o PHYS-105: Engineering Physics II (4 hours)
OR PHYS-101: College Physics II (4 hours)
AND PHYS-131: Elementary Physics Laboratory II (1 hours)

Teaching and learning theory with laboratory and clinical experience requirements:

- EDUC-261: Explorations in Education (3 hours)
- PSYCH-263: Developmental Psychology (3 hours)
- PSYCH-357: Educational Psychology (3 hours)
- CHEM-479: Techniques for Teaching Chemistry (3 hours)

or

- EDUC-479: Techniques for Teaching (3 hours)
- SPED-510: Overview of Special Education (3 hours)
- EDUC-520: Methods and Materials for Academic Literacy (3 hours)
- Professional Semester (SR. year)

o EDUC-458: Methods and Curriculum (3 hours)
o EDUC-462: Secondary and Middle Level Education (2 hours)
o EDUC-464: Foundations of Measurement and Evaluation (2 hours)
o EDUC-480: Supervised Teaching in the Secondary School (3 hours)
o EDUC-482: Supervised Teaching in the Secondary School (5 hours)
o CHEM-579: Supervised Student Teaching and Follow-Up of Teachers (2hours)

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 Chemistry: Emphasis in Education
Chemistry Courses (19 hours)

- CHEM-369: Laboratory Assistant Practicum I (3 hours)
- CHEM-423: descriptive Inorganic Chemistry (3 hours)
- CHEM-445: Analytical Chemistry (3 hours)

AND CHEM-446: Analytical Chemistry Laboratory (2 hours)

- CHEM-469: Laboratory Assistant Practicum II (3 hours)
- CHEM-569: Laboratory Assistant Practicum III (3 hours)

- CHEM-601: Chemistry Colloquium (0-1 hour)
- CHEM-611: Senior Review and Assessment (1 hour)

One hour CHEM 601 Chemistry Colloquium is required.

- Other (10 hours)
  - PHYS-104: Engineering Physics I (4 hours)

OR PHYS-100: College Physics I (4 hours)
AND PHYS-130: Elementary Physics Laboratory I (1 hour)

  - PHYS-105: Engineering Physics II (4 hours)

OR PHYS-101: College Physics II (4 hours)
AND PHYS-131: Elementary Physics Laboratory II (1 hour)

Teaching and learning theory with laboratory and clinical experience requirements:

- EDUC-261: Explorations in Education (3 hours)
- PSYCH-263: Developmental Psychology (3 hours)
- PSYCH-357: Educational Psychology (3 hours)
- CHEM-479: Techniques for Teaching Chemistry (3 hours)
- SPED-510: Overview of Special Education (3 hours)
- EDUC-520: Methods and Materials for Academic Literacy (3 hours)
- Professional Semester (SR. year)
  - EDUC-458: Methods and Curriculum (3 hours)
  - EDUC-462: Secondary and Middle Level Education (2 hours)
  - EDUC-464: Foundations of Measurement and Evaluation (2 hours)
  - EDUC-480: Supervised Teaching in the Secondary School (3 hours)
  - EDUC-482: Supervised Teaching in the Secondary School (5 hours)
  - CHEM-579: Supervised Student Teaching and Follow-Up of Teachers (1 hour)

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:
   NA

3. Will this revision have specific General Education courses required? ☐ Yes ☒ No
   Please realize that it will need to gain approval of the General Education Committee.

4. Will this revision affect any education majors? ☒ Yes ☐ No
   If "yes," please realize that it 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 8/25/21 Signature, Department Chairperson Bobby W. [illegible]

☐ Approved: College Curriculum Committee
Date 9/7/21 Signature, College Curriculum Committee Chair Mary Carol Pomatto

☒ Approved: Dean of College
Date 9/7/21 Signature, Dean Mary Carol Pomatto

☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____

☒ Approved: Council for Teacher Education (if applicable)
Date 10/6/21 Signature, Council for Teacher Education Chair James [illegible]

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11-03-2021 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 Zimbra Briefcase, *"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"* 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 (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

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: Physics 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: 8/24/21 Revision Effective: Fall, 2022 (Year)

Contact Person: Tim Flood ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Bachelor of Science Degree in Physics with Physics Education Emphasis

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

Description of Change: Allowing option of EDUC 479 in lieu of PHYS 479

Rationale for Change (include changes to curriculum objectives): At this time, there is not a faculty member in Physics that can teach this course. The College of Education has been offering it for our students for several years.

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.
Change is internal to PSU.

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.

From: Bobby Winters <bwinters@pittstate.edu>
Sent: Monday, July 26, 2021 8:56 AM
To: Khamis Siam <ksiam@pittstate.edu>; Jody Neef <cneef@pittstate.edu>; Anuradha Ghosh <aghosh@pittstate.edu>; Tim Flood <tflood@pittstate.edu>; Serif Uran <suran@pittstate.edu>; Karla Childs <kchilds@pittstate.edu>
Cc: Jean Dockers <jdockers@pittstate.edu>
Subject: EDUC 479

Folks,
As some of you may recall, we were approached with a curriculum issue by Dr. Jean Dockers. If I recall correctly, we need to amend our various teacher-ed curricula to allow EDUC 479 as a substitute for our 479 courses. Would you be willing to meet so we can take care of it all at the same time? I was thinking of an hour for an initial meeting, early in the semester.

Bobby Winters

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum **as it currently appears** in the online catalog:

Current

Professional Studies Component See notes *2

- EDUC-261 Explorations in Education (3 hours)
- PSYCH-263 Developmental Psychology (3 hours)
- EDUC-307 Clinical Experience (1 hour)
- EDUC-345 Topics in (____) (1-3 hours)
- PSYCH-357 Educational Psychology (3 hours)

  Admission to Teacher Education prior to enrollment.

- PHYS-479 Techniques for Teaching Physics (3 hours)

  Admission to Teacher Education prior to enrollment.

- SPED-510 Overview of Special Education (3 hours)
- SPED-520 Overview of Autism Spectrum Disorders (3 hours)

  Admission to Teacher Education prior to enrollment.

*2
See Admission to Professional Semester for professional education grade point requirements.

Proposed

Professional Studies Component See notes *2

- EDUC-261 Explorations in Education (3 hours)
- PSYCH-263 Developmental Psychology (3 hours)
- EDUC-307 Clinical Experience (1 hour)
- EDUC-345 Topics in (____) (1-3 hours)
- PSYCH-357 Educational Psychology (3 hours)

  Admission to Teacher Education prior to enrollment.

- PHYS-479 Techniques for Teaching Physics (3 hours) or
- EDUC-479 Effective Teaching Strategies for Middle and Secondary

  Admission to Teacher Education prior to enrollment.

- SPED-510 Overview of Special Education (3 hours)
- SPED-520 Overview of Autism Spectrum Disorders (3 hours)

  Admission to Teacher Education prior to enrollment.

*2
See Admission to Professional Semester for professional education grade point requirements.

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 8/20/21 Signature, Department Chairperson _____

☐ Approved: College Curriculum Committee
Date 9/7/21 Signature, College Curriculum Committee Chair Mary Carol Pomatto

☒ Approved: Dean of College
Date 9/7/21 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 10/6/21 Signature, Council for Teacher Education Chair _____

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11-03-2021 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 New Minor/Emphasis/Certificate

Proposal for a New: ☒ Minor ☐ Emphasis ☐ Certificate

Department: Kelce Undergraduate School of Business College: Kelce College of Business
This program is to be offered 50% or more online as a Hybrid_____
This program is to be offered fully online_____

Submission Date: 8/30/2021 Effective: Fall, 2022
(Year)

Contact Person: Fang Lin ☒ Faculty member ☐ Chair

Title of Proposed Minor/Emphasis /Certificate: Minor in Finance

Purpose/Justification for Minor/Emphasis/Certificate: Many graduates from Kelce College of Business enter their first job that requires some finance-related knowledge. The minor aims to provide them with the knowledge and skill sets to help them succeed in their endeavors after graduation.

Is this new minor/emphasis/certificate proposal 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.
We expect to offer the minor only to students with a business major at PSU.

Is this new minor/emphasis/certificate 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.
We expect to offer the minor only to students with a business major at PSU.

Please complete the Kansas Board of Regent forms located at https://www.kansasregents.org/academic_affairs/new_program_approval and list the proposed curriculum for the New Minor, where no board-approved degree program exists, in section 3 (III) of the forms. Please input the proposed curriculum as you wish it to appear in the next catalog. No KBOR form is needed for New Emphases or Certificates. **If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.**

Here is the proposed curriculum

The minor in Finance is available to all Bachelor of Business Administration degree seekers except finance majors. This minor will consist of a minimum of 15 semester hours of finance and accounting courses.

Minor in Finance (15 hours)

- ACCTG 201 Financial Accounting
- FIN 326 Business Finance (Prerequisites: ECON 200 Principles of Microeconomics, ACCTG 202 Managerial Accounting)
- Three FIN 600+ courses from the list below
  - FIN 621 Investments I (Prerequisite: FIN 326 Business Finance)
  - FIN 623 Financial Institutions and Markets (Prerequisite: FIN 326 Business Finance)
  - FIN 624 Investments II (Prerequisites: FIN 621 Investments I, MGT 310 Business Statistics)
  - FIN 625 International Finance (Pre-requisites: ECON 201 Principles of Macroeconomics, FIN 326 Business Finance)
  - FIN 627 Advanced Business Finance (FIN 326 Business Finance, MGT 310 Business Statistics)
  - FIN 631 Seminar in Financial Management (Prerequisites: FIN 621 Investments I, FIN 623 Financial Institutions and Markets, FIN 627 Advanced Business Finance)

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 minor/emphasis/certificate 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 minor/emphasis/certificate 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 minor/emphasis/certificate (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 9/2/21 Signature, Department Chairperson Stephen U. Hans

☒ Approved: College Curriculum Committee
Date 09-10-2021 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 09/15/21 Signature, Dean Paul W. Gunn

☐ 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 11-03-2021 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 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.

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 approval, which may result in a delay in implementation.

Pittsburg State University

Request for New Major

Department: KUSB College: Business

This program is to be offered 50% or more online as a Hybrid No
This program is to be offered fully online No

Submission Date: 08/21 Effective: Fall, 2022 (Year)

Contact Person: Paul Grimes - Dean, Kelce College of Business ☐ Faculty member ☐ Chair

Title of Proposed Major: Bachelor of Business Adminstration, Major in Business Studies

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

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

Purpose/Justification for Major: A number of AACSB institutions successfully offer undergraduate generalist business degrees. Some smaller schools do not designate disciplinary majors but rather grant degrees in "business" or "business administration." Larger business schools that do offer disciplinary majors often also offer a generalist major under a variety of titles. Such degrees are structured whereby students choose from a menu of upper-division business courses selected across traditional disciplinary boundaries after completing a business college core and the university's general education requirements. These degrees are attractive to students for a number of varied reasons, including:

- Generalist degrees allow students to customize their education to fit their career plans. For example, students who plan to start their own firm or enter a family business will need to "wear multiple hats" on the job. A generalist degree may be more appropriate than highly specialized disciplinary training for such students.

- Today's work environment requires greater flexibility and adaptability than in the past. Most employees will face multiple changes in job responsibilities over their career and breadth of knowledge is as essential as depth of knowledge to navigate an upward career path.

- Many students may be uncertain of their future career path and seek the ability to explore alternative possibilities. A generalist degree does not lock them into a specific niche of the job market and provides the ability to explore divergent opportunities.

Pittsburg State University has not offered a generalist business degree since the formation of the Kelce College of Business in the mid-1970s. We propose offering an innovative BBA in "Business Studies" to satisfy the needs of students outlined above by "repackaging" existing courses and curricula by "stacking" them to create the new major.

The proposed BBA in Business Studies will consist of four components: 1) Pitt State Pathways Requirements, 2) Kelce College Core and Prerequisites, 3) Business Studies Major Requirements, and 4) Open Electives.

To satisfy the Business Studies Major Requirements, students will select a combination of at least 2 disciplinary minors and/or certificate course sequences offered by the Kelce College of Business. The minors or certificates chosen must comprise at least 21 unique credit hours. Thus, the proposed Business Studies program will allow students to "stack" existing minors and certificates and thereby build a customized interdisciplanary major to suite their career goals. The KCOB currently offers 7 disciplinary minors and 3 certificate programs.

Current Disciplinary Minors: Accounting, Business Economics, Computing, Fraud Examination, Internal Auditing, Marketing, International Business

Current Certificate Programs: Internal Auditing, Professional Sales & Sales Management, Kansas Insurance Certificate

As new minors and certificates are added to our curriculum portfolio, additional options will naturally become available for students choosing the Business Studies major.

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.
All Regents universities offer undergraduate degrees in business. However, none of our sister schools offer a multidisciplinary business degree option which allows students to "stack" existing minors and certificates to create individualized programs of study.

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.
The proposed BBA in Business Studies is an innovative program that allows students to "stack" the KCOB's existing disciplinary minors and certificates together to create a multi-disciplinary major. No new courses or curricula would be created that would adversely impact other majors outside of the college. Only existing courses will be employed.

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, as this is a "repackaging" of existing courses and curricula.

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:
   N/A

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.)?
   No new costs to be incurred as this is a "repackaging" of existing courses and curricula.

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

☑ Approved: Department Chairperson
Date 9/16/21 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 09-10-2021 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 09/15/21 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 11-03-2021 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.

IMPORTANT: NEW MAJOR PROPOSALS SHOULD BE UPLOADED TO THE APPROPRIATE COLLEGE PRELIMINARY LEGISLATION IN *SharePoint* NO LATER THAN THE OCTOBER LEGISLATION MONTH. THIS IS TO ALLOW FACULTY SENATE APPROVAL AT THE DECEMBER MEETING, AND KBOR REVIEW, APPROVAL, AND IMPLEMENTATION FOR THE FOLLOWING FALL SEMESTER.

FORMS TO ACCOMPANY PROPOSAL

The following items will be prepared and submitted with the proposal:

A. PSU Request for New Major Form (preceding)
B. PSU Legislative Process Authorization/Notification Sign-off Sheet (preceding)
C. KBOR Application for New Program, located at http://www.kansasregents.org/academic_affairs/new_program_approval requires the following:
    1. KBOR Program Proposal Narrative
    2. KBOR New Degree Request
    3. KBOR Curriculum Outline
    4. KBOR Fiscal Summary for Proposed Academic Program

Pittsburg State University

B.B.A. in Business Studies

Program Approval

I. General Information

A. Institution Pittsburg State University

B. Program Identification

Degree Level:	Bachelor's
Program Title:	Business Studies
Degree to be Offered:	Bachelor of Business Administration
Responsible Department or Unit:	Kelce Undergraduate School of Business
CIP Code:	52.0101 (Business/Commerce, General)
Modality:	Face-to-Face
Proposed Implementation Date:	Fall Semester 2022

Total Number of Semester Credit Hours for the Degree: 120

II. Clinical Sites: Does this program require the use of Clinical Sites? No

III. Justification

Many institutions successfully offer undergraduate generalist business degrees, including those accredited by AACSB. Some smaller schools do not designate disciplinary majors but rather grant degrees in "business" or "business administration." Larger business schools that do offer disciplinary majors often also offer a generalist major under a varity of titles. Such programs are structured whereby students choose from a menu of upper-division business courses selected across traditional disciplinary boundaries after completing a business college core and the university's general education requirements. These programs are attractive to students for a variety of reasons, including:

- Generalist business programs allow students to customize their education to fit their career plans. For example, students who plan to start their own firm or enter a family business will need to "wear multiple hats" on the job. A generalist business major may be more appropriate than highly specialized disciplinary training for such students.

- Today's work environment requires greater flexibility and adaptability than in the past. Most employees will face multiple changes in job responsibilities over their career, and breadth of knowledge is as essential as depth of knowledge to navigate an upward career path.

- Many students may be uncertain of their future career path and seek the ability to explore alternative possibilities. A generalist major does not lock them into a specific niche of the job market and provides the ability to explore divergent opportunities.

Pittsburg State University has not offered a generalist business degree since the formation of the Kelce College of Business (KCOB) in the mid-1970s. We propose offering an innovative B.B.A. in "Business Studies" to satisfy the needs of students outlined above by "repackaging" existing courses and curricula by "stacking" them to create the new major.

The proposed BBA in Business Studies will consist of four components: (1) Pitt State Pathways Requirements (General Education), (2) Kelce College Core and Prerequisites, (3) Business Studies Major Requirements, and (4) Open Electives.

To satisfy the Business Studies Major Requirements, students will select a combination of at least two disciplinary minors and/or certificate course sequences offered by the Kelce College of Business. The minors or certificates chosen must comprise at least 21 ***unique*** upper-division credit hours. (Unique credit hours are those earned for courses that are not included elsewhere within a student's plan of study. Note that some minors and certificates include courses which are also part of the Kelce Core and Prerequisites sequence and that some minors and certificates share common courses – such courses are thus not unique.) Therefore, the proposed Business Studies program will allow students to "stack" existing minors and certificates and thereby build a customized interdisciplanary major to suit their career goals. The KCOB currently offers seven disciplinary minors and three certificate programs:

- Current Disciplinary Minors: Accounting, Business Economics, Computing, Fraud Examination, Internal Auditing, Marketing, International Business

- Current Certificate Programs: Internal Auditing, Professional Sales & Sales Management, Kansas Insurance Certificate

See the Pitt State *University Course Catalog* for specific required courses and details on each of these previously established credentials: https://www.pittstate.edu/registrar/catalog/

As new minors and certificates are added to our curriculum portfolio, additional options will naturally become available for students choosing the Business Studies major.

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

A. Survey of Student Interest **FORTHCOMING**

Number of surveys administered:	98
Number of completed surveys returned:	40
Percentage of students interested in program: ...	95%

First-year students enrolled in sections of Pitt State's Gorilla Gateway course (our common freshman and transfer experience class) reserved for students declaring a business major were surveyed via email during the second week of the Fall 2021 semester. The survey provided a brief overview of the proposed Business Studies major and described how stacking existing minors and certificates would provide students with the option to tailor a multidisciplinary degree to meet their own individual career goals. Students were asked the following question: "How appealing do you find this idea of combining minors and certificates together to create your own interdisciplinary major?" Using a four-point Likert scale, 50 percent responded "very appealing" and another 45 percent responded "somewhat appealing." Only five percent of those responding found the idea "very unappealing" or "somewhat unappealing." Thus, 95 percent of those completing the survey expressed a positive personal interest in the Business Studies major. The results were similar when the respondents were asked how they thought other students would view the program – 92.5 percent believed other students would find the proposed Business Studies major appealing.

The survey results clearly indicate that new students with a desire to major in business find the proposed Business Studies major an option worthy of their consideration. The ability to individualize a program of study is an attractive idea for many students at the beginning of their college experience. We believe these findings indicate that the program will be successful and provide a new avenue for student recruitment.

B. Market Analysis

The proposed B.B.A. in Business Studies major is primarily designed for those students who will work in small businesses or for themselves. The program is not tied to or dependent upon the prospects for any one specialized business occupation or industry. It is intended to support the overall Kansas business economy and that economy is dominated by small businesses. At the end of last year, only 627 businesses in the state employed more than 250 workers. That was less than one percent of the 88,501 Kansas businesses (Kansas Department of Labor, 2021). (The federal government uses a variety of definitions to classify small businesses based on revenues and employment. However, in practice it is common to define small businesses as those that employ less than 250 workers (U.S. Bureau of the Census, 2021).) Approximately 70 percent of all business employees across our state are employed by small businesses with less than 250 workers (Kansas Department of Labor, 2021). The same employment structure is apparent within Pittsburg State's primary service region. For example, 98.7 percent of the businesses in Crawford county, home to Pittsburg State, are small businesses with less than 250 workers, and 97 percent of local firms employ less than 100 workers (Kansas Department of Labor, 2021). These firms require employees who are educated and skilled across multiple business disciplines. Small firms do not have the capacity to employ specialists to oversee each important business function. It is common for a small business employee to routinely handle multiple tasks, such as keeping the financial books as well as managing marketing and customer relations. By providing an opportunity for students to build a strong multi-disciplinary business major, the proposed Business Studies program is uniquely designed for Kansans and Kansas businesses.

Graduates of the program will be able to demonstrate a multi-disciplinary business education that will support multiple-proficiencies that are expected by small business employers. Given the relative size of the small business economy in Kansas, as well as the importance of small business in the neighboring states within Pitt State's primary service region, the employment prospects for graduates of the program are very strong.

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	12		360	
Year 2	25		750	
Year 3	35		1,050	

*Assuming students enroll in 15 hours per semester.

VI. Employment

As noted above, the potential market for graduates of the proposed Business Studies program encompasses approximately 70 percent of the private business firms within the state of Kansas. The unique structure of the proposed Business Studies major will ensure that it remains current and responsive to market dynamics. Students entering the program will be able to choose from a portfolio of disciplinary minors and certificates to tailor the degree not only to their personal career aspirations, but also to what the job market is currently demanding. We expect that as the Kansas economy and job market continue to evolve, the popular minors and certificates chosen by students in the major will also change accordingly. For example, as salaries continue to rise in areas such as financial services, it is likely that more students will pursue the Accounting minor and Kansas Insurance Certificate options for their Business Studies major. The ability to mix and match minors and certificates will allow students greater flexibility in preparing for post-graduation employment opportunities.

The proposed Business Studies degree will also support the ability of graduates to build successful lifetime careers. In today's economy, the average American worker will change jobs 12 times before retirement (U.S.

Bureau of Labor Statistics, 2019). Often these job changes include not only a new employer, but a new industry, and/or a new occupation. Those who have a multi-disciplinary business education will be more prepared for the natural progression of careers in today's dynamic economy.

Given the diversity of industries and occupations that graduates of the proposed program will pursue it is difficult to forecast salary prospects. However, one recent national study found that employees of small businesses averaged $45,000 in annual salary (JP Morgan Chase & Co., 2017). These data are four years old and not broken down by educational background and experience. However, it does indicate that financially rewarding careers are available for small business employees.

The unique design and nature of the proposed Business Studies program will not only provide ample employment prospects for graduates but will also prepare them for job changes and opportunities for advancement and professional growth over their careers. Graduates of the program will contribute and support the growth of the Kansas small business economy.

VII. Admission and Curriculum

A. Admission Criteria

Students pursuing the proposed Business Studies major will be admitted to the university according to prevailing Pittsburg State campus-wide policies. Student majoring in Business Studies will also be required to satisfy admission to the Kelce College of Business before enrollment in upper-division major courses.

Formal admission to the Kelce College of Business occurs upon completion of the following requirements:

· Completion of at least 30 credit hours applicable to the degree.

· Achievement of a 2.25 cumulative grade point average (note, a 2.5 cumulative grade point average is required for Accounting and Computer Information Systems majors).

· Completion of these courses with a C or better:

English Composition (ENGL 101 or ENGL 190)
Introduction to Research Writing (ENGL 299 or ENGL 190)
Speech Communication (COMM 207)
College Algebra or Calculus (MATH 110, MATH 113, MATH 126, or MATH 150)
Elementary Statistics (MATH 143)
Computer Information Systems (CIS 130)
Financial Accounting (ACCTG 201)

B. Curriculum

The following plan of study is representative of a Kelce College of Business student who chooses two minors or concentrations that sum to 21 unique upper division credit hours. In this case, Minor or Concentration #1 includes 12 unique credit hours (e.g. Accounting), and Minor or Concentration #2 includes 9 unique credit hours (e.g. Business Economics). Different combinations of minors and concentrations may result in more than 21 unique credit hours to satisfy the Business Studies major. As the number of credit hours rises above 21, the number of open elective credit hours falls. Also, note that the Pitt State Pathway general education course choices include some business courses which provide additional options and flexibility for students.

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

Course #	Course Name	SCH....
ENGL 101	ENGLISH COMPOSITION	3
MATH113	COLLEGE ALGEBRA	3
MGT 101 or MGT 105	INTRODUCTION TO BUSINESS or INTRODUCTION TO ENTREPRENEURSHIP	3
PSYCH 155	GENERAL PSYCHOLOGY	3
HHP 150	LIFETIME FITNESS	1
UGS150	GORILLA GATEWAY	2
	SEMESTER TOTAL	15

Year 1: Spring

Course #	Course Name	SCH....
ACCTG 201	FINANCIAL ACCOUNTING	3
CIS 130	COMPUTER INFORMATION SYSTEMS	3
ENGL 299	INTRODUCTION TO RESEARCH WRITING	3
	ESSENTIAL STUDIES/PITT STATE PATHWAY (F4)	4
	OPEN ELECTIVE	2
	SEMESTER TOTAL	15

Year 2: Fall

Course #	Course Name	SCH....
ACCTG 202	MANAGERIAL ACCOUNTING	3
COMM 207	SPEECH COMMUNICATION	3
ECON 200	PRINCIPLES OF MICROECONOMICS	3
MATH 143	ELEMENTARY STATISTICS	3
	ESSENTIAL STUDIES/PITT STATE PATHWAY	3
	SEMESTER TOTAL	15

Year 2: Spring

Course #	Course Name	SCH....
ECON 201	PRINCIPLES OF MACROECONOMICS	3
MGT 330	MANAGEMENT & ORGANIZATIONAL BEHAVIOR	3
MGT 310	BUSINESS STATISTICS	3
	ESSENTIAL STUDIES/PITT STATE PATHWAY	3
	ESSENTIAL STUDIES/PITT STATE PATHWAY	3
	SEMESTER TOTAL	15

Year 3: Fall

Course #	Course Name	SCH....
FIN 326	BUSINESS FINANCE	3
MGT 320	BASIC QUANTITATIVE METHODS	3
MKTG 330	PRINCIPLES OF MARKETING	3
MGT 210	BUSINESS PROFESSIONALISM	3
	ESSENTIAL STUDIES/PITT STATE PATHWAY	3
	SEMESTER TOTAL	15

Year 3: Spring

Course #	Course Name	SCH....
MGT 420	QUANTITATIVE DECISION MAKING	3
	ESSENTIAL STUDIES/PITT STATE PATHWAY	3
	ESSENTIAL STUDIES/PITT STATE PATHWAY	3
	MINOR or CONCENTRATION #1 / COURSE #1	3
	MINOR or CONCENTRATION #2 / COURSE #1	3
	SEMESTER TOTAL	15

Year 4: Fall

Course #	Course Name	SCH....
MGT 430	LEGAL & SOCIAL ENVIRONMENT OF BUSINESS	3
ECON 300+	UPPER DIVISION ECONOMICS ELECTIVE	3
CIS 420	MANAGEMENT INFORMATION SYSTEMS	3
	MINOR or CONCENTRATION #1 / COURSE #2	3
	MINOR or CONCENTRATION #2 / COURSE #2	3
	SEMESTER TOTAL	15

Year 4: Spring

Course #	Course Name	SCH....
MGT 690	BUSINESS STRATEGY	3
	MINOR or CONCENTRATION #1 / COURSE #3	3
	MINOR or CONCENTRATION #2 / COURSE #3	3
	MINOR or CONCENTRATION #1 / COURSE #4	3
	OPEN ELECTIVE	3
	SEMESTER TOTAL	15

Total Number of Semester Credit Hours ..... [120]

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

As proposed, the Business Studies major will be comprised of courses taken across all disciplinary fields represented within the KCOB (through the Kelce Core and Prerequisites and through the chosen minors and concentrations). Therefore, given the unique design, it is not possible to assign specific course responsibilities to this major as virtually all courses within the college could potentially be used as part of a Business Studies program of study. The table below shows all 32 current full-time faculty members within the college with 3 FTE prorated equally across each (3 FTE / 32 Faculty = 0.09375). 3 FTE represents the long-term commitment once the program is mature. During start-up, the per faculty member FTE will be less.

Faculty Name	Rank	Highest Degree	Tenure Track Y/N	Academic Area of Specialization	FTE to Proposed Program
Donald Baack	Professor	Ph.D.	Y	Management	0.09375
Alexander Binder	Assistant Professor	Ph.D.	Y	Economics	0.09375

Jae Choi	Associate Professor	Ph.D.	Y	Computer Information Systems	0.09375
Bienvenido Cortes	Professor	Ph.D.	Y	Economics	0.09375
Maeve Cummings	Professor	Ph.D.	Y	Computer Information Systems	0.09375
Linden Dalecki	Associate Professor	Ph.D.	Y	Marketing	0.09375
Michael Davidsson	Associate Professor	Ph.D.	Y	Economics	0.09375
Chris Fogliasso	University Professor	J.D.	Y	Management	0.09375
Mary Jo Goedeke	Assistant Professor	J.D., LLM	Y	Accounting	0.09375
Stephen Horner	Professor	Ph.D.	Y	Management	0.09375
Anil Lal	Professor	Ph.D.	Y	Economics	0.09375
Justin Lallemand	Assistant Professor	Ph. D.	Y	Finance	0.09375
Choong Lee	University Professor	Ph.D.	Y	Management	0.09375
Sang-Hei Lee	Associate Professor	Ph.D.	Y	Management	0.09375
Fang Lin	Associate Professor	Ph.D.	Y	Finance	0.09375
Matthew Lunde	Assistant Professor	Ph.D.	Y	Marketing & Sustainability	0.09375
Kristen Maceli	Professor	Ph.D.	Y	Marketing	0.09375
Michael McKinnis	Instructional Professor	MBA	N	Economics	0.09375
Lynn Murray	Associate Professor	Ph.D.	Y	Marketing	0.09375
Mary Judene Nance	Assistant Instructional Professor	MBA	N	Marketing	0.09375
David O'Bryan	Professor	Ph.D.	Y	Accounting	0.09375
Shipra Paul	Instructional Professor	MBA	N	Management	0.09375
Ashlee Phillips	Assistant Instructional Professor	MAcc	N	Accounting	0.09375
Theresa Presley	Associate	Ph.D.	Y	Accounting	0.09375

	Professor				
Wei Sha	Associate Professor	Ph.D.	Y	Computer Information Systems	0.09375
Connie Shum	Professor	DBA	Y	Finance	0.09375
Dwight Strong	Instructional Professor	MBA	N	Computer Information Systems	0.09375
Jay van Wyk	Professor	Ph.D., D. Phil	Y	International Business	0.09375
Mary Wachter	Instructional Professor	MBA	N	Marketing	0.09375
David Weaver	Assistant Instructional Professor	MBA	N	Accounting	0.09375
Gail Yarick	Associate Professor	Ph.D.	Y	Accounting	0.09375
Vahid Zardoost	Assistant Instructional Professor	M.S.	N	Computer Information Systems	0.09375

Number of graduate assistants assigned to this program ..... [0]

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 – Approximately 1 FTE added each year	$85,000	$170,000	$255,000
Administrators *(other than instruction time)* - Advisor	$3,500	$3,500	$3,500
Graduate Assistants			
Support Staff for Administration (*e.g., secretarial*)			
Fringe Benefits *(total for all groups)*	$17,000	$34,000	$51,000
Other Personnel Costs			
Total Existing Personnel Costs – Reassigned or Existing	$105,500	$207,500	$309,500
Personnel – New Positions			
Faculty			
Administrators *(other than instruction time)*			
Graduate Assistants			
Support Staff for Administration (*e.g., secretarial*)			
Fringe Benefits *(total for all groups)*			
Other Personnel Costs			

Total Personnel Costs – New Positions			
Start-up Costs - One-Time Expenses			
Library/learning resources			
Equipment/Technology			
Physical Facilities: Construction or Renovation			
Other			
Total Start-up Costs			
Operating Costs – Recurring Expenses			
Supplies/Expenses	$500	$1,000	$1,500
Library/learning resources			
Equipment/Technology			
Travel	$500	$1,000	$1,500
Other			
Total Operating Costs	$1,000	$2,000	$3,000
GRAND TOTAL COSTS	$106,500	$209,500	$312,500

B. FUNDING SOURCES *(projected as appropriate)*	Current	First FY (New)	Second FY (New)	Third FY (New)
Tuition / State Funds	$312,500			
Student Fees				
Other Sources				
GRAND TOTAL FUNDING		$106,500 (Existing)	$209,500 (Existing)	$312,500 (Existing)
C. Projected Surplus/Deficit (+/-) (Grand Total Funding *minus* Grand Total Costs)		$0	$0	$0

X. Expenditures and Funding Sources Explanations

A. Expenditures
Personnel – Reassigned or Existing Positions

The proposed Business Studies program is a "repackaging" of existing courses and curricula. All of the courses, minors, and concentrations are already available and being taught by existing faculty members on

staff. Currently, due to the recent decline in campus enrollment, there is capacity within the current and planned schedule of course offerings to accommodate the new students projected to enroll in the proposed program. This program will allow the college to more efficiently utilize its existing resources by filling currently empty seats.

Given the proposed curriculum, we anticipate that approximately 1 FTE faculty member's worth of credit hours will be needed to teach the courses in support of the projected enrollment in the first year. If enrollment grows as anticipated, an approximate additional 1 FTE worth of courses would be reallocated in year two and again in year 3.

As the courses for the proposed program are spread throughout the college, the expenditure figures reported here are based on the mean salary for the Core Faculty. The program will be coordinated by the Director of the Kelce Academic Advising Center. It is anticipated that five percent of this position's time will be devoted to the program. The cost of this administration is therefore a reallocation of five percent of this already-budgeted 12-month position. The fringe benefits costs for all personnel are calculated at 20 percent. All numbers are rounded.

Personnel – New Positions

No new positions are required to operate the proposed Business Studies program. All courses and curricula are already in place and being taught by current KCOB faculty members. Due to the recent declines in enrollment at Pitt State, classroom capacity exists to accommodate the number of new students projected to enroll in the proposed program. New positions will only be required in the long-run if enrollment in the program grows overall total enrollment in the college beyond previously experienced levels.

Start-up Costs – One-Time Expenses

Again, no additional one-time start-up costs are anticipated. Needed resources and facilities are already in place to support the existing courses and curricula that are being repackaged to create the Business Studies program. By spreading the costs of these existing fixed resources over more students, financial and operational efficiencies will be realized.

Operating Costs – Recurring Expenses

It is estimated that each FTE faculty member on average consumes $500 in supplies/commodities and utilizes $1,000 in travel per academic year. These costs are reported for one FTE in year one, two FTE in year two, and three FTE in year three. Again, these expenditures are already budgeted and represent a reallocation of use into the proposed program. No new funds will be necessary to support these direct outlays.

B. Revenue: Funding Sources

All Core Faculty positions in the Kelce College of Business are fully funded by Pittsburg State University through annual state appropriations and self-generated student tuition and fees revenue. Because the proposed Business Studies program is built by repurposing existing courses and curricula, and because we currently have excess capacity due to recent enrollment declines, no new revenues will be required to operate the program. The revenue to operate the program is already in our annual budget.

C. Projected Surplus/Deficit

The proposed Business Studies program is expected to breakeven for the first three years as reflected in the figures above. If we are able to grow the program beyond these projections, in the long-run the program should

produce a net surplus for the university. Our recent campus-wide return on investment analysis reveals that Pitt State business programs on the margin generate more revenue than costs. Thus, the university and college both have an incentive to support and grow this program over time.

XI. References

JP Morgan Chase & Co. 2017. "The Ups and Downs of Small Business Employment." https://www.jpmorganchase.com/institute/research/small-business/report-small-business-payroll

Kansas Department of Labor. 2021. Custom report prepared for Pittsburg State University's Center for Business and Economic Research. Original Data from Labor Market Information Services and the Bureau of Labor Statistics, Quarterly Census of Employment and Wages.

U.S. Bureau of the Census. 2019. "Number of Jobs, Labor Market Experience, and Earnings Growth: Results From a National Longitudinal Survey." https://www.bls.gov/news.release/nlsoy.htm

U.S. Bureau of the Census. 2021. "The Majority of U.S. Businesses Have Fewer Than Five Employees." https://www.census.gov/library/stories/2021/01/what-is-a-small-business.html

Pittsburg State University

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: School of Construction College: College of Technology
Submission Date: 08/01/2021

Contact Person: Jim Otter ☐ 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.
The addition of this course will enhance the interior design students technology skills and only affects their program.

Proposed Course:

Course Number: IND 210

Title of Course: Software Application for Interior Design

Credit Hours: 2

Date first offered: 2022 (Semester/Year) ☐ Fall ☒ Spring ☐ Summer (check all that apply)

Prerequisite: CMCET 133

Course Description (as it will appear in the next catalog): Application of computer aided two and three dimensional drafting design software for the professional practice of interior design. Development of skills for the creation, problem solving, and production of interior design technical and presentation drawings.

Purpose/Justification for Proposed Course: Students get an introduction their first semester to the software they will need during the interior design program, but it is not sufficient for the in depth use in the upper level studio courses. This course will be more in depth and produce the technical drawings needed for interior design projects.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)
To provide a well-rounded knowledge of Autodesk Revit tools and techniques.
To apply Revit software to a set of construction drawings.
To produce 3 dimensional renderings with Revit software.
To produce quick 3 dimensional drawings and renderings with SketchUp software.
To learn the basic skills using Bluebeam software.

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

Project #1: Revit Textbook	40 pts
Project #2: SketchUp Worksheets	25 pts
Bluebeam Tutorials	15 pts

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.):
   Access to computer lab (currently available withing the COT)

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:
   N/A

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:
   N/A
   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.

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

☒ **Approved: Department Chairperson**
Date 9.10.21 **Signature, Department Chairperson** James L Otter

☐ **Approved: College Curriculum Committee**
Date 10.07.21 **Signature, College Curriculum Committee Chair** _____

☐ **Approved: Dean of College**
Date 10/19/2021 **Signature, Dean** _____

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

☒ **Approved: Faculty Senate University Undergraduate Curriculum Committee**
Date 11-03-2021 **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.

Pittsburg State University

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: School of Construction College: College of Technology
Submission Date: 8/24/21

Contact Person: Denise Bertoncino ☒ 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.
Student's in interior design don't currently have a course that covers the detailing and working drawing component of contract documents. The addition of this course will meet criteria/standards that will be required when the interior design program applies for CIDA accreditation.

Proposed Course:

Course Number: IND 320

Title of Course: Detailing and Working Drawings

Credit Hours: 3

Date first offered: Spring 2022 (Semester/Year) ☐ Fall ☒ Spring ☐ Summer (check all that apply)

Prerequisite: IND 120 Interior Design Studio Fundamentals

Course Description (as it will appear in the next catalog): The study and development of interior design contract documents which include technical/working drawings along with interior details and specifications.

Purpose/Justification for Proposed Course: The interior design student's are currently learning these skills as senior level student's. They need an introduction to these types of drawings at an earlier stage of the program so that as seniors they will be able to implement these practices with greater skill and knowledge. Professional firms will be looking for these drawings in student's portfolio's when applying for an interior design position.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)
To develop competent skills in the production of contract documents and construction processes.
To integrate computer technology with contract documentation preparation through the use of Revit software.
To develop competent skills for material technology specification and construction applications.

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

Project #1: Residential Construction	255 points
Notebook (sketches)	25 points
Textbook Exercises	100 points

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:
   N/A

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:
   N/A
   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.)?**
   Adjunct will be needed to cover existing faculty current course load who will be teaching this course.

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

☐ **Approved: Department Chairperson**
Date 9.10.2 **Signature, Department Chairperson** James L Otter Digitally signed by James L Otter DN: C=US, E=jotter@pittstate.edu, O=Pittsburg State University, OU=School of Construction, CN=James L Otter Date: 2021.09.13 08:51:37-05'00'

☐ **Approved: College Curriculum Committee**
Date 10.07.2021 **Signature, College Curriculum Committee Chair** _____

☐ **Approved: Dean of College**
Date 10/19/2021 **Signature, Dean** _____

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

☒ **Approved: Faculty Senate University Undergraduate Curriculum Committee**
Date 11-03-2021 **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.

Request for Revision to Curriculum

Revision for: X Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: School of Construction College: College of Technology This program is to be offered 50% or more online as a Hybrid_____

This program is to be offered fully online_____

Submission Date: September 10, 2021 Revision Effective: Fall, 2022(Year)

Contact Person: Jim Otter ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Bachelor of Science Degree in Interior Design

If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:
No change

Description of Change: Dropping the CMCET 330, CMCET 331 and CMCET 350 and replacing those courses with CMCET 318 a combined MEP course. Adding IND 210 and IND 320 to the core. This will change the Core requirements to 54 hours and drop the construction support courses to 17 hours.

Rationale for Change (include changes to curriculum objectives): To provide interior design students the fundamentals of mechanical, electrical and plumbing (MEP) without taking 3 individual courses required for the construction majors. And to upgrade the program to include needed working drawings and software courses. Both critical to accreditation for interior design.

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.
The changes requested are only relevant to the interior design 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?
☐ 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.
The change to the curriculum will not affect any other curricula or program at Pittsburg State University. The changes apply only to the interior design major.

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 Technology Program Guide

Bachelor of Science Degree with a Major in Interior Design

Degree: Bachelor of Science

Major: Interior Design

Core Requirements (49 hours)

__ IND-110 Interior Design Fundamentals (3 hours)
__ IND-120 Interior Design Studio Fundamentals (3 hours)
__ IND-312 History of Design I (3 hours)
__ IND-313 History of Design II (3 hours)
__ IND-315 Interior Design: Studio I (3 hours)
__ IND-316 Space Planning and Programming (3 hours)
__ IND-323 Interior Design Materials and Resources (3 hours)
__ IND-324 Applied Color and Lighting Design (3 hours)
__ IND-325 Interior Design: Studio II (3 hours)
__ IND-356 Textiles (3 hours)
__ IND-411 Professional Practice for Interior Design (3 hours)
__ IND-420 Interior Design: Studio III (3 hours)
__ IND-422 Interior Design: Studio IV (3 hours)
__ IND-425 LEED in Interior Design (3 hours)
__ IND-570 Professional Internship Preparation (1 hour)
__ IND-571 Professional Internship (2 hours)
__ IND-572 Interior Design Portfolio Prep and Senior Exhibit (1 hour)
__ EST-621 Ergonomics/Human Factors (3 hours)

Construction Support Courses (22 hours)

*See notes *1*

__ CMCET-133 Construction Graphics (3 hours)
__ CMCET-235 Methods of Construction-Light Frame and Finishes (2 hours)
__ CMCET-330 Mechanical Systems (HVAC) (3 hours)
__ CMCET-331 Electrical Systems (3 hours)
__ CMCET-332 Residential Design (3 hours)
__ CMCET-340 Building Information Modeling (BIM) (3 hours)
__ CMCET-350 Mechanical Systems (Plumbing) (2 hours)
__ CMCET-401 Investigations in Technology (___) (1-4 hours)

*Notes *1: A grade of C or better is required in all major requirements and their prerequisites.*

Graphic Design Support Courses (9 hours)

*See notes *2*

__ GIT-142 Raster Graphics Software (3 hours)
__ GIT-221 Web User Experience (3 hours)
__ GIT-240 Page Layout Software (3 hours)

*Notes *2: A grade of C or better is required in all major requirements and their prerequisites.*

Pitt State Pathway Requirements

Department preferred PittState Pathway for a Bachelor of Science Degree with a Major in Interior Design.

Core Elements (12 hours)

A0 - Written Communications

__ ENGL-101 English Composition (3 hours)
__ ENGL-299 Introduction to Research Writing (3 hours)

B0 - Verbal Communication

__ COMM-207 Speech Communication (3 hours)

C0 - Quantitative/Analytic Methods

__ MATH-113 College Algebra (3 hours)
or __ MATH-133 Quantitative Reasoning (3 hours)

Essential Studies (28 hours)

*See notes *3*

*Notes *3:*

D - The Human Experience (3 hours)

D3 - Non-Verbal and Creative Expression

__ ART-178 Introduction to the Visual Arts (3 hours)
__ ART-188 The Designed World (3 hours)
__ ART-217 Crafts I (3 hours)
__ ART-222 Jewelry Design I (3 hours)
__ ART-233 Drawing I (3 hours)
__ ART-244 Ceramics I (3 hours)
__ ART-266 Sculpture I (3 hours)
__ ART-277 Painting I (3 hours)
__ ART-288 Introduction to Art History I (3 hours)
__ ART-289 Introduction to Art History II (3 hours)
__ ART-311 Art Education (3 hours)
__ COMM-105 Performance Appreciation (3 hours)
__ COMM-205 Performance Studies (3 hours)
__ COMM-395 Theatre History (___) (3 hours)
__ HHP-151 Dance Appreciation (3 hours)
__ MUSIC-120 Music Appreciation (____) (3 hours)
__ MUSIC-121 Introduction to Music Literature (3 hours)
__ MUSIC-321 History of Music (3 hours)
__ MUSIC-322 History of Music (3 hours)

E - Human Systems (9-12 hours)

E1 - Diverse Perspectives (6 hours)

__ ANTH-101 Introduction to Cultural Anthropology (3 hours)
__ GEOG-106 World Regional Geography (3 hours)
__ GEOG-300 Elements of Geography (3 hours)
__ GEOG-304 Human Geography (3 hours)
__ HIST-101 World History to 1500 (3 hours)
__ HIST-102 World History from 1500 (3 hours)
__ HIST-201 American History to 1865 (3 hours)
__ HIST-202 American History from 1865 (3 hours)
__ MFGET-405 Quality Control (3 hours)
__ MLL-124 French Language and Culture I (3 hours)

__ MLL-154 Spanish Language and Culture I (3 hours)
__ PHIL-103 Introduction to Philosophy (3 hours)
__ PHIL-231 World Religions (3 hours)
__ POLS-103 Comparative Politics (3 hours)
__ SOC-100 Introduction to Sociology (3 hours)
__ WGS-399 Global Women's Issues (3 hours)

E2 - Social Responsibility (6 hours)

__ ECON-191 Issues in Today's Economy (3 hours)
__ ECON-200 Principles of Microeconomics (3 hours)
__ ECON-201 Principles of Macroeconomics (3 hours)
__ EDTH-330 Technology for Teaching and Learning (3 hours)
__ ETECH-602 Engineering Economy (3 hours)
__ FCS-230 Consumer Education and Personal Finance (3 hours)
__ FIN-210 Financial Planning (3 hours)
__ GT-190 Introduction to Technological Systems (2 hours)
__ GT-210 Technology in the World Today (3 hours)
__ GT-350 Technology and Civilization (3 hours)
__ NURS-303 Introduction to Public Health (3 hours)
__ PHIL-105 Ethics (3 hours)
__ PHIL-112 Biomedical Ethics (3 hours)
__ PHIL-113 Business Ethics (3 hours)
__ PHIL-114 Environmental Ethics (3 hours)
__ POLS-101 U.S. Politics (3 hours)
__ WGS-200 Introduction to Women's Studies (3 hours)

F - Natural World (4-5 hours)

F4 - Scientific Inquiry (4 hours)

__ BIOL-113 Environmental Life Science (4 hours)
__ PHYS-171 Physical Science (3 hours)
and __ PHYS-172 Physical Science Laboratory (1 hour)

G - Wellness Strategies (4 hours)

G0 - No Companion

__ EXSCI-200 Introduction to Exercise Science (1 hour)
or __ HHP-150 Lifetime Fitness Concepts (1 hour)

G4 - Scientific Inquiry (3 hours)

__ PSYCH-155 General Psychology (3 hours)

H - Gorilla Gateway

H0 - No Companion

__ UGS-150 Gorilla Gateway (2 hours)

Electives (3 hours)

*See notes *4*
*Notes *4: One Pathway course from the D3 group*

Revised: 10/08/2020

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 Technology Program Guide
Bachelor of Science
Degree with a Major in
Interior Design
Degree: Bachelor of Science

Major: Interior Design

Core Requirements (54 hours)
__ IND-110 Interior Design Fundamentals (3 hours)
__ IND-120 Interior Design Studio Fundamentals (3 hours)
__ IND-210 Software Applications for Interior Design (2 hours)
__ IND-312 History of Design I (3 hours)
__ IND-313 History of Design II (3 hours)
__ IND-315 Interior Design: Studio I (3 hours)
__ IND-316 Space Planning and Programming (3 hours)
__ IND-320 Detailing and Working Drawings (3 hours)
__ IND-323 Interior Design Materials and Resources (3 hours)
__ IND-324 Applied Color and Lighting Design (3 hours)
__ IND-325 Interior Design: Studio II (3 hours)
__ IND-356 Textiles (3 hours)
__ IND-411 Professional Practice for Interior Design (3 hours)
__ IND-420 Interior Design: Studio III (3 hours)
__ IND-422 Interior Design: Studio IV (3 hours)
__ IND-425 Green Building Principles and Practices (2 hours)
__ IND-570 Professional Internship Preparation (2 hours)
__ IND-571 Professional Internship (1 hour)
__ IND-572 Interior Design Portfolio Prep and Senior Exhibit (1 hour)
__ EST-621 Ergonomics/Human Factors (3 hours)

Construction Support Courses (17 hours)
See notes *1
__ CMCET-133 Construction Graphics (3 hours)
__ CMCET-235 Methods of Construction-Light Frame and Finishes (2 hours)
__ CMCET 318 MEP for Interior Design (3 hours)
__ CMCET-332 Residential Design (3 hours)
__ CMCET-340 Building Information Modeling (BIM) (3 hours)
__ CMCET-401 Investigations in Technology (___) (1-4 hours. 3 hours required)
Notes *1: A grade of C or better is required in all major requirements
and their prerequisites.
Graphic Design Support Courses (9 hours)
See notes *2
__ GIT-142 Raster Graphics Software (3 hours)

__ GIT-221 Web User Experience (3 hours)
__ GIT-240 Page Layout Software (3 hours)
Notes *2: A grade of C or better is required in all major requirements and their prerequisites.

Pitt State Pathway Requirements
Department preferred PittState Pathway for a Bachelor of Science Degree with a Major in Interior Design.
Core Elements (12 hours)
A0 - Written Communications
__ ENGL-101 English Composition (3 hours)
__ ENGL-299 Introduction to Research Writing (3 hours)
B0 - Verbal Communication
__ COMM-207 Speech Communication (3 hours)
C0 - Quantitative/Analytic Methods
__ MATH-113 College Algebra (3 hours)
or __ MATH-133 Quantitative Reasoning (3 hours)
Essential Studies (28 hours)
See notes *3
Notes *3:
D - The Human Experience (3 hours)
D1 - Diverse Perspectives
__ ENGL-113 General Literature (3 hours)
D3 - Non-Verbal and Creative Expression
__ ART-178 Introduction to the Visual Arts (3 hours)
__ ART-188 The Designed World (3 hours)
__ ART-233 Drawing I (3 hours)
__ ART-277 Painting I (3 hours)
__ ART-288 Introduction to Art History I (3 hours)
__ ART-289 Introduction to Art History II (3 hours)
E - Human Systems (9-12 hours)
E0 - No Companion Elements
__ CIS-130 Computer Information Systems (3 hours)
__ MGT-101 Introduction to Business (3 hours)
E1 - Diverse Perspectives (6 hours)
__ ANTH-101 Introduction to Cultural Anthropology (3 hours)
__ GEOG-106 World Regional Geography (3 hours)
__ HIST-101 World History to 1500 (3 hours)
__ HIST-102 World History from 1500 (3 hours)
__ HIST-201 American History to 1865 (3 hours)
__ HIST-202 American History from 1865 (3 hours)
__ MLL-124 French Language and Culture I (3 hours)
__ MLL-154 Spanish Language and Culture I (3 hours)
__ POLS-103 Comparative Politics (3 hours)
E2 - Social Responsibility (6 hours)
__ ECON-191 Issues in Today's Economy (3 hours)
__ ECON-200 Principles of Microeconomics (3 hours)

__ FCS-230 Consumer Education and Personal Finance (3 hours)
__ FIN-210 Financial Planning (3 hours)
__ GT-190 Introduction to Technological Systems (2 hours)
2
__ PHIL-105 Ethics (3 hours)
__ PHIL-113 Business Ethics (3 hours)
__ PHIL-114 Environmental Ethics (3 hours)
__ POLS-101 U.S. Politics (3 hours)
F - Natural World (4-5 hours)
F4 - Scientific Inquiry (4 hours)
__ BIOL-113 Environmental Life Science (4 hours)
__ PHYS-171 Physical Science (3 hours)
and __ PHYS-172 Physical Science Laboratory (1 hour)
G - Wellness Strategies (4 hours)
G0 - No Companion
__ EXSCI-200 Introduction to Exercise Science (1 hour)
or __ HHP-150 Lifetime Fitness Concepts (1 hour)
G4 - Scientific Inquiry (3 hours)
__ PSYCH-155 General Psychology (3 hours)
H - Gorilla Gateway
H0 - No Companion
__ UGS-150 Gorilla Gateway (2 hours)
Electives (3 hours)
See notes *4
Notes *4: One Pathway course from the D3 group
Revised: 08/26/2021

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   No.

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:
   None

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.)?
   Adjunct position needed to cover interior design courses.

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 9.10.2 Signature, Department Chairperson James L Otter

☐ Approved: College Curriculum Committee
Date 10.07.21 Signature, College Curriculum Committee Chair _____

☐ Approved: Dean of College
Date 10/19/2021 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 _____ 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

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: School of Construction College: Technology Submission
Date: 9.9.2021

Contact Person: Otter ☐ Faculty member ☒ Chair

Revision Effective: Spring 2021 or 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.
Course is an entry level courses for all CM and Const ET majors only. A few undeclared majors take the course.

Purpose/Justification for Revision to Course: Feedback from faculty, students and industry suggests that our students need more extensive exposure to construction drawings at an earlier stage of the program. Specifically students need more exposure to interpreting and "reading" construction drawings related to residential, commercial, industrial and civil construction.

Existing Course:

Course Number: CMCET 234

Title of Course: The Construction Industry

Credit Hours: 2

Prerequisite: None

Course Description (as it appears in the current catalog): Overview of construction industry and the construction profession including types of construction, construction careers, professional and trade associations, contract delivery systems, ethics, communication, leadership and basic software applications within construction.

Proposed Course:

Course Number: CMCET 234

Title of Course: The Construction Industry

Credit Hours: 3

Prerequisite: None

Course Description (as it will appear in the next catalog): Overview of construction industry and the construction profession including types of construction, construction careers, professional and trade associations, contract delivery systems, ethics, communication, leadership and basic software applications within construction. Introduction to construction related math applications and construction drawings/documents related to residential, commercial, industrial and civil construction.

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:
   N/A
   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

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

☒ **Approved: Department Chairperson**
Date 9.10.2 **Signature, Department Chairperson** James L Otter

☐ **Approved: College Curriculum Committee**
Date 10.07.21 **Signature, College Curriculum Committee Chair** _____

☐ **Approved: Dean of College**
Date 10/19/2021 **Signature, Dean** _____

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

☒ **Approved: Faculty Senate University Undergraduate Curriculum Committee**
Date 11-03-2021 **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.

Pittsburg State University

Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: Construction College: Technology Submission Date: 9.9.2021

Contact Person: Otter ☐ Faculty member ☒ Chair

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.
No impact to any other program at PSU

Purpose/Justification for Course Deletion: This course was set up to have construction majors take a national credentialing exam. The exam process and reporting has become difficult to administer and the cost of the exam continues to rise. Student feedback for the exam process is typically negative. Industry recognition of the credential is minimal. Overall value to the CM and Construction ET curriculum is minimal.

Course to be Deleted:

Course Number: CMCET 690

Title of Course: Professional Construction Certification Seminar

Credit Hours: 1

Deletion Effective: Spring 2022 (Semester/Year)

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

Was this course a part of the General Education or PittState Pathway package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No
Please realize that this requirement will need to gain approval of the PittState Pathway Committee.

Was this course required of any education majors? ☐ Yes ☒ No
If "yes," please realize that it 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 9.10.2 Signature, Department Chairperson James L Otter

☐ Approved: College Curriculum Committee
Date 10.07.21 Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
Date 10/19/2021 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 11-03-2021 Signature, Undergraduate Curriculum 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 deletion.

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.

Pittsburg State University

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: Construction College: Technology This program is to be offered 50% or more online as a Hybrid No

This program is to be offered fully online No

Submission Date: 9.9.2021 Revision Effective: Fall, 2022 (Year)

Contact Person: Otter ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Construction Engineering Technology

If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:
None

Description of Change: Dropping CMCET 690 (1 hour course) from the program and adding the 1 hour into CMCET 234.

Rationale for Change (include changes to curriculum objectives): CMCET 690 was developed to provide industry recognized credentials for construction majors. Over the years based on feedback from industry and students the targeted credentials became less recognized by industry and very few students maintained the credentials. Additionally the testing agency providing the exam increased costs and the results were not available in a timely manner. After much debate and discussion with the construction faculty and the construction advisory board it was decided that a change was needed. As a result of dropping the 1 hour 690 course, 1 hour will be added back into the CMCET 234 course to address two notable challenges – more exposure to construction math concepts and more exposure to construction drawings related to residential, commercial, industrial and civil construction. Industry and student feedback reflected the need to place more importance on construction drawing interpretation and understanding at an earlier stage of our program.

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.
No impact on any other Regent university

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.
No other major should be taking the CMFET 690 course. The CMCET 234 is a construction major introductory course and only students seeking minors or exploring construction as a career might take the course.

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum as it currently appears in the online catalog:

1
Pittsburg State University

College of Technology Program Guide
Bachelor of Science in
Engineering Technology
Degree with a Major
in Construction
Engineering Technology
Degree: Bachelor of Science in Engineering Technology
Major: Construction Engineering Technology
Accreditation
Accredited by the Engineering Technology Accreditation Commission (ETAC) of ABET, http://www.abet.org.
Technical Specialties (63 hours)
See notes *1
__ CMCET-133 Construction Graphics (3 hours)
__ CMCET-234 The Construction Industry (2 hours)
__ CMCET-235 Methods of Construction-Light Frame and Finishes (2 hours)
__ CMCET-330 Mechanical Systems (HVAC) (3 hours)
__ CMCET-331 Electrical Systems (3 hours)
__ CMCET-334 Methods of Construction-Sitework and Steel (3 hours)
__ CMCET-335 Methods of Construction-Concrete and Masonry (3 hours)
__ CMCET-337 Construction Materials Testing and Inspection (2 hours)
__ CMCET-350 Mechanical Systems (Plumbing) (2 hours)
__ CMCET-431 Construction Structural Loads and Strength of Materials (2 hours)
__ CMCET-434 Civil Construction (3 hours)
__ CMCET-530 Construction Cost Management (3 hours)
__ CMCET-536 Temporary Structures (2 hours)
__ CMCET-537 Construction Surveying I (3 hours)
__ CMCET-631 Construction Estimating I (3 hours)
__ CMCET-632 Steel Structures (3 hours)
__ CMCET-633 Concrete Structures (3 hours)
__ CMCET-634 Construction Management (3 hours)
__ CMCET-635 Contract Administration (3 hours)
__ CMCET-637 Construction Surveying II (3 hours)
__ CMCET-638 Foundation and Soil Mechanics (3 hours)

__ CMCET-639 Construction Estimating II (2 hours)
__ CMCET-690 Professional Construction Certification Seminar (1 hour)
__ CMCET-691 Senior Project (3 hours)
Notes *1: A grade of "C" or better is required for credit toward graduation and to satisfy pre-requisite requirements in all CMCET courses, MATH 122 Plane Trigonometry (or equivalent).
Support Courses (15 hours)
See notes *2
__ MATH-122 Plane Trigonometry (3 hours)
__ MATH-143 Elementary Statistics (3 hours)
__ MATH-150 Calculus I (5 hours)
__ MECET-220 Statics (3 hours)
or __ PHYS-220 Engineering Mechanics I - Statics (3 hours)
__ EST-296 Introduction to Construction Safety (3 hours)
__ CMCET-200 Construction Internship/Cooperative Education (1-6 hours)
or __ CMCET-300 Construction Internship/Cooperative Education (1-6 hours)
or __ CMCET-400 Construction Internship/Cooperative Education (1-6 hours)
Notes *2: CMCET 200, 300 or 400 should be taken for at least 1 hour. Mathematics classes below MATH 122 Plane Trigonometry do not count towards degree requirements.
Total hours for Bachelor of Science Degree with a Major in Construction Engineering Technology (120 hours).
Pitt State Pathway Requirements
Program preferred PittState Pathway for a Bachelor of Science in Engineering Technology Degree with a Major in Construction Engineering Technology.
Core Elements (12 hours)
A0 - Written Communications
__ ENGL-101 English Composition (3 hours)
__ ENGL-299 Introduction to Research Writing (3 hours)
B0 - Verbal Communication
__ COMM-207 Speech Communication (3 hours)
C0 - Quantitative/Analytic Methods
__ MATH-143 Elementary Statistics (3 hours)
Essential Studies (30 hours)
D - The Human Experience (3 hours)

D3 - Non-Verbal and Creative Expression
__ ART-178 Introduction to the Visual Arts (3 hours)
__ ART-188 The Designed World (3 hours)
__ ART-217 Crafts I (3 hours)
__ ART-222 Jewelry Design I (3 hours)
__ ART-233 Drawing I (3 hours)
__ ART-244 Ceramics I (3 hours)
__ ART-266 Sculpture I (3 hours)
__ ART-277 Painting I (3 hours)
__ COMM-105 Performance Appreciation (3 hours)
__ COMM-205 Performance Studies (3 hours)
__ HHP-151 Dance Appreciation (3 hours)
__ MUSIC-120 Music Appreciation (____) (3 hours)

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

1
Pittsburg State University

College of Technology Program Guide
Bachelor of Science in
Engineering Technology
Degree with a Major
in Construction
Engineering Technology
Degree: Bachelor of Science in Engineering Technology
Major: Construction Engineering Technology
Accreditation
Accredited by the Engineering Technology Accreditation Commission (ETAC) of ABET, http://www.abet.org.
Technical Specialties (63 hours)
See notes *1
__ CMCET-133 Construction Graphics (3 hours)
__ CMCET-234 The Construction Industry (3 hours)
__ CMCET-235 Methods of Construction-Light Frame and Finishes (2 hours)
__ CMCET-330 Mechanical Systems (HVAC) (3 hours)
__ CMCET-331 Electrical Systems (3 hours)
__ CMCET-334 Methods of Construction-Sitework and Steel (3 hours)
__ CMCET-335 Methods of Construction-Concrete and Masonry (3 hours)
__ CMCET-337 Construction Materials Testing and Inspection (2 hours)
__ CMCET-350 Mechanical Systems (Plumbing) (2 hours)

__ CMCET-431 Construction Structural Loads and Strength of Materials (2 hours)
__ CMCET-434 Civil Construction (3 hours)
__ CMCET-530 Construction Cost Management (3 hours)
__ CMCET-536 Temporary Structures (2 hours)
__ CMCET-537 Construction Surveying I (3 hours)
__ CMCET-631 Construction Estimating I (3 hours)
__ CMCET-632 Steel Structures (3 hours)
__ CMCET-633 Concrete Structures (3 hours)
__ CMCET-634 Construction Management (3 hours)
__ CMCET-635 Contract Administration (3 hours)
__ CMCET-637 Construction Surveying II (3 hours)
__ CMCET-638 Foundation and Soil Mechanics (3 hours)
__ CMCET-639 Construction Estimating II (2 hours)
__ CMCET-691 Senior Project (3 hours)
Notes *1: A grade of "C" or better is required for credit toward graduation and to satisfy pre-requisite requirements in all CMCET courses, MATH 122 Plane Trigonometry (or equivalent).
Support Courses (15 hours)
See notes *2
__ MATH-122 Plane Trigonometry (3 hours)
__ MATH-143 Elementary Statistics (3 hours)
__ MATH-150 Calculus I (5 hours)
__ MECET-220 Statics (3 hours)
or __ PHYS-220 Engineering Mechanics I - Statics (3 hours)
__ EST-296 Introduction to Construction Safety (3 hours)
__ CMCET-200 Construction Internship/Cooperative Education (1-6 hours)
or __ CMCET-300 Construction Internship/Cooperative Education (1-6 hours)
or __ CMCET-400 Construction Internship/Cooperative Education (1-6 hours)
Notes *2: CMCET 200, 300 or 400 should be taken for at least 1 hour. Mathematics classes below MATH 122 Plane Trigonometry do not count towards degree requirements.
Total hours for Bachelor of Science Degree with a Major in Construction Engineering Technology (120 hours).
Pitt State Pathway Requirements
Program preferred PittState Pathway for a Bachelor of Science in Engineering Technology Degree with a Major in Construction Engineering Technology.
Core Elements (12 hours)
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__ COMM-207 Speech Communication (3 hours)
C0 - Quantitative/Analytic Methods
__ MATH-143 Elementary Statistics (3 hours)
Essential Studies (30 hours)
D - The Human Experience (3 hours)

D3 - Non-Verbal and Creative Expression

__ ART-178 Introduction to the Visual Arts (3 hours)
__ ART-188 The Designed World (3 hours)
__ ART-217 Crafts I (3 hours)
__ ART-222 Jewelry Design I (3 hours)
__ ART-233 Drawing I (3 hours)
__ ART-244 Ceramics I (3 hours)
__ ART-266 Sculpture I (3 hours)
__ ART-277 Painting I (3 hours)
__ COMM-105 Performance Appreciation (3 hours)
__ COMM-205 Performance Studies (3 hours)
__ HHP-151 Dance Appreciation (3 hours)
__ MUSIC-120 Music Appreciation (____) (3 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:
   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 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 9.10.21 Signature, Department Chairperson James L Otter

☐ Approved: College Curriculum Committee
Date 10.07.21 Signature, College Curriculum Committee Chair _____

☐ Approved: Dean of College
Date 10/19/2021 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 11-03-2021 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: _____

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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.

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Pittsburg State University

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: Construction College: Technology This program is to be offered 50% or more online as a HybridNo
This program is to be offered fully onlineNo

Submission Date: 9.9.2021 Revision Effective: Fall, 2022
(Year)

Contact Person: Otter ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Construction Management

If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:
None

Description of Change: Dropping CMCET 690 (1 hour course) from the program and adding the 1 hour into CMCET 234.

Rationale for Change (include changes to curriculum objectives): CMCET 690 was developed to provide industry recognized credentials for construction majors. Over the years based on feedback from industry and students the targeted credentials became less recognized by industry and very few students maintained the credentials. Additionally the testing agency providing the exam increased costs and the results were not available in a timely manner. After much debate and discussion with the construction faculty and the construction advisory board it was decided that a change was needed. As a result of dropping the 1 hour 690 course, 1 hour will be added back into the CMCET 234 course to address two notable challenges – more exposure to construction math concepts and more exposure to construction drawings related to residential, commercial, industrial and civil construction. Industry and student feedback reflected the need to place more importance on construction drawing interpretation and understanding at an earlier stage of our program.

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.
No impact on any other Regent university

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.
No other major should be taking the CMFET 690 course. The CMCET 234 is a construction major introductory course and only students seeking minors or exploring construction as a career might take the course.

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum as it currently appears in the online catalog:
1
Pittsburg State University

College of Technology Program Guide

Bachelor of Science in Technology Degree with a Major in Construction Management
Degree: Bachelor of Science in Technology
Major: Construction Management
Emphasis available: Building Information Modeling (BIM), Civil Construction, Company Management, Field Management, Residential Construction, Safety Management
Accreditation
Accredited by the Applied and Natural Science Accreditation Commission of ABET, http://www.abet.org
Core
Technical Specialties (53 hours)
See notes *1
__ CMCET-133 Construction Graphics (3 hours)
__ CMCET-234 The Construction Industry (2 hours)
__ CMCET-235 Methods of Construction-Light Frame and Finishes (2 hours)
__ CMCET-330 Mechanical Systems (HVAC) (3 hours)
__ CMCET-331 Electrical Systems (3 hours)
__ CMCET-333 Theory of Structures (3 hours)
__ CMCET-334 Methods of Construction-Sitework and Steel (3 hours)
__ CMCET-335 Methods of Construction-Concrete and Masonry (3 hours)
__ CMCET-337 Construction Materials Testing and Inspection (2 hours)
__ CMCET-350 Mechanical Systems (Plumbing) (2 hours)
__ CMCET-410 Technical Construction Spanish for the Jobsite Supervisor (3 hours)
__ CMCET-434 Civil Construction (3 hours)
__ CMCET-530 Construction Cost Management (3 hours)
__ CMCET-537 Construction Surveying I (3 hours)
__ CMCET-631 Construction Estimating I (3 hours)
__ CMCET-634 Construction Management (3 hours)
__ CMCET-635 Contract Administration (3 hours)
__ CMCET-639 Construction Estimating II (2 hours)
__ CMCET-690 Professional Construction Certification Seminar (1 hour)
__ CMCET-691 Senior Project (3 hours)
Notes *1: A grade of "C" or better is required for credit toward graduation and to satisfy pre-requisite requirements in all CMCET courses, MATH 113 College Algebra (or equivalent), MATH 122 Plane Trigonometry (or equivalent).
Support Courses (14 hours)
See notes *2
__ CMCET-200 Construction Internship/Cooperative Education (1-6 hours)
or __ CMCET-300 Construction Internship/Cooperative Education

(1-6 hours)
or __ CMCET-400 Construction Internship/Cooperative Education
(1-6 hours)
__ MATH-122 Plane Trigonometry (3 hours)
__ ENGL-301 Technical/Professional Writing (3 hours)
__ EST-296 Introduction to Construction Safety (3 hours)
__ CMCET-401 Investigations in Technology (___) (1-4 hours)
or __ CMCET-795 Special Topics in CMCET (___) (1-3 hours)
__ EST-496 Construction Safety (2 hours)
and __ EST-497 Construction Safety Laboratory (1 hour)
Notes *2: Minimum of one hour of CMCET 200, 300, & 400 required.
Select one 12 hour Emphases from
below:
Building Information Modeling (BIM)
Emphasis
__ CMCET-340 Building Information Modeling (BIM) (3 hours)
__ CMCET-640 BIM Management (3 hours)
__ CMCET-650 Civil Virtual Design and Construction (3 hours)
__ CMCET-795 Special Topics in CMCET (___) (1-3 hours)
Civil Construction Emphasis
__ CMCET-637 Construction Surveying II (3 hours)
__ CMCET-650 Civil Virtual Design and Construction (3 hours)
__ CMCET-651 Heavy/Highway/Bridge Construction (3 hours)
__ CMCET-652 Utility Construction (3 hours)
Company Management Emphasis
__ ACCTG-201 Financial Accounting (3 hours)
__ MKTG-201 Fundamentals of Marketing (3 hours)
__ MGT-201 Introduction to Management (3 hours)
__ MGT-430 Legal and Social Environment of Business (3 hours)
Field Management Emphasis
See notes *3
__ MFGET-162 Welding Processes and Procedures (3 hours)
__ TM-606 Industrial Supervision (3 hours)
__ CMCET-637 Construction Surveying II (3 hours)
Notes *3: Plus 3 hours of an approved Leadership course.
Approved Leadership Courses include:
__ LDSP-600 Foundations of Leadership (3 hours)
__ TM-520 Leadership in the Workplace (3 hours)

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum <u>as you wish it to appear</u> in the online catalog:
1
Pittsburg State University

College of Technology Program Guide
Bachelor of Science in
Technology Degree with
a Major in Construction
Management
Degree: Bachelor of Science in Technology

Major: Construction Management
Emphasis available: Building Information Modeling (BIM), Civil Construction, Company Management, Field Management, Residential Construction, Safety Management
Accreditation
Accredited by the Applied and Natural Science Accreditation Commission of ABET, http://www.abet.org
Core
Technical Specialties (53 hours)
See notes *1
__ CMCET-133 Construction Graphics (3 hours)
__ CMCET-234 The Construction Industry (3 hours)
__ CMCET-235 Methods of Construction-Light Frame and Finishes (2 hours)
__ CMCET-330 Mechanical Systems (HVAC) (3 hours)
__ CMCET-331 Electrical Systems (3 hours)
__ CMCET-333 Theory of Structures (3 hours)
__ CMCET-334 Methods of Construction-Sitework and Steel (3 hours)
__ CMCET-335 Methods of Construction-Concrete and Masonry (3 hours)
__ CMCET-337 Construction Materials Testing and Inspection (2 hours)
__ CMCET-350 Mechanical Systems (Plumbing) (2 hours)
__ CMCET-410 Technical Construction Spanish for the Jobsite Supervisor (3 hours)
__ CMCET-434 Civil Construction (3 hours)
__ CMCET-530 Construction Cost Management (3 hours)
__ CMCET-537 Construction Surveying I (3 hours)
__ CMCET-631 Construction Estimating I (3 hours)
__ CMCET-634 Construction Management (3 hours)
__ CMCET-635 Contract Administration (3 hours)
__ CMCET-639 Construction Estimating II (2 hours)
__ CMCET-691 Senior Project (3 hours)
Notes *1: A grade of "C" or better is required for credit toward graduation and to satisfy pre-requisite requirements in all CMCET courses, MATH 113 College Algebra (or equivalent), MATH 122 Plane Trigonometry (or equivalent).
Support Courses (14 hours)
See notes *2
__ CMCET-200 Construction Internship/Cooperative Education (1-6 hours)
or __ CMCET-300 Construction Internship/Cooperative Education (1-6 hours)
or __ CMCET-400 Construction Internship/Cooperative Education (1-6 hours)
__ MATH-122 Plane Trigonometry (3 hours)
__ ENGL-301 Technical/Professional Writing (3 hours)
__ EST-296 Introduction to Construction Safety (3 hours)
__ CMCET-401 Investigations in Technology (___) (1-4 hours)

or __ CMCET-795 Special Topics in CMCET (___) (1-3 hours)
__ EST-496 Construction Safety (2 hours)
and __ EST-497 Construction Safety Laboratory (1 hour)
Notes *2: Minimum of one hour of CMCET 200, 300, & 400 required.
Select one 12 hour Emphases from
below:
Building Information Modeling (BIM)
Emphasis
__ CMCET-340 Building Information Modeling (BIM) (3 hours)
__ CMCET-640 BIM Management (3 hours)
__ CMCET-650 Civil Virtual Design and Construction (3 hours)
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Field Management Emphasis
See notes *3
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__ TM-606 Industrial Supervision (3 hours)
__ CMCET-637 Construction Surveying II (3 hours)
Notes *3: Plus 3 hours of an approved Leadership course.
Approved Leadership Courses include:
__ LDSP-600 Foundations of Leadership (3 hours)
__ TM-520 Leadership in the Workplace (3 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:
   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 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 9.10.21 Signature, Department Chairperson James L Otter Digitally signed by James L Otter DN: C=US, E=jlotter@pittstate.edu, O=Pittsburg State University, OU=School of Construction, CN=James L Otter Date: 2021.09.13 08:29:36-05'00'

☐ Approved: College Curriculum Committee
Date 10.07.21 Signature, College Curriculum Committee Chair _____

☐ Approved: Dean of College
Date 10/19/2021 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 11-03-2021 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.