



Pittsburg State University

Faculty Senate Meeting

Date: Monday, December 11, 2023
Time: 3:00 p.m.
Location: Sunflower Room, Overman Student Center

Agenda

I. Call to order

II. Speakers:

A. Dr. Karl Stumo – VP of Student Life and Enrollment – Enrollment & Recruitment Numbers

B. Tim Pearson – Campus Telephone Updates

III. Approval of November 27, 2023 Minutes

IV. Announcements

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

B. PSU/KNEA Remarks- Amy Hite

C. Student Senate Remarks- Jaben Parnell

D. Unclassified Professional Senate Remarks – Greg Belcher

E. University Support Staff Remarks - Cindy VanBecelaere

F. Faculty Senate Report- Rebeca Book

IV. Committee Reports

A. Academic Affairs Committee - Chair: Norm Philipp

- Undergraduate Curriculum Subcommittee - **Chair: MaryJo Goedeke**
- Library Services/Learning Resources Subcommittee - **Chair: Chris Labuda**
- Online and Distance Learning Committee - **Chair: Kelly Woestman**
- Academic Honors Subcommittee - **Chair: Jamie Wood**
- Honors College Subcommittee - **Chair: Michelle Hudiburg**
- Writing Across the Curriculum Subcommittee - **Chair: Lydia Bechtel**

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

- B. **Student-Faculty Committee - Chair: David Weaver**
- C. **All-University Committee - Chair:**
- D. **Faculty Affairs Committee - Chair: Jonathan Dresner**
- E. **Constitution Committee - Chair: Mark Johnson**
- F. **Pitt State Pathway Committee - Chair: Pitt State Pathway**
- G. **Budget Committee - Chair: MaryJo Goedeke**
- H. **Academic Honesty Committee - Chair: Norm Philipp**

V. **Unfinished Business:**

Course Syllabi – Academic Affairs Committee

HLC Requirements – Notification for new programs, certificates & courses

VI. **New Business:**

VII. **Open Forum:**

Guest Speakers at next meeting: Dr. Dan Shipp – PSU President, Jaime Dalton – Gorilla Plan Software
Input needed for KBOR Search Committee

VIII. **Adjournment**

Academic Affairs –

Chair: Norm Philipp
 Recorder: David Weaver
 No report.

Undergraduate Curriculum –

Chair: MaryJo Goedeke
 Recorder: Shelby Hutchens

UGCC Meeting 12/1/2023

		Voting Members Approval of Proposed Changes			
		Goedeke	Hutchens	McCay	Lawson
Present:		x	x	x	x
Dept: Undergraduate School of Business					
Revision to Major Form					
Name Change - Computer Information Systems to Data Science & Information Systems		x	x	x	x
Dept: SAET					
Revision to Certificate					
Changing 8 core hours and 4 elective hours - approved subject to:		x	x	x	x
MECET 323 - name is different for it on the certificate existing vs. new					
Double check the hours on the certificate (hours for MECET 323) - is 323 supposed to be a 2 hour course or a 3 hour course? A lab hour technically qualifies a course to still remain a 3 hour course.					
Course Revision Form					
Adding an hour to MECET 420 as evals suggest that lack of contact time contributes to low student success		x	x	x	x
MECET 323 - changing meeting format to a lecture/lab format - approved subject to making the revisions described above AND says the same name for each		x	x	x	x

Library Services –

Chair: Chris Labuda
 Recorder: Beth Hendrickson
 No report.

Online and Distance Learning –

Chair: Kelly Woestman
 Recorder: Paige Boydston

Academic Honors –

Chair: Jamie Wood
 Recorder: Jessica Jorgenson Borchert
 No report.

Honors College –

Chair: Michelle Hudiburg
Recorder: Anuradha Ghosh

Honors College Committee

Meeting Date: November 29, 2023

Meeting Time: 3:30 PM

Attendees: Michelle Hudiburg, Rion Huffman, Steven Horner, Randy Winzer, Erik Jantz

Absent: Anu Ghosh, Hannah Eckstein

The Honors College Committee met on Wednesday, November 29 to refine and edit the personal interview questions for Honors College Interview Day on February 18, 2024.

No action requiring a vote was taken.

Submitted 12/4/23 by Michelle Hudiburg, Chair

Writing Across the Curriculum –

Chair: Lydia Bechtel

Recorder: Carol Meza-Bakke

No report.

Diversity and Multicultural Affairs –

Chair: Laura Washburn

Recorder: Kristen Maceli

No report.

Student-Faculty –

Chair: David Weaver

Recorder: Jessica Jorgenson Borchert

No report.

All-University –

Chair: Anna Beth Gilmore

Recorder: Jason Reid

Faculty Affairs –

Chair: Jonathan Dresner

Recorder: Kevin Elliott

Faculty Affairs Committee Report

The Faculty Affairs committee met through Teams to address the following:

- The committee is currently reviewing applications.
- The committee continues discussing how to handle priority two, three, and non-tenure requests moving forward.

Submitted 12-4-23 by Kevin Elliott

Constitution –

Chair: Mark Johnson

Recorder: Beth Hendrickson

No report.

General Education –

Chair: Mark Johnson

Recorder: Lora Winters

No report.

Budget Committee –

Chair: MaryJo Goedeke

Recorder: Karen Johnson

No report.

Academic Honesty –

Chair: Norm Philipp

No report.

UGCC Meeting 12/1/2023

Voting Members Approval of Proposed Changes

	Goedeke	Hutchens	McCay	Lawson
Present:	x	x	x	x

Dept: Undergraduate School of Business

Revision to Major Form

Name Change - Computer Information Systems to Data Science & Information Systems

x	x	x	x
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Dept: SAET

Revision to Certificate

Changing 8 core hours and 4 elective hours - **approved subject to:**

MECET 323 - name is different for it on the certificate existing vs. new

Double check the hours on the certificate (hours for MECET 323) - is 323 supposed to be a 2 hour course or a 3 hour course? A lab hour technically qualifies a course to still remain a 3 hour course.

x	x	x	x
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Course Revision Form

Adding an hour to MECET 420 as evals suggest that lack of contact time contributes to low student success

x	x	x	x
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MECET 323 - changing meeting format to a lecture/lab format - **approved subject to making the revisions described above AND says the same name for each**

x	x	x	x
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Faculty Senate Curriculum Change Form

Effective Date: FALL 2024

Submission Date:

Department: KUSB

College: Business

Contact Person: Alex Binder

Chair

Revision Major

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

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

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

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.

1. Description of Change:

Change the name of the 'Computer Information Systems' major to 'Data Science and Information Systems'.

2. Rationale for change, including changes to curriculum objectives:

The current Computer Information Systems major name does not reflect the contents of the curriculum which are mainly information system oriented. Information systems curriculum across the nation is moving toward data science, and we would like to keep up with the trend so that our students would be competitive in the job market and be successful in the future.

3. Will this change affect any education majors? No

If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

Yes, this name change will be accompanied by new course prefixes which will impact the Computer Science program. They will need to update their curriculum to include the replacement DSIS courses.

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

No; this change does not affect any other programs at Regent universities.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**
7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?
No
8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.
9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?
None
10. Describe the program assessment plan (for **new** programs only):
 - a. Enrollment targets =
 - b. Outcome expected and process to evaluate =

 - c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Computer Information Systems	Data Science and Information Systems
Curriculum: (Do not include GenEd)	<p>Kelce Core Prerequisites CIS-130 Computer Information Systems ECON-200 Principles of Microeconomics ECON-201 Principles of Macroeconomics</p> <p>Kelce Core ACCTG-201 Financial Accounting ACCTG-202 Managerial Accounting MGT-101 Introduction to Business -or- MGT-105 Introduction to Entrepreneurship MGT-210 Business Professionalism CIS-420 Management Information Systems FIN-326 Business Finance MGT-330 Management and Organizational Behavior MGT-430 Legal and Social Environment of Business MGT-690 Business Strategy MKTG-330 Principles of Marketing MGT-310 Business Statistics MGT-320 Basic Quantitative Methods MGT-420 Quantitative Decision Analysis Notes *1: Plus 3 hours of ECON, 300-level or above</p> <p>Major Requirements CIS-230 Introduction to Programming CIS-240 Intermediate Programming CIS-380 Systems Analysis and Design CIS-430 Data Analytics: Business Intelligence CIS-440 Data Visualization CIS-460 Data Mining CIS-470 Network and Information Security CIS-615 Database Management</p> <p>Notes *2: One elective numbered 299 and above required</p>	<p>Kelce Core Prerequisites DSIS-130 Computer Information Systems ECON-200 Principles of Microeconomics ECON-201 Principles of Macroeconomics</p> <p>Kelce Core ACCTG-201 Financial Accounting ACCTG-202 Managerial Accounting BUS-101 Introduction to Business -or- MGT-105 Introduction to Entrepreneurship BUS-210 Business Professionalism DSIS-420 Management Information Systems FIN-326 Business Finance MGT-330 Management and Organizational Behavior MGT-430 Legal and Social Environment of Business MGT-690 Business Strategy MKTG-330 Principles of Marketing QBA-210 Business Statistics QBA-310 Business Analytics I QBA-410 Business Analytics II Notes *1: Plus 3 hours of ECON, 300-level or above</p> <p>Major Requirements DSIS-230 Introduction to Programming DSIS-240 Intermediate Programming DSIS-380 Systems Analysis and Design DSIS-430 Data Analytics: Business Intelligence DSIS-440 Data Visualization DSIS-470 Network and Information Security DSIS-615 Database Management DSIS-650 Data Mining</p> <p>Notes *2: One DSIS elective numbered 299 and above required</p>

Authorization/Notification Sign-Off Sheet

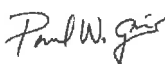
-Approved: Department Chairperson

Date: 10/25/23 Signature, Chairperson:  Digitally signed by Alexander Binder
Date: 2023.10.25 14:59:22 -05'00'

-Approved: College Curriculum Committee

Date: 11-06-2023 Signature, Committee Chair:  Digitally signed by Mary Jo Goedeke
Date: 2023.11.06 16:27:16 -06'00'

-Approved: Dean of College

Date: 11-07-23 Signature, Dean:  Digitally signed by Paul W. Grimes
Date: 2023.11.07 07:39:14 -06'00'

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 12-01-2023 Signature, Committee Chair:  Digitally signed by Mary Jo Goedeke
Date: 2023.12.01 11:22:46 -06'00'

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

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

Faculty Senate Course Form

Effective Date: Fall 2024 Submission Date: 10/6/23

Department: SAET College of: Technology

Contact Person: David Miller Faculty

Course: **Revision**

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

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

- Purpose/Justification for a **Revision** to Course: MECET 323

As an upper-division class that falls late in the recommended sequence, there is very little face-to-face interaction required for this type of course, as the majority of the content is self-paced lab activity, which can be done by Junior/Senior level students without direct faculty over site. The total amount of time is required, but it can be utilized better as a 1+1 lecture/lab format instead of 3 hours of lecture.
- Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

No. This course is only taken by MECET majors and by Mechanical CAD certificate students (which will be addressed in a subsequent revision form)
- Will this course be required of any education majors? No

If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.
- What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

N/A
- Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **Explain:**

No. Content isn't changing, just the meeting format.

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? ^{No}
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.
8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:
Attach with upload.
9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Industrial Graphics	Industrial Graphics
Course Number:	MECET 323	MECET 323
Credits:	3 (lecture only)	1 hour lecture + 1 hour lab
Grading System:	A-F, IN <input checked="" type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>	A-F, IN <input checked="" type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>
Pre/Co-Requisite(s):	Prerequisites: MECET 121 Engineering Graphics I or equivalent.	Prerequisites: MECET 121 Engineering Graphics I or equivalent.
Course Description	Computer aided drafting techniques, standards and tolerancing methods to prepare design layouts, assembly, detail and installation drawings. Emphasis on 2-D software and 2-D drawings.	Computer aided drafting techniques, standards and tolerancing methods to prepare design layouts, assembly, detail and installation drawings. Emphasis on 2-D software and 2-D drawings.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 10/3/23 Signature, Chairperson: 

-Approved: College Curriculum Committee

Date: 10/26/2023 Signature, Committee Chair: 

-Approved: Dean of College

Date: 11/02/2023 Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 12-01-2023 Signature, Committee Chair: 

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Pittsburg State University
Department of Engineering Technology
Mechanical ET Program
(Prepared by: J. Don Book, P.E., WF 23)

COURSE TITLE: MECET 323 Industrial Graphics

COURSE SCHEDULE: In-Person, TTH 12:30-1:45, W202 KTC

INSTRUCTOR: J. Don Book, P.E.
Phone: 620-235-4798/4350
E-mail: jbook@pittstate.edu

Office: W224B, KTC
Office Hours: Posted on Canvas

COURSE DESCRIPTION: MECET 323 Industrial Graphics. (3 hours lecture). Computer aided drafting techniques, standards and tolerancing methods to prepare design layouts, assembly, detail, and installation drawings. Emphasis on 2-D software and 2-D drawings. Prerequisites: MECET 226 Computer Aided Design.

TEXTBOOK/MATERIALS:

- Paid access to SolidProfessor, more information on this is in the Canvas Introduction Module
- Reference Text, Not required:
Shih, Randy H., *Principles and Practice: An Integrated Approach to Engineering Graphics and AutoCAD 2023*, SDC Publications. ISBN: 978-1-63057-517-5
- Electronic data storage device or method (jump drive, Dropbox, Google Drive, etc.)

COURSE OBJECTIVES:

- Objective 1. Demonstrate knowledge and skills in modern engineering design and drafting tools and practice

COURSE TOPICS:

1. AutoCAD drafting tools
2. Layer control, annotations, line types
3. Multiview drawings – orthographic projections
4. Auxiliary and section views
5. Dimensioning & tolerancing
6. Assembly & working drawings

GRADING SYSTEM: Grades will be based on the following and proportional system scale:

Tasks	Weight	Scale	Grade
SolidProfessor Review Tests	50%	90-100	A*
SolidProfessor Part Drawings	45%	80-89	B
Attendance	5%	70-79	C
		60-69	D
		0 - 59	F

TENTATIVE SCHEDULE OF ACTIVITIES

Week	Date	Class Content	Assignments
1	08/22	Introduction to AutoCAD	SP Review Tests
	08/24	Basic Drawing Commands and Drafting Settings	SP Guided Exercises
2	08/29	Modifying & Organizing a Drawing	SP Review Tests
	08/31	Re-using Geometry	SP Guided Exercises
3	09/05	Annotations	SP Review Tests
	09/07	Working with Layout Tabs	SP Guided Exercises
4	09/12	Output a Drawing	SP Review Tests
	09/14	User Interface Essentials	SP Guided Exercises
5	09/19	Drawing in Model Space Essentials	SP Review Tests
	09/21	Geometric Dimensioning & Tolerancing w/ Homework	SP Guided Exercises
6	09/26	Drafting Settings Essentials	SP Review Tests
	09/28	Model Tab Essentials	SP Guided Exercises
7	10/03	Layout Tab Essentials	SP Review Tests
	10/05	Measuring Essentials	SP Guided Exercises
8	10/10	AutoCAD Block Essentials	SP Review Tests
	10/12	Threads & Fasteners w/ Homework	SP Guided Exercises
9	10/17	Drawing Template Essentials	SP Review Tests
	10/19	Title Block Essentials Project	SP Guided Exercises
10	10/24	Output a Drawing Essentials	SP Review Tests
	10/26	Real World Uses of GD&T	SP Guided Exercises
11	10/31	DWG Viewing Tools	SP Review Tests
	11/02	About AutoCAD User Certification	SP Guided Exercises
12	11/07	Basic Drawing Commands Exam Prep	SP Review Tests
	11/09	Spatial Visualization	SP Guided Exercises
13	11/14	Engineering Graphics Concepts	SP Review Tests
	11/16		SP Guided Exercises
14	11/21	Thanksgiving Break – No Classes	SP Review Tests
	11/23	Thanksgiving Break – No Classes	SP Guided Exercises
15	11/28	Additional Drawing Commands Exam Prep	SP Review Tests
	11/30	Manage & Organize a Drawing Exam Prep	SP Guided Exercises
16	12/05	Annotate & Plot Exam Prep	SP Review Tests
	12/07	Working with Blocks Exam Prep	SP Guided Exercises
17	12/12 – 12/14	Finals Week – No Final	

Pittsburg State University encourages students to take full advantage of campus resources. Information about the campus resources and other information, notifications, and policies (academic integrity, dead week, etc.) students should be aware of, can be found through the syllabus supplement link for the current semester that can be found on PSU's web site at ... <https://www.pittstate.edu/registrar/syllabus-supplement.html>

GENERAL REQUIREMENTS

Attendance: The course meets for lecture one hour/15 minutes two times a week. Attendance is important to success in class and in the workplace; students are expected to attend every class meeting.

Class Participation: Students are encouraged to, and should, use SolidProfessor and complete tutorials before coming to class. Class time primarily will be used for completing end of module exercises, quizzes and answering questions.

Campus Closure / Inclement Weather: In-person courses may shift to online activities in the event of campus closure/inclement weather. Full participation in that event may require a webcam, microphone, and steady high-speed internet connection, as well as Respondus Lock-Down Browser. Attendance, quiz, and exam policies may require modification in such an event; check Canvas for additional requirements should this become necessary.

Projects/Exercises: The end of chapter exercises will be completed in class after notifying the instructor and under the supervision of the instructor. Students must do individual work on the exercises; however, the instructor may be consulted. NOTE: If the instructor finds any information indicating information associated with an exercise (project) has been borrowed, shared, copied, etc., all students involved will receive a zero grade on the exercise(s); multiple offenses may result in students being dropped, receiving an F course grade or other actions under PSU's academic integrity policies. Students will be expected to complete 50% of the end of chapter exercises in the week the material is assigned to demonstrate adequate progress in the class. (Students may complete work ahead of schedule if the exercises are completed under the supervision of the instructor and in the order specified in the schedule.) Failure to make adequate progress may result in the instructor dropping the student from the class; dropping a student for lack of progress is at the discretion of the instructor.

Tests: No test or exams will be given during this course.

Homework: Students will be expected to read all chapter material and complete all chapter tutorials and activities except the end of chapter "Exercises" outside of class as homework. Student should use a limited amount of scheduled class time for reading, completing tutorials, etc.

Final Examination: The scheduled final exam period may be used to complete no more than 10 Exercises.

Late Work: Not accepted.

Faculty Senate Course Form

Effective Date: Fall 2024 Submission Date: 10/6/23

Department: SAET College of: Technology

Contact Person: David Miller Faculty

Course: **Revision**

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

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

1. Purpose/Justification for a **Revision** to Course: **MECET 420**
Instructor and students (via Course Evaluations) regularly point to lack of contact time as a major reason for low student success. By adding an hour to the class, it will allow more contact time for examples and more in-depth instruction
2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
Only taken by students in SAET programs. Automotive and Manufacturing faculty have seen and approved the change (see attached correspondence)
3. Will this course be required of any education majors? No
If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.
4. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
N/A
5. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **Explain:**
No. Only adding one hour to an existing course. Nothing new required.

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? ^{No}
 If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.
8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:
Attach with upload.
9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Kinematics	Kinematics
Course Number:	MECET 420	MECET 420
Credits:	2 hours lecture	3 hours lecture
Grading System:	A-F, IN <input checked="" type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>	A-F, IN <input checked="" type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>
Pre/Co-Requisite(s):	Prerequisites: MECET 121 Engineering Graphics I or MFGET 160 Manufacturing Graphics and MECET 220 Statics or PHYS 220 Engineering Mechanics I-Statics.	Prerequisites: MECET 121 Engineering Graphics I or MFGET 160 Manufacturing Graphics and MECET 220 Statics or PHYS 220 Engineering Mechanics I-Statics.
Course Description	Motion, forces, and mechanisms that produce motion in a mechanical system. Calculation of displacement, velocity, and acceleration of machine elements using graphics, mathematical and computer assisted methods.	Motion, forces, and mechanisms that produce motion in a mechanical system. Calculation of displacement, velocity, and acceleration of machine elements using graphics, mathematical and computer assisted methods.

Authorization/Notification Sign-Off Sheet


-Approved: Department Chairperson

Date: 10/3/23 Signature, Chairperson: 

-Approved: College Curriculum Committee

Date: 10/26/2023 Signature, Committee Chair: 

-Approved: Dean of College

Date: 11/02/2023 Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 12-01-2023 Signature, Committee Chair: 

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

TENTATIVE SCHEDULE OF ACTIVITIES

This schedule is tentative and subject to change.

<u>Week</u>	<u>Date</u>	<u>Class Content</u>	<u>Reading</u>	<u>Assignments</u>
1	08/22 08/24	Course Introduction, Kinematic Diagrams 4 Bar Mechanisms, Common Mechanisms	1.1-1.5 1.6-1.11	HW 1A HW 1B
2	08/29 08/31	Computer Aided Techniques Vector Analysis, Graphical and Analytical	3.1-3.7	Project 1 HW 3A
3	09/05 09/07	Labor Day – No Class Vectors – Equations	3.8-3.19	HW 3B
4	09/12 09/14	Position and Displacement Analysis Limiting Positions	4.1-4.6 4.7-4.11	HW 4A HW 4B
5	09/19 09/21	Exam 1 – Chapters 1, 3, 4 Linear and Angular Velocity	6.1-6.4	HW 6A
6	09/26 09/28	Relative Velocity Relative Velocity	6.5-6.6 6.7- 6.8	HW 6B HW 6C
7	10/03 10/05	Linear and Angular Acceleration Analytical Velocity and Acceleration	7.1-7.3	HW 7A Worksheet
8	10/10 10/12	Normal and Tangential Acceleration Relative Acceleration	7.4 7.5-7.7	HW 7B HW 7C
9	10/17 10/19	Review Exam 2 – Chapters 6 and 7		
10	10/24 10/26	Cams - Motion and Follower Schemes Cams - Design	9.1-9.5	HW 9 Project 2
11	10/31 11/02	Gears - Types and Terminology Gear Selection and Gear Trains	10.1-10.7 10.8-10.13	HW 10A, 10B Project 3
12	11/07 11/09	Belts Chains	11.1-11.4 11.5-11.7	HW 11A HW 11B
13	11/14 11/16	Screw Mechanisms Screw Kinematics, Forces and Torques	12.1-12.5 12.6-12.8	HW 12A HW 12B
14	11/21 11/23	Fall Break / Thanksgiving – No Class		
15	11/28 11/30	Exam 3 – Chapters 9, 10, 11, 12 Mechanism Design	5.1-5.3	HW 5A
16	12/05 12/07	Design of Mechanisms Review	5.4-5.8	HW 5B
17	12/12	Final Exam: 8:00 – 9:50 AM		

See the Syllabus page for the course in Canvas for additional information regarding policies, resources and other important general information.

Additional Details/Descriptions:

Attendance: The course meets for lecture 50 minutes two times a week. Attendance will comprise a portion of the grade, arriving late may incur a penalty. Classes missed due to documented illness or University Sponsored Activity will not be counted as absent, however students are responsible to make up missed material through reading and arranging possible make-up of assignments with the instructor.

Campus Closure: In-person courses may shift to online activities in the event of campus closure/inclement weather. Full participation in that event may require a webcam, microphone and steady high-speed internet connection, as well as Respondus Lock-Down Browser. Attendance, quiz and exam policies may require modification in such an event.

Classroom Etiquette: Students are strongly encouraged to participate in the lectures through early preparation and questions or comments in class but are asked not to monopolize the entire class period. Students are required to behave in a professional manner and respect the learning environment of others. If students must come in late or leave early, please notify the instructor beforehand and do so in a quiet, non-disruptive manner. Please silence and store all electronic devices and refrain from engaging in distracting activities on the computers. The instructor reserves the right to remove any device deemed to be causing a disruption, including cell phones, tablets, etc. Students are expected to follow the PSU COVID-19 related guidelines.

Homework: Homework will be assigned covering each major topic via pages in Canvas and will typically come from problems in the textbook. Homework problems will have answers provided, either in the back of the book or by the instructor. The student should work on the problem until they understand how to obtain the correct answer. This provides the student the opportunity to resolve problems on their own and avoid simple errors. Homework problems will not be submitted; however, homework quizzes will be administered. Homework sets will generally be divided into two parts, those available to be selected for homework quizzes, and additional problems. The student's primary focus should be on the quiz problems to be prepared for the homework quizzes. The additional problems are assigned to increase understanding and prepare for exams. Note, pages do not always show in the Canvas To-Do list on mobile device. Homework will be assigned nearly every day so check the course home page if you do not see it.

Homework Quizzes: Homework quizzes will consist of one or two of the homework problems with slight alterations. The only resource available to the student will be their own homework problem statements and solutions. It is therefore vitally important that the student include a complete problem statement and have a well-organized solution so that the modified problem can be solved quickly and easily. Grades for homework quizzes will have two parts, one for proper format and one for correct solution. Proper format includes the following five elements:

- 1) Specification of the problem, "Givens". These are often in the form of a diagram.
- 2) Statement of the required unknowns, "Find".
- 3) Description of the required procedure. This is typically in the form of the general equation being used without the known values.

- 4) Designation of the solution. The solution is clearly highlighted by a box or underlining. The solution also has units and a direction if necessary.
- 5) Legibility. "A" quality work includes "A" quality writing.
Correct solution may include a diagram, a correct value for the solution, and correct units and direction if applicable.

Content Quizzes: In addition to the homework quizzes, quizzes to ascertain comprehension of the material and its applications will be assigned. These may cover material discussed in class that day. These may also include less formal in-class problem solving.

Projects: Projects will be assigned at various times throughout the semester. These are intended to provide a more in depth understanding of some of the more central topics. These problems will be worked out in detail and documented as instructed in class. A scoring rubric will be provided. Students should create check cases to ensure that their projects are correct. If there are significant errors in the project, the student may be asked to correct and resubmit the project with a corresponding deduction. A substantial portion of the project grade will reflect the timeliness with which a correct project is submitted.

Tests: Tests will be given to evaluate the student's understanding of the course topics. All tests may include any previously covered material, to include prerequisite and related courses. Attendance on Test days is required. Tests will be open book with reference material provided.

Final Examination: The final exam for this course will be a classical exam given during the scheduled final exam period. The exam will be comprehensive, may include all course topics or prerequisite course topics, and will be closed book with reference material provided.

Missed and Late Work: No work will be accepted after the given due date unless due to a documented medical necessity or a documented school event. Except for documented emergencies, any provisions to make up quizzes or exams must be discussed in advance through email. One quiz will be dropped to cover unanticipated life events.

Academic Dishonesty: Submitting someone else's work as your own will not be tolerated in this class. Working together on homework assignments is encouraged, but EVERYONE must show ALL work for EVERY problem themselves. Examples of academic dishonesty include but aren't limited to: cheating on assignments or tests, submitting someone else's work as your own, giving your work to someone else, use of solution manuals/assignments from previous semesters, not citing sources on a writing assignment. Plagiarism includes copying from printed solution manuals, from other students, from the web, etc. Determination of what is or is not academic dishonesty is at the discretion of the instructor. If your work is found to be an act of academic dishonesty all parties involved will automatically receive a zero on that assignment. Your actions could also cause you to receive an 'F' in the course and could result in severe penalties, up to and including dismissal from the university.

CANVAS: The course will be administered using the CANVAS system. The site will maintain course materials and be used for communications, submissions, and grading. The site should be checked frequently.

Communication Policy: Students are encouraged to interact with the instructor outside of class in person, or over the internet. Questions sent via Canvas or email will typically be answered within 24 hours if received between 8:00am Mondays and 4:00pm Fridays; questions asked outside of the “normal business week” may result in longer response times.

Special Concerns: Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations; 7-10 days prior notice prior to an exam is appreciated to allow time to provide necessary materials to the Testing Center.

Re: Change to MECET 420

Jacob Lehman <jlehman@pittstate.edu>

Thu 9/21/2023 1:57 PM

To: David Miller <djmiller@pittstate.edu>; Greg Murray <gmurray@pittstate.edu>; John Thompson <john.thompson@pittstate.edu>

Dave,

I have no objections-- although it's been part of our curriculum, Kinematics has been removed from the MFGET curriculum (along with CAM II and a couple elective hours) for the Fall 2023-24 catalog to so we could offer the new Additive Manufacturing courses as part of our required content and still be at 120 hours.

Jacob

From: David Miller <djmiller@pittstate.edu>**Sent:** Thursday, September 21, 2023 1:45 PM**To:** Greg Murray <gmurray@pittstate.edu>; John Thompson <john.thompson@pittstate.edu>; Jacob Lehman <jlehman@pittstate.edu>**Subject:** Change to MECET 420

All--

The MECET program faculty have been discussing a change to the credit hours of MECET 420 - Kinematics. It is currently a 2-hour lecture class, which isn't enough time to cover the breadth of material required for the subject (the instructor says that it's a regular issue brought up by students in Course Evals). We would like to legislate it to be a 3-hour lecture class starting in the Spring of '25 (not enough time to get it done in time for this Spring), but since this course is part of your programs, I wanted to give you a heads up and let you make any comments now.

Please get me your feedback as soon as possible because I would like to move forward with this change to coincide with the upcoming GenEd legislation, which will need to start by October or November to get through in time for the March deadline set by KBOR. If you're ok with the change, please let me know that as well.

Thanks.

--DM

Re: Change to MECET 420

John Thompson <john.thompson@pittstate.edu>

Mon 9/25/2023 3:34 PM

To: David Miller <djmiller@pittstate.edu>

Cc: Greg Murray <gmurray@pittstate.edu>; Jacob Lehman <jlehman@pittstate.edu>; Scott Norman <norman@pittstate.edu>; Randy Jones <crjones@pittstate.edu>; Kati Karleskint <kkarleskint@pittstate.edu>; Tim Dell <tdell@pittstate.edu>; Chauncey Pennington <cpennington@pittstate.edu>

David,

Thanks for the email. We certainly support whatever changes you need to make and appreciate being kept in the loop.

Dr. John Thompson, Ed.D.

Automotive Technology Program Manager

School of Automotive and Engineering Technology | College of Technology

909 E. Ford | Pittsburg, KS. 66762 | 620-235-6516



From: David Miller <djmiller@pittstate.edu>

Sent: Thursday, September 21, 2023 1:45 PM

To: Greg Murray <gmurray@pittstate.edu>; John Thompson <john.thompson@pittstate.edu>; Jacob Lehman <jlehman@pittstate.edu>

Subject: Change to MECET 420

All--

The MECET program faculty have been discussing a change to the credit hours of MECET 420 - Kinematics. It is currently a 2-hour lecture class, which isn't enough time to cover the breadth of material required for the subject (the instructor says that it's a regular issue brought up by students in Course Evals). We would like to legislate it to be a 3-hour lecture class starting in the Spring of '25 (not enough time to get it done in time for this Spring), but since this course is part of your programs, I wanted to give you a heads up and let you make any comments now.

Please get me your feedback as soon as possible because I would like to move forward with this change to coincide with the upcoming GenEd legislation, which will need to start by October or November to get through in time for the March deadline set by KBOR. If you're ok with the change, please let me know that as well.

Thanks.

--DM

Faculty Senate Curriculum Change Form

Effective Date: FALL 2024

Submission Date: 10/6/23

Department: SAET

College: Technology

Contact Person: David Miller

Faculty

Revision Certificate

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

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

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

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.

1. Description of Change:

Changing to 8 core hours + 4 elective hours. Adding ETECH 350 - Design for Additive Manufacturing as an approved elective course. Name changes of MECET 226, MECET 323, MECET 528.

2. Rationale for change, including changes to curriculum objectives:

Core credit hour change is because of change to MECET 323 - Industrial Graphics from 3 hours lecture to 1 hour lecture + 1 hour lab. Addition of ETECH 350 because of the significant CAD content in this class and to incentivize students to take both Certificates. Name changes are to update the curriculum to match respective courses in previous legislation.

3. Will this change affect any education majors? No

If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

No. The majority of the curriculum is taught by ETECH faculty, and the changes to the core classes will not affect the courses outside SAET.

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

No. This certificate is unique to PSU.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**
7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?
No.
8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.
9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?
N/A
10. Describe the program assessment plan (for **new** programs only):
 - a. Enrollment targets =
 - b. Outcome expected and process to evaluate =

 - c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **No**
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Yes**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Mechanical CAD Certificate	Mechanical CAD Certificate
Curriculum: (Do not include GenEd)	<p>Required courses</p> <ul style="list-style-type: none"> • MECET 121 - Engineering Graphics I (3hr) • MECET 226 - Computer Aided Design (3hr) • MECET 323 - Advanced Engineering Graphics (3hr) <p>And 3 hours from:</p> <ul style="list-style-type: none"> o MECET 528 – Computer Aided Modeling (3hr) o ETECH 401 – Approved Independent Study (3hr) o CMCET 133 – Construction Graphics (3hr) o AMMT 226 – CAD Architectural Product Development (3hr) o GT 360 – Computer Aided Drafting for Automated Systems (3hr) 	<p>Required courses</p> <ul style="list-style-type: none"> • MECET 121 - Engineering Graphics I (3hr) • MECET 226 - Engineering Graphics II (3hr) • MECET 323 - Industrial Graphics (2hr) <p>And minimum 4 hours from:</p> <ul style="list-style-type: none"> o ETECH 350 – Design for Additive Manufacturing (3hr) o MECET 528 – Engineering Graphics III (3hr) o ETECH 401 – Approved Independent Study (1-4hr) o CMCET 133 – Construction Graphics (3hr) o AMMT 226 – CAD Architectural Product Development (3hr) o GT 360 – Computer Aided Drafting for Automated Systems (3hr)

Authorization/Notification Sign-Off Sheet

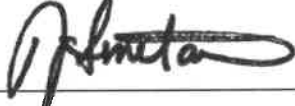
-Approved: Department Chairperson

Date: 10/03/2023 Signature, Chairperson: 

-Approved: College Curriculum Committee

Date: 10/23/2023 Signature, Committee Chair: 

-Approved: Dean of College

Date: 11/02/2023 Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 12-01-2023 Signature, Committee Chair: 

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

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

FW: UGCC December 1 Meeting Minutes

Shelby Hutchens <nhutchens@pittstate.edu>

Mon 12/4/2023 8:12 AM

To:Michelle Hensley <mhensley@pittstate.edu>;Melinda Roelfs <mroelfs@pittstate.edu>;Mary Jo Goedeke <mgoedeke@pittstate.edu>;Kris Lawson <klawson@pittstate.edu>;Norman Philipp <nphilipp@pittstate.edu>;Byron McKay <bmckay@pittstate.edu>

All,

Below is the response from Dr. Miller. It seems there is confusion as to whether the lab + lecture constitutes a 3 hour course across disciplines.

Let me know how you'd like me to respond.

Thanks,

Shelby Hutchens, PhD
Assistant Professor – Health, Human Performance, and Recreation
Pittsburg State University

From: David Miller <djmiller@pittstate.edu>
Sent: Friday, December 1, 2023 2:13 PM
To: Rebeca Book <rbook@pittstate.edu>; Shelby Hutchens <nhutchens@pittstate.edu>; Greg Murray <gmurray@pittstate.edu>
Subject: Re: UGCC December 1 Meeting Minutes

This is the first I've seen of it, so I apologize if someone's been waiting for me.

To the issue on page "12.1.23", line 12: Part of the change to the certificate is to reflect the changed name of MECET 323 which was previously legislated, but we were told that just the name change didn't require re-legislating the Certificate at that time. The name is currently MECET 323 - Industrial Graphics. Since we are legislating the credit hour change, we also wanted to make sure to reflect the updated names (similar to MECET 121, MECET 226, MECET 528).

To the issue on "12.1.23", line 13: I don't think that's correct. Physics 130 - Elementary Physics Lab I is listed as 1 credit hour, but meets from 12:00pm - 1:50pm/2:00pm - 3:50pm. The certificate hours match the new scheme of MECET 323 as 1 hour lecture (1 contact hour) + 1 hour lab (2 contact hours). This is similar to EET 141, which is listed as 3 credit hours as 2 lecture + 2 lab hours.

--DM

From: Rebeca Book <rbook@pittstate.edu>
Sent: Friday, December 1, 2023 1:51 PM
To: Shelby Hutchens <nhutchens@pittstate.edu>
Cc: David Miller <djmiller@pittstate.edu>
Subject: Re: UGCC December 1 Meeting Minutes

Do the items in red need to be addressed?

Rebeca Book
Professor
Plastics Engineering Technology
Pittsburg State University
1701 S. Broadway, W122c, Kansas Technology Center
Pittsburg, KS 66762
office: (620)235-4034



From: Shelby Hutchens <nhutchens@pittstate.edu>
Sent: Friday, December 1, 2023 1:43 PM
To: Mary Jo Goedeke <mgoedeke@pittstate.edu>; Kris Lawson <klawson@pittstate.edu>; Michelle Hensley <mhensley@pittstate.edu>; Melinda Roelfs <mroelfs@pittstate.edu>
Cc: Rebeca Book <rbook@pittstate.edu>
Subject: UGCC December 1 Meeting Minutes

All,

Attached are the meeting minutes for today! Please see the sheet labeled 12.1.23.

Thanks!

Shelby Hutchens, PhD
Assistant Professor – Health, Human Performance, and Recreation
Pittsburg State University

From: Shelby Hutchens
Sent: Friday, November 10, 2023 1:22 PM
To: Mary Jo Goedeke <mgoedeke@pittstate.edu>; Kris Lawson <klawson@pittstate.edu>; Michelle Hensley <mhensley@pittstate.edu>; Melinda Roelfs <mroelfs@pittstate.edu>
Cc: Rebeca Book <rbook@pittstate.edu>
Subject: November 10 UGCC Meeting Minutes

All,

Attached are the meeting minutes for today's meeting.

Thanks!

Shelby Hutchens, PhD
Assistant Professor – Health, Human Performance, and Recreation
Pittsburg State University

From: Shelby Hutchens

Sent: Friday, October 13, 2023 1:35 PM

To: Mary Jo Goedeke <mgoedeke@pittstate.edu>; Kris Lawson <klawson@pittstate.edu>; Michelle Hensley <mhensley@pittstate.edu>

Cc: Rebeca Book <rbook@pittstate.edu>

Subject: UGCC October Minutes

All,

Attached are the minutes and notes from today's Undergraduate Curriculum Committee meeting. Please see the sheet labeled "10.13.23". We approve the changes, but please see our corrections in red.

Thank you and have a great weekend!

Shelby Hutchens, PhD

Assistant Professor – Health, Human Performance, and Recreation

Pittsburg State University