



# **Pittsburgh State University**

## **Faculty Senate**

**Date:** Monday, May 12, 2025

**Time:** 3:00 p.m.

**Location:** Sunflower, Overman Student Center

### **Agenda**

- I. Call to Order**
- II. Campus Update(s):** None
- III. Approval of April 28, 2025 minutes**
- IV. Announcements**
  - a. Provost and Vice President of Academic Affairs**
  - b. PSU/KNEA Remarks**
  - c. Student Senate Remarks**
  - d. Unclassified Professional Senate Remarks**
  - e. University Support Staff Remarks**
  - f. Graduate College Remarks**
  - g. Faculty Senate President's Report**
- V. Committee Reports**
  - a. Academic Affairs Committee**
    - Undergraduate Curriculum Subcommittee
    - Library Services/Learning Resources Subcommittee
    - Online and Distance Learning Committee
    - Academic Honors Subcommittee
    - Honors College Subcommittee
    - Writing Across the Curriculum Subcommittee
    - Diversity and Multicultural Affairs Subcommittee
  - b. Student-Faculty Committee**
  - c. All-University Committee**

- d. **Faculty Affairs Committee**
- e. **Constitution Committee**
- f. **General Education Committee**
- g. **Budget Committee**
- h. **Academic Honesty Committee**
- i. **AI Committee**

**VI. Unfinished Business:**

**a. KBOR Faculty Award**

- Open Nominations on 04/28/25
- Close Nominations on 05/07/25
- Exec Comm review nominations 05/08/25
- Submit Finalists to KBOR by 05/14/25

**VII. New Business:**

**VIII. Open Forum:**

**IX. Adjournment**

- Next Faculty Senate Meeting: **Fall 2025**, in the Sunflower Room, OSC

## **Faculty Senate President's Report – May 2025**

- **KBOR meeting on 05/14/2025**
- **KBOR Faculty Awards**
  - Nominees to be submitted by Wed 05/14/25
- **KBOR Unified Tuition Assistance Program (UTAP)**
  - COBO (June 2025)
    - Will present projected numbers per tuition (seats & \$)
      - Cost per institution for a 3-hour graduate course
      - Weighted by actual usage of KU 3rd Party TA program versus Employee Tuition Assistance Survey projected data
  - COCAO
    - Recommended COCAO defer vote until after COBO is satisfied
  - COPS prelim proposal in May while Dan is still here
  - COCAO and COBO approval is beneficial, but not required to present the proposal to COPS (Presidents)
  - Potential Phase 1 rollout in Fall 2026
- **Kansas House Bill No. 2348 (Tenure Bill)**
  - Bill is rested in the House Committee on Judiciary until the 2026 legislative session (01/12/2026)
  - Watch for revised wording on this and potential sister bill in Senate
- **Kansas House Bill No. 2402 (Blue Ribbon Commission on Higher Education)**
  - KBOR will be a constituent
  - Request regular updates from KBOR and PSU leadership on this

**\*\* End of Year Summary Reports to be posted following May Faculty Senate meeting \*\***

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**Academic Affairs Committee**

No Report

**Undergraduate Curriculum Subcommittee**

No Report

**Library Services/Leaming Resources Subcommittee**

No Report

**Online and Distance Learning Committee**

No Report

**Academic Honors Subcommittee**

No Report

**Honors College Subcommittee**

No Report

**~~Writing Across the Curriculum Subcommittee~~**

~~No Report~~

**Diversity and Multicultural Affairs Subcommittee**

No Report

**Student-Faculty Committee**

No Report

**All-University Committee**

No Report

**Faculty Affairs Committee**

No report

**Constitution Committee**

No Report

**General Education Committee**

No Report

**Budget Committee**

No Report

**Academic Honesty Committee**

No Report

**AI Ad Hoc Committee**

No Report



## Faculty Senate Notification Form

Effective Date: Fall 2025

Submission Date: March 10, 2025

Department: Interdisciplinary Studies

College of: ~~Select One~~ College of Arts & Sciences

Contact Person: Browyn Conrad

Course/Program Name: Women's and Gender Studies

**Notification Form** – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

Clarify catalog language for the undergraduate certificate in Women's and Gender Studies as follows:

The requirements for a certificate are 15 hours, including a 6 hour core consisting of WGS 200 Introduction to Women's Studies and WGS 399 Global Women's Issues. Additional Women's and Gender Studies courses or [add: cross-listed] electives will supplement this core. Graduate courses [delete: such as ENGL 875 seminar] may [delete: also] be used if pursuing the certificate as part of post-undergraduate or graduate studies.

[delete: Both WGS 200 Intro to Women's Studies and WGS 399 Global Women's Issues can be used to fulfill general Education requirements.]

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? No

If "yes", please provide documentation (ex. email).

Modality of Program:	Existing	New/Proposed
	Online Asynchronous	Online Asynchronous
Admission Requirements:	N/A	N/A
Pre/Co-Requisite(s):	N/A	N/A
Other:	N/A	N/A

## Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/11/25

Signature, Chairperson:



-Approved: Dean of College

Date: 4/2/25

Signature, Dean:

Chris Childers

-Approved: Faculty Senate

Date:

Signature, Recorder Faculty Senate:

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

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



## Request for New Emphasis/Minor/Certificate

Effective Date: FALL 2025

Submission Date: 3.10.25

Department: Interdisciplinary

College of: Arts & Sciences

Contact Person: Dr. Ken Ward

Proposal for a New: **Certificate**

Modality of Program: All

Title of new Minor/Emphasis/Certificate: **WORKPLACE COMMUNICATION**

Major: Communication

Minor Required? No

New Minor/Emphasis/Certificate – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

- Used to create new Minors/Emphases/Certificates and CAN require KBOR approval or notification.

See KBOR requirements below.

- Approved requests become effective in the next academic catalog.

### 1. Purpose/Justification for New Minor/Emphasis/Certificate:

Justification: effective and professional communication is an identified need from employers.

The Certificate in Workplace Communication consists of 15 hours of coursework that prepare students to effectively communicate in frontline and entry-level management positions. Most courses are offered every semester; rotating options for the 3 hours of elective credit are offered every semester.

#### Core Requirements (12 hours)

BUS-210 Business Professionalism

COMM-207 Speech Communication

COMM-530 Interpersonal Communication (course number is being lowered to COMM-240)

ENG-301 Technical and Professional Writing

Electives (3 hours): courses offered at PSU and varying by semester with a list of offerings to be maintained by certificate coordinator(s).

2. Will this affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to "College Curriculum Legislation" in SharePoint.*

☐ Yes ☒ No

3. Does this relate to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? *If "yes", please provide an explanation and attach all documentation (emails) between departments.*

☒ Yes ☐ No

Kelce College of Business, one class (Business Professionalism) included in the CORE (approved by Kelce Leadership Team 3.4.25, sec email from Paul Grimes) and electives (as avail).

4. Does this new minor, emphasis, and certificate meet University catalog definitions? *These can be found at bottom of page 2.*

☒ Yes ☐ No

3/10 → 3/31

5. Will additional resources or costs be required? ☐ Yes ☒ No  
If so, what will be needed?

6. Describe the program assessment plan:

a. Enrollment targets = 5-10

b. Outcome expected and process to evaluate =

Enrollment and student success will be evaluated three years after the certificate is first offered, and the structure of the certificate may be revised if necessary.

c. Plan to discontinue if enrollment targets not met =

All courses are offered independently of the certificate, so there should not be a need to discontinue the certificate. If the educational goals of the university change, the certificate COULD be discontinued without impact to the courses involved.

**Questions for certificate only: If you have 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**

**Definition of an Emphasis**

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

**Definition of a Minor**

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

**Definition of Certificate Program**

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

- ✓ Required fields completed.
- ✓ Listed courses are currently active
- ✓ Course Id's match Course names.
- ✓ Course hours are correct.

- ✓ Required 120 credit hour minimum met.
- ✓ Academic Planning Excel Attached
- Current Program Guide from Online Catalog
- KBOR Forms Attached, if applicable

-Approved: Department Chair/Director

Date: 3/10/25

Signature: Troy D. Comery

-Approved: College Curriculum Committee

Date: 4/2/25

Signature: Christopher Childers

-Approved: Dean of College

Date: 4/2/25

Signature: Christopher Childers

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature: Ryan

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

**New Minors Where No Board-Approved Degree Program Exists will need KBOR Approval, it can be found at:**

[https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval)

Following Faculty Senate Approval, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for board approval. (must be entered into KBOR PI/CIP system at time of submission).

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

Please Note: This is a 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.

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

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

**Make sure to attach the program guide from current catalog! (For Revised Curriculum)**

<https://www.pittstate.edu/registrar/catalog>

## Academic Planning Document for 2025-2026

## Major/Emphasis/Minor/Certificate - Workplace Communication Certificate

<b>Course Prefix</b>	<b>Course Num.</b>	<b>Course Name</b>	<b>Cr. Hr.</b>
		<b>Core Courses -</b>	<b>15</b>
BUS	210	Business Professionalism	3
COMM	207	Speech Communication	3
COMM	530 (240)	Interpersonal Communication (Course number change pending)	3
ENG	301	Technical and Professional Writing	3
		<b>Select 3 hours of Approved Electives:</b>	
		3 hour elective course approved by the certificate coordinator(s)	3
		<b>Support Courses -</b>	<b>0</b>
		<b>Emphasis Courses -</b>	<b>0</b>
		<b>Elective Courses -</b>	
		<b>Total Credit Hours -</b>	<b>15</b>
		<b>Minor -</b>	
		<b>General Education, 34-35 hours -</b>	
		<b>Total Credit Hours:</b>	<b>15</b>

Be sure all information is correct and courses are active before submitting.

Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.

**Your legislation will be returned if either is found.**



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**Fw: Certificate next steps**

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From Nancy Grantham <ngrantham@pittstate.edu>

Date Wed 3/19/2025 9:28 AM

To Janet Kingman <jakingman@pittstate.edu>

Can you attach this forwarded email to the end of legislation file for the Workplace Communication certificate and upload it to replace the current file? I think it is currently in the Curriculum folder.

Nancy Grantham  
Executive Associate  
College of Arts and Sciences  
Pittsburg State University  
ext. 4684

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**From:** Troy Comeau <tcomeau@pittstate.edu>  
**Sent:** Tuesday, March 18, 2025 1:05 PM  
**To:** Nancy Grantham <ngrantham@pittstate.edu>  
**Subject:** Fw: Certificate next steps

Nancy,

If she hasn't already sent this, here is the e-mail Casie received from Paul Grimes in support of the Workplace Communication certificate.

Troy

Dr. Troy O. Comeau  
Professor/Chair, Departments of Communication/English and Modern Languages  
Pittsburg State University  
Grubbs Hall 311  
620-235-4724

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**From:** Casie Hermansson <chermansson@pittstate.edu>  
**Sent:** Wednesday, March 5, 2025 1:03 PM  
**To:** Paul Grimes <pgrimes@pittstate.edu>  
**Cc:** Ken Ward <kjward@pittstate.edu>; Troy Comeau <tcomeau@pittstate.edu>  
**Subject:** Re: Certificate next steps

Thanks so much Paul! I will consult with Ken and see if we can get the forms done this week.

Cheers,

Casie

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**From:** Paul Grimes <pgrimes@pittstate.edu>  
**Sent:** Tuesday, March 4, 2025 2:31 PM  
**To:** Casie Hermansson <chermansson@pittstate.edu>  
**Subject:** Re: Certificate next steps

Casie -

The KLT supports your certificate idea. A few things to note - we strongly prefer you use the Workplace Communication title instead of the Business Communication title to avoid confusion over the certificate's home academic unit and issues with our accreditation reporting. Also, note that our Business Professionalism course is implementing a modest \$25 course fee in the fall to cover the cost of the etiquette dinner event. As you monitor the enrollment in the certificate, please keep us informed so that we know if and when additional sections of Professionalism may need to be scheduled.

When you need a letter of support for the proposal to Faculty Senate, just let know.

Good luck!

Paul

Paul W. Grimes, Dean  
Kelce College of Business  
Pittsburg State University  
(620) 235-4590

 <https://orcid.org/0000-0002-3938-9696>



KELCE  
COLLEGE OF BUSINESS  
Pittsburg State University

*Educating future business professionals today to build stronger communities tomorrow.*

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**From:** Casie Hermansson <chermansson@pittstate.edu>  
**Sent:** Monday, March 3, 2025 6:29 PM  
**To:** Paul Grimes <pgrimes@pittstate.edu>  
**Subject:** Re: Certificate next steps

Thanks Paul!  
Casie

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**From:** Paul Grimes <pgrimes@pittstate.edu>  
**Sent:** Monday, March 3, 2025 4:39 PM  
**To:** Casie Hermansson <chermansson@pittstate.edu>  
**Subject:** Re: Certificate next steps

Casie -

The Kelce Leadership Team is having our regular meeting in the morning. I've put this on the agenda for discussion. Will be back in touch with our thoughts after that.

Happy Monday!

Paul

Paul W. Grimes, Dean  
Kelce College of Business  
Pittsburg State University  
(620) 235-4590

 <https://orcid.org/0000-0002-3938-9696>



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**From:** Casie Hermansson <chermansson@pittstate.edu>  
**Sent:** Monday, March 3, 2025 3:52 PM  
**To:** Paul Grimes <pgrimes@pittstate.edu>  
**Cc:** Ken Ward <kjward@pittstate.edu>  
**Subject:** Fw: Certificate next steps

Hi Paul,

Ken Ward has done the bulk of the work drafting the attached but with input from English and Judy Smetana for HR courses. We are proposing an interdisciplinary certificate called Business Communication, and as you can see from the attached would like to have the Business Professionalism course included in the core. Could you provide feedback on the idea, and anything else that might be something we should consider in the proposal? I'm not sure if we'll make it into the current legislative deadline or not. We're kind of late to the party. But the project has been percolating for some time. (If there's a conflict with using "Business" in the title for example: it could be Professional Communication instead, but there's also potential for some confusion with that name.)





## Faculty Senate Curriculum Revision Form

Effective Date: FALL

Submission Date: 08/19/2024

Department: Biology

College of: Arts & Sciences

Contact Person: Christine Brodsky

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

Biology / Biology Education Emphasis

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

**Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

**1. Describe your Changes:**

Updating curriculum to move one preferred General Education course (CHEM 215/216; 5 hours) into the major requirements. We previously requested an exception for CHEM 215/216 to be taken with KBOR General Education, as this course is a prerequisite to upper-division Chemistry. We seek to now permanently move CHEM 215/216 into the emphasis curriculum and correspondingly remove Biology elective hours to equal 120 total hours.

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

Comply with KBOR requirement to not require specific Gen Ed courses within curriculum.

**3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "College Curriculum Legislation" in SharePoint.**



Yes



No

**4. If this change affects any other department on campus, please attach any email notifications between departments.**

**5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?**

☒ Yes    ☐ No

**6. Will additional resources or costs will be required?**

☐ Yes    ☒ No

**If so, what will be needed?**

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## Authorization Sign-Off Sheet

### Checklist

- ☒ Program guide from current catalog.
- ☒ Academic Planning Excel attached.
- ☒ 120 Credit hours met.
- ☒ Course Id's match Course names.
- ☒ Course hours are correct.
- ☒ Listed courses are currently active
- ☒ Needed Documentation attached.

-Approved: Department Chair/Director

Date: 08/19/2024

Signature: 

-Approved: College Curriculum Committee

Date: 11/6/24

Signature: Christopher Childers

-Approved: Dean of College

Date: 11/6/24

Signature: Christopher Childers

-Approved: Council for Teacher Education (if applicable)

Date: 4/2/25

Signature: 

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature: 

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

## Biology Education Emphasis

**Degree:** Bachelor of Science

**Major:** Biology

**Emphasis:** Biology Education

Students planning to teach should become familiar with the current Regulations for Certifying School Personnel, issued by The State Board of Education. Information concerning these regulations may be obtained from the Director of Teacher Education, 110 Hughes Hall, Pittsburg State University. See Admission to Professional Semester for professional education grade point requirements.

### Biology Core Requirements (45 hours)

- \_\_\_ BIOL-211 Principles of Biology I (4 hours)
- \_\_\_ BIOL-212 Principles of Biology II (4 hours)
- \_\_\_ BIOL-257 Anatomy and Physiology (3 hours)
- and \_\_\_ BIOL-258 Anatomy and Physiology Laboratory (2 hours)
- \_\_\_ BIOL-300 Assisting in the Biology Laboratory (1 hour)
- \_\_\_ BIOL-322 Genetics (3 hours)
- and \_\_\_ BIOL-323 Genetics Laboratory (2 hours)
- \_\_\_ BIOL-330 Principles of Ecology (3 hours)
- \_\_\_ BIOL-371 General Microbiology (3 hours)
- and \_\_\_ BIOL-372 General Microbiology Laboratory (2 hours)
- \_\_\_ BIOL-529 Evolution (3 hours)

### Select one Field course from:

- \_\_\_ BIOL-303 Regional Natural History (3 hours)
- \_\_\_ BIOL-405 Taxonomy of Vascular Plants (4 hours)
- \_\_\_ BIOL-533 Ichthyology (4 hours)
- \_\_\_ BIOL-534 Herpetology (4 hours)
- \_\_\_ BIOL-535 Ornithology (4 hours)
- \_\_\_ BIOL-536 Mammalogy (3 hours)
- \_\_\_ BIOL-581 General Entomology (3 hours)

### Select one Social Perspectives course from:

- \_\_\_ BIOL-313 Principles of Conservation (3 hours)
- \_\_\_ BIOL-805 Bioethics (3 hours)
- \_\_\_ BIOL-617 Environmental Health (3 hours)

### Biology Electives (9 hours)

### Professional Education Requirements (20 hours)

See notes \*1

- \_\_\_ EDUC-261 Explorations in Education (3 hours)
- \_\_\_ EDUC-370 Organization and Management of the Middle and Secondary Classroom (2 hours)
- \_\_\_ BIOL-479 Techniques for Teaching Biology (3 hours)

or \_\_\_ EDUC-479 Effective Teaching Strategies for Middle and Secondary (3 hours)

*Note: Can only be taken after admission to Teacher education.*

\_\_\_ EDUC-520 Methods and Materials for Academic Literacy (3 hours)

*Note: Can only be taken after admission to Teacher education.*

\_\_\_ PSYCH-263 Developmental Psychology (3 hours)

\_\_\_ PSYCH-357 Educational Psychology (3 hours)

*Note: Can only be taken after admission to Teacher education.*

\_\_\_ SPED-510 Overview of Special Education (3 hours)

*Notes \*1: See Admission to Professional Semester for professional education grade point requirements.*

### Professional Semester (15 hours)

- \_\_\_ BIOL-579 Supervised Student Teaching and Follow-Up of Teachers (2 hours)
- \_\_\_ EDUC-458 Methods and Curriculum (3 hours)
- \_\_\_ EDUC-464 Measurement and Evaluation (2 hours)
- \_\_\_ EDUC-475 Supervised Clinical Experience (9 hours)

### Requirements from other Departments (13 hours)

- \_\_\_ CHEM-215 General Chemistry I (3 hours)
- and \_\_\_ CHEM-216 General Chemistry I Laboratory (2 hours)
- \_\_\_ CHEM-320 Introductory Organic Chemistry (3 hours)
- and \_\_\_ CHEM-326 Organic Chemistry I Laboratory (2 hours)
- \_\_\_ PSYCH-155 General Psychology (3 hours)

*TOTAL hours for Bachelor of Science Degree with a Major in Biology: Biology Education Emphasis (120 hours)*

### General Education Requirements

PittState Pathway Requirements: Courses must meet the requirements approved by the University or approved substitutes.

4-5 hours of Natural Sciences are satisfied by course requirements in CHEM 215/216 General Chemistry I/Laboratory.

Biology Education emphasis requires certain Pitt State Pathway courses for admission into Teacher Education;

- Education emphasis must take a Math course to satisfy C0 requirement.
- Education emphasis must take EDUC 261 to satisfy E0 requirement.

### 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-110 College Algebra with Review (5 hours)
- \_\_\_ MATH-113 College Algebra (3 hours)
- \_\_\_ MATH-126 Pre-Calculus (4 hours)
- \_\_\_ MATH-133 Quantitative Reasoning (3 hours)
- \_\_\_ MATH-143 Elementary Statistics (3 hours)
- \_\_\_ MATH-150 Calculus I (5 hours)
- \_\_\_ MATH-204 Mathematics for Education I (3 hours)

- \_\_\_ PHIL-206 Rational Decisions (3 hours)
- \_\_\_ PHIL-207 Critical Thinking (3 hours)
- \_\_\_ PHIL-208 Logic (3 hours)

## Essential Studies (23-24 hours minimum)

See notes \*2

Notes \*2: D-G and cannot be same prefix as major.

## D - The Human Experience (3-6 hours)

### D1- Diverse Perspectives

- \_\_\_ ENGL-113 Literature and Culture (3 hours)
- \_\_\_ ENGL-114 General Literature (Genre) (3 hours)
- \_\_\_ ENGL-116 General Literature (Theme) (3 hours)
- \_\_\_ ENGL-117 Introduction to Fiction (3 hours)
- \_\_\_ ENGL-118 Introduction to Poetry (3 hours)
- \_\_\_ ENGL-120 Literature and Film (3 hours)
- \_\_\_ ENGL-125 Introduction to Horror in Literature (3 hours)
- \_\_\_ ENGL-250 Introduction to Creative Writing (3 hours)
- \_\_\_ ENGL-315 Mythology (3 hours)
- \_\_\_ ENGL-320 Literature and Film (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)

### E0 - No Companion

- \_\_\_ CIS-130 Computer Information Systems (3 hours)
- \_\_\_ EDUC-261 Explorations in Education (3 hours)
- \_\_\_ EET-247 Computer Programming for Electronic Systems (3 hours)
- \_\_\_ MECET-121 Engineering Graphics I (3 hours)
- \_\_\_ MGT-101 Introduction to Business (3 hours)

### E1 - Diverse Perspectives

- \_\_\_ 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

- \_\_\_ 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)
- \_\_\_ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- \_\_\_ ENGL-122 Introduction to Women's Literature (3 hours)
- \_\_\_ ENGL-123 The Citizen in Literature (3 hours)
- \_\_\_ ETECH-502 Engineering Economy (3 hours)
- \_\_\_ FCS-230 Consumer Education and Personal Finance (3 hours)
- \_\_\_ FIN-210 Financial Planning (3 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)

### E4 - Scientific Inquiry

- \_\_\_ MFGET-263 Manufacturing Methods I (2 hours)
- and \_\_\_ MFGET-268 Manufacturing Methods I Laboratory (1 hour)

## F - Natural World (4-5 hours)

### F0 - No Companion

- \_\_\_ BIOL-617 Environmental Health (3 hours)

### F4 - Scientific Inquiry

- \_\_\_ BIOL-111 General Biology (3 hours)
- and \_\_\_ BIOL-112 General Biology Laboratory (2 hours)
- \_\_\_ BIOL-113 Environmental Life Science (4 hours)
- \_\_\_ BIOL-211 Principles of Biology I (4 hours)
- \_\_\_ CHEM-105 Introductory Chemistry (3 hours)
- and \_\_\_ CHEM-106 Introductory Chemistry Laboratory (1 hour)
- \_\_\_ CHEM-215 General Chemistry I (3 hours)
- and \_\_\_ CHEM-216 General Chemistry I Laboratory (2 hours)
- \_\_\_ PHYS-100 College Physics I (4 hours)
- or \_\_\_ PHYS-104 Engineering Physics I (4 hours)
- \_\_\_ PHYS-130 Elementary Physics Laboratory I (1 hour)
- \_\_\_ PHYS-160 Physical Geology (3 hours)
- and \_\_\_ PHYS-163 Physical Geology Laboratory (1 hour)
- \_\_\_ PHYS-166 Meteorology (3 hours)
- and \_\_\_ PHYS-167 Meteorology Laboratory (1 hour)
- \_\_\_ PHYS-171 Physical Science (3 hours)

and \_\_ PHYS-172 Physical Science Laboratory (1 hour)  
\_\_ PHYS-175 Descriptive Astronomy (3 hours)  
and \_\_ PHYS-176 Astronomy Laboratory (1 hour)  
\_\_ PHYS-375 Solar System Astronomy (3 hours)

## **G - Wellness Strategies (4-6 hours)**

### **G0 - No Companion**

\_\_ ENGL-124 Health and Literature (3 hours)  
\_\_ EXSCI-200 Introduction to Exercise Science (1 hour)  
\_\_ FCS-203 Nutrition and Health (3 hours)  
\_\_ HHP-150 Lifetime Fitness Concepts (1 hour)  
\_\_ HIST-207 Health Habits in American History (3 hours)  
\_\_ REC-350 Promoting Community and Worksite Wellness (3 hours)

### **G2 - Social Responsibility**

\_\_ SWK-250 Relationship Skills (3 hours)

### **G3 - Non-Verbal and Creative Expression**

\_\_ DANCE-200 Dance (\_\_) (1-3 hours)

### **G4 - Scientific Inquiry**

\_\_ PSYCH-155 General Psychology (3 hours)

## **H - Gorilla Gateway**

### **H0 - No Companion**

\_\_ UGS-150 Gorilla Gateway (2 hours)

## **I - Pathway Elective (3 hours)**

**See notes \*3**

*Notes \*3: Elective can be from any D,E,F, or G Essential Studies and can be from the same prefix as major or repeat of prefix used in Essential Studies.*

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Revised: 08/21/2023

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

## Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - BS, Biology, Biology Education

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>30</b>
BIOL	211	Principles of Biology I	4
BIOL	212	Principles of Biology II	4
BIOL	257	Anatomy and Physiology	3
	And		
BIOL	258	Anatomy and Physiology Laboratory	2
BIOL	300	Assisting in the Biology Laboratory	1
BIOL	322	Genetics	3
	And		
BIOL	323	Genetics Laboratory	2
BIOL	330	Principles of Ecology	3
BIOL	371	General Microbiology	3
	And		
BIOL	372	General Microbiology Laboratory	2
BIOL	529	Evolution	3
<b>Support Courses -</b>			<b>13</b>
CHEM	215	General Chemistry I	3
	And		
CHEM	216	General Chemistry I Laboratory	2
CHEM	320	Introductory Organic Chemistry	3
	And		
CHEM	326	Introductory Organic Chemistry Laboratory	2
PSYCH	155	General Psychology	3
<b>Emphasis Courses -</b>			<b>42</b>
		<b>Select 3 hours of Field Biology from:</b>	<b>3</b>
BIOL	303	Regional Natural History	
BIOL	405	Taxonomy of Vascular Plants	
BIOL	533	Ichthyology	
BIOL	534	Herpetology	
BIOL	535	Ornithology	
BIOL	536	Mammalogy	
BIOL	561	General Entomology	
		<b>Select 3 hours of Social Perspectives from:</b>	<b>3</b>
BIOL	313	Principles of Conservation	
BIOL	605	Bioethics	
BIOL	617	Environmental Health	
<b>Professional Education Requirements - 20 Hours</b>			
See Admission to Professional Semester for professional education grade point requirement			
EDUC	261	Explorations in Education	3
EDUC	370	Organization and Management of the Middle and Secondary Classroom	2
BIOL	479	Techniques for Teaching Biology	





## Curriculum Revision Form

Effective Date: FALL

Submission Date: March 10, 2025

Department: Biology

College of: Arts & Sciences

Contact Person: Peter Chung

Minor Required? Yes

### Revision

Major/Minor/Emphasis/Certification Name:

Pre-Physical Therapy Emphasis

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

**Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**  
Used to change program name and/or curriculum, effective the upcoming academic catalog.  
Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

### 1. Describe your Changes:

1. Addition of BIOL 257/258 Anatomy & Physiology
2. Addition of PSYCH 155 General Psychology
3. Addition of HHP 460 Kinesiology
4. Addition of MATH 143 Elementary Statistics
5. Removal of BIOL 410 Biological and Medical Terminology
6. Removal of MATH 122 Pre-Calculus, MATH 126 Plane Trigonometry, MATH 150 Calculus I as required math options
7. Adjustment of Biology and General Electives to 5

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

1. BIOL 257/258 Anatomy & Physiology added to the emphasis specific category due to it being a prerequisite for HHP 460 Kinesiology
2. PSYCH 155 General Psychology was added to support classes due to it being a prerequisite for Abnormal Psychology
3. HHP 460 Kinesiology was added to support classes due to it being a co-requisite for HHP 464 Exercise Science  
Biology and general electives adjusted to 0, as 120 hour limit has been reached.
4. MATH 143 is a requirement for PT Schools, so no longer able to just be a recommended Gen Ed.
5. Removal of Biological and Medical Terminology as the 10 hours of Biology electives have been met by BIOL 257/258 and BIOL 660.
6. Removal of Pre-Calculus, Plane Trigonometry or Calculus I as it varies in necessity for different PT Schools and also allow students to get to 45 hours of upper division.
7. Recommend upper division electives to get to required 45.

3. Will this change affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.*



Yes



No

4. If this change affects any other department on campus, please attach any email notifications between departments.

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

#### **Definition of an Emphasis**

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

#### **Definition of a Minor**

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

#### **Definition of Certificate Program**

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

<input checked="" type="checkbox"/>	Program guide from current catalog.
<input checked="" type="checkbox"/>	Academic Planning Excel attached. 120
<input checked="" type="checkbox"/>	Credit hours met.
<input checked="" type="checkbox"/>	Course Id's match Course names. Course
<input checked="" type="checkbox"/>	hours are correct.
<input checked="" type="checkbox"/>	Listed courses are currently active Needed
<input type="checkbox"/>	Documentation attached.

-Approved: Department Chair/Director

Date: 03/10/25

Signature: 

-Approved: College Curriculum Committee

Date: 4/2/25

Signature: Christopher Childers

-Approved: Dean of College

Date: 4/2/25

Signature: Chris Childers

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature: 

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

### Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - BS, Biology, Pre-Physical Therapy Emphasis

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>17</b>
BIOL	211	Principles of Biology I	4
BIOL	212	Principles of Biology II	4
BIOL	322	Genetics	3
	And		
BIOL	323	Genetics Laboratory	2
BIOL	330	Principles of Ecology	3
BIOL	699	Senior Seminar and Assessment	1
<b>Emphasis Specific Courses</b>			<b>24</b>
BIOL	105	Pre-Health Orientation I	1
BIOL	257	Anatomy and Physiology	3
	And		
BIOL	258	Anatomy and Physiology Laboratory	2
BIOL	311	Cell Biology	3
BIOL	371	General Microbiology	3
	And		
BIOL	372	General Microbiology Laboratory	2
BIOL	656	Human Physiology	3
	And		
BIOL	657	Human Physiology Laboratory	2
BIOL	660	Human Anatomy and Dissection	5
<b>Support Courses -</b>			<b>40</b>
CHEM	215	General Chemistry I	3
	And		
CHEM	216	General Chemistry I Laboratory	2
CHEM	225	General Chemistry II	3
	And		
CHEM	226	General Chemistry II Laboratory	2
CHEM	320	Introduction to Organic Chemistry	
	OR		3
CHEM	325	Organic Chemistry I	
	And		
CHEM	326	Organic Chemistry I Laboratory	2
HHP	460	Kinesiology	3
HHP	464	Physiology of Exercise	3
MATH	143	Elementary Statistics	3
PHYS	100	College Physics I	
	OR		4
PHYS	104	Engineering Physics I	
PHYS	130	Elementary Physics Laboratory I	1

PHYS	101	College Physics II	
	OR		4
PHYS	105	Engineering Physics II	
PHYS	131	Elementary Physics Laboratory II	1
PSYCH	155	General Psychology	3
PSYCH	571	Abnormal Psychology	3
		<b>Biology Elective Courses</b>	<b>0</b>
		<b>General Elective Courses</b>	<b>5</b>
		*recommend upper division to meet 45 hour requirement	
<b>Total Credit Hours -</b>			<b>86</b>
<b>Minor -</b>			<b>0</b>
<b>General Education, 34-35 hours -</b>			<b>34</b>
<b>Total Credit Hours:</b>			<b>120</b>

Be sure all information is correct and courses are active before submitting.  
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.  
Your legislation will be returned if either is found.

# Pre-Physical Therapy Emphasis

Degree: Bachelor of Science

Major: Biology

Emphasis: Pre-Physical Therapy

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## Biology Core Requirements, 40 hours

See notes \*1

- \_\_\_ BIOL-105 Pre-Health Orientation I (1 hour)
- \_\_\_ BIOL-211 Principles of Biology I (4 hours)
- \_\_\_ BIOL-212 Principles of Biology II (4 hours)
- \_\_\_ BIOL-311 Cell Biology (3 hours)
- \_\_\_ BIOL-322 Genetics (3 hours)
- and \_\_\_ BIOL-323 Genetics Laboratory (2 hours)
- \_\_\_ BIOL-330 Principles of Ecology (3 hours)
- \_\_\_ BIOL-371 General Microbiology (3 hours)
- and \_\_\_ BIOL-372 General Microbiology Laboratory (2 hours)
- \_\_\_ BIOL-410 Biological and Medical Terminology (2 hours)
- \_\_\_ BIOL-656 Human Physiology (3 hours)
- and \_\_\_ BIOL-657 Human Physiology Laboratory (2 hours)
- \_\_\_ BIOL-660 Human Anatomy and Dissection (5 hours)
- \_\_\_ BIOL-699 Senior Seminar and Assessment (1 hour)

Notes \*1: Plus 2-3 hours of BIOL 402/BIOL 602 approved by advisor.

## Required from Other Departments, 34-36 hours

See notes \*2

- \_\_\_ CHEM-215 General Chemistry I (3 hours)
- and \_\_\_ CHEM-216 General Chemistry I Laboratory (2 hours)
- \_\_\_ CHEM-225 General Chemistry II (3 hours)
- and \_\_\_ CHEM-226 General Chemistry II Laboratory (2 hours)
- \_\_\_ CHEM-320 Introductory Organic Chemistry (3 hours)
- or \_\_\_ CHEM-325 Organic Chemistry I (3 hours)
- and \_\_\_ CHEM-326 Organic Chemistry I Laboratory (2 hours)
- \_\_\_ HHP-464 Physiology of Exercise (3 hours)
- \_\_\_ MATH-122 Plane Trigonometry (3 hours)
- or \_\_\_ MATH-126 Pre-Calculus (4 hours)
- or \_\_\_ MATH-150 Calculus I (5 hours)
- \_\_\_ PHYS-100 College Physics I (4 hours)
- and \_\_\_ PHYS-130 Elementary Physics Laboratory I (1 hour)
- \_\_\_ PHYS-101 College Physics II (4 hours)
- and \_\_\_ PHYS-131 Elementary Physics Laboratory II (1 hour)
- \_\_\_ PSYCH-571 Abnormal Psychology (3 hours)

Notes \*2: Physical Science minor is included in above hours. Other minors will need more hours.

## Electives, 9-11 hours

See notes \*3

Notes \*3: Check with advisor for upper division hours.

Total hours for Bachelor of Science Degree with a Major in Biology, Pre-Physical Therapy, 120 hours.

## General Education Requirements

### English Discipline Requirements - 6 Total Hours

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

### Communications Discipline Requirements - 3 Total Hours

- \_\_\_ COMM-207 Speech Communication (3 hours)

### Mathematics & Statistics Discipline Requirements - 3 Total Hours

- \_\_\_ MATH-110 College Algebra with Review (5 hours)
- \_\_\_ MATH-113 College Algebra (3 hours)
- \_\_\_ MATH-126 Pre-Calculus (4 hours)
- \_\_\_ MATH-133 Quantitative Reasoning (3 hours)
- \_\_\_ MATH-143 Elementary Statistics (3 hours)
- \_\_\_ MATH-150 Calculus I (5 hours)
- \_\_\_ MATH-204 Mathematics for Education I (3 hours)

### Natural & Physical Sciences Discipline Requirements - 4/5 Total Hours

- \_\_\_ BIOL-111 General Biology (3 hours)
- \_\_\_ BIOL-112 General Biology Laboratory (2 hours)
- \_\_\_ BIOL-113 Environmental Life Science (4 hours)
- \_\_\_ BIOL-211 Principles of Biology I (4 hours)
- \_\_\_ CHEM-105 Introductory Chemistry (3 hours)
- \_\_\_ CHEM-106 Introductory Chemistry Laboratory (1 hour)
- \_\_\_ CHEM-215 General Chemistry I (3 hours)
- \_\_\_ CHEM-216 General Chemistry I Laboratory (2 hours)
- \_\_\_ PHYS-100 College Physics I (4 hours)
- \_\_\_ PHYS-104 Engineering Physics I (4 hours)
- \_\_\_ PHYS-130 Elementary Physics Laboratory I (1 hour)
- \_\_\_ PHYS-160 Physical Geology (3 hours)
- \_\_\_ PHYS-165 Physical Geology Laboratory (1 hour)
- \_\_\_ PHYS-166 Meteorology (3 hours)
- \_\_\_ PHYS-167 Meteorology Laboratory (1 hour)
- \_\_\_ PHYS-171 Physical Science (3 hours)
- \_\_\_ PHYS-172 Physical Science Laboratory (1 hour)
- \_\_\_ PHYS-175 Descriptive Astronomy (3 hours)
- \_\_\_ PHYS-176 Astronomy Laboratory (1 hour)
- \_\_\_ PHYS-375 Solar System Astronomy (3 hours)

### Social & Behavioral Sciences Discipline Requirements - 6 Total Hours

- \_\_\_ ANTH-101 Introduction to Cultural Anthropology (3 hours)
- \_\_\_ ECON-191 Issues in Today's Economy (3 hours)
- \_\_\_ ECON-200 Principles of Microeconomics (3 hours)
- \_\_\_ ECON-201 Principles of Macroeconomics (3 hours)

- \_\_\_ ETECH-502 Engineering Economy (3 hours)
- \_\_\_ GEOG-106 World Regional Geography (3 hours)
- \_\_\_ GEOG-300 Elements of Geography (3 hours)
- \_\_\_ GEOG-304 Human Geography (3 hours)
- \_\_\_ POLS-101 U.S. Politics (3 hours)
- \_\_\_ POLS-103 Comparative Politics (3 hours)
- \_\_\_ POLS-201 Introduction to Public Policy (3 hours)
- \_\_\_ PSYCH-155 General Psychology (3 hours)
- \_\_\_ SOC-100 Introduction to Sociology (3 hours)
- \_\_\_ SWK-250 Relationship Skills (3 hours)
- \_\_\_ WGS-200 Introduction to Women's Studies (3 hours)
- \_\_\_ WGS-399 Global Women's Issues (3 hours)

## Arts & Humanities Discipline Requirements - 6 Total Hours

- \_\_\_ 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/Metals 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)
- \_\_\_ ENGL-113 Literature and Culture (3 hours)
- \_\_\_ ENGL-114 General Literature (Genre) (3 hours)
- \_\_\_ ENGL-116 General Literature (Theme) (3 hours)
- \_\_\_ ENGL-117 Introduction to Fiction (3 hours)
- \_\_\_ ENGL-118 Introduction to Poetry (3 hours)
- \_\_\_ ENGL-120 Literature and Film (3 hours)
- \_\_\_ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- \_\_\_ ENGL-122 Introduction to Women's Literature (3 hours)
- \_\_\_ ENGL-123 The Citizen in Literature (3 hours)
- \_\_\_ ENGL-125 Introduction to Horror in Literature (3 hours)
- \_\_\_ ENGL-250 Introduction to Creative Writing (3 hours)
- \_\_\_ ENGL-315 Mythology (3 hours)
- \_\_\_ ENGL-320 Literature and Film (3 hours)
- \_\_\_ HHP-151 Dance Appreciation (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)
- \_\_\_ HONOR-200 The Power of Music (3 hours)
- \_\_\_ MLL-124 French Language and Culture I (3 hours)
- \_\_\_ MLL-154 Spanish Language and Culture I (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)
- \_\_\_ PHIL-103 Introduction to Philosophy (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)

- \_\_\_ PHIL-231 World Religions (3 hours)

## Institutionally Designated Requirements - 6 Total Hours

- \_\_\_ UGS-150 Gorilla Gateway (2 hours)

### Any 1 credit hour class from the following:

- \_\_\_ DANCE-200 Dance (\_\_\_) (1-3 hours)
- \_\_\_ EXSCI-200 Introduction to Exercise Science (1 hour)
- \_\_\_ HHP-150 Lifetime Fitness Concepts (1 hour)

### Any 3 credit hour class from 4, 5, 6 or the following:

- \_\_\_ BIOL-617 Environmental Health (3 hours)
- \_\_\_ BUS-101 Introduction to Business (3 hours)
- \_\_\_ DSIS-130 Computer Information Systems (3 hours)
- \_\_\_ EDUC-261 Explorations in Education (3 hours)
- \_\_\_ EET-247 Computer Programming for Electronic Systems (3 hours)
- \_\_\_ EDTH-330 Technology for Teaching and Learning (3 hours)
- \_\_\_ FCS-203 Nutrition and Health (3 hours)
- \_\_\_ FCS-230 Consumer Education and Personal Finance (3 hours)
- \_\_\_ FIN-210 Financial Planning (3 hours)
- \_\_\_ GT-210 Technology in the World Today (3 hours)
- \_\_\_ GT-350 Technology and Civilization (3 hours)
- \_\_\_ HIST-207 Health Habits in American History (3 hours)
- \_\_\_ MECET-121 Engineering Graphics I (3 hours)
- \_\_\_ MFGET-263 Manufacturing Methods I (2 hours)
- \_\_\_ MFGET-268 Manufacturing Methods I Laboratory (1 hour)
- \_\_\_ MFGET-405 Quality Control (3 hours)
- \_\_\_ NURS-303 Introduction to Public Health (3 hours)
- \_\_\_ PHIL-206 Rational Decisions (3 hours)
- \_\_\_ PHIL-207 Critical Thinking (3 hours)
- \_\_\_ PHIL-208 Logic (3 hours)
- \_\_\_ REC-350 Promoting Community and Worksite Wellness (3 hours)

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Revised: 11/12/2024



Outlook

## **Revision to Pre-Physical Therapy emphasis**

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**From** Peter Chung <pchung@pittstate.edu>

**Date** Mon 3/10/2025 11:27 AM

**To** Tim Flood <tflood@pittstate.edu>

**Cc** Christine Brodsky <cbrodsky@pittstate.edu>

1 attachment (2 MB)

fs-BioPrePT-revision-24-25 plus planning document- v4 unsigned.pdf;

Good morning Tim,

Per curriculum guidelines, I thought I would share that the Biology department is making a revision to its Pre-Physical Therapy emphasis that feature a couple of changes involving MATH classes.

Attached, please see that MATH 143 will now be added as a requirement to the emphasis, while MATH 122, 126 and 150 will no longer be required as part of the emphasis.

If you have any questions, I am happy to answer them.

Thanks,  
Chung

Peter A. Chung, Ph.D.  
Professor of Microbiology  
Department of Biology  
Pittsburg State University  
Office: (620) 235-4736





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## Adding Kinesiology to Biology Pre-PT curriculum

From Peter Chung <pchung@pittstate.edu>

Date Tue 1/28/2025 10:07 AM

To David Boffey <aboffey@pittstate.edu>

Cc Cole Shewmake <cshewmake@pittstate.edu>; Christine Brodsky <cbrodsky@pittstate.edu>

Bcc Michelle Hensley <mhensley@pittstate.edu>; Melinda Roelfs <mroelfs@pittstate.edu>

Morning David, Cole,

As we are submitting changes to the Biology Pre-PT curriculum, per curriculum guidelines, since HHP 464 Physiology of Exercise is on our list of required support classes for Biology Pre-PT emphasis, and per KBOR's new guidelines on listing all required prerequisites/corequisites, we will be including HHP 460 Kinesiology in our Biology Pre-PT curriculum.

Related to this, while doing the research with HHP 460, we noticed that the prerequisites for HHP 460 were changed to BIOL 111/112 and BIOL 257/258. Since the prerequisites for BIOL 257/258 reads as follows: BIOL 111/BIOL 112 General Biology/Laboratory or BIOL 211 Principles of Biology I and BIOL 212 Principles of Biology II, may we make a suggestion for the prerequisite for HHP 460 Kinesiology to read: BIOL 111/BIOL 112 General Biology/Laboratory or BIOL 211 Principles of Biology I and BIOL 212 Principles of Biology II, and BIOL 257/BIOL 258 Anatomy and Physiology/Laboratory. This would be the most accurate, based on the prerequisites involving our BIOL 257/258 class.

Thanks for your time.

Chung

Peter A. Chung, Ph.D.  
Professor of Microbiology  
Department of Biology  
Pittsburg State University  
Office: (620) 235-4736



PSU Faculty Senate 34-25

**Faculty Senate Course Form**Effective Date: **Fall 2025**

Submission Date: 01/21/2025

Department: **Communication**College of: **Arts & Sciences**Contact Person: **Malcolm Jason**Prefix: **COMM**Create New, Revise, Inactivate, or Reactivate: **New**Course #: **240****Course Form:**

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

**1. Purpose/Justification for the Changes:**

Create new course, COMM 240: Interpersonal Communication. This will allow for a new, introductory-level interpersonal communication course in the department, and will bring us further in line with KBOR institutions that also offer an introductory human communication course.

**2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.**

☐ Yes☒ No**3. Is this course to be considered for General Education?**

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

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

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

☒ Yes☐ No**5. Will additional resources or costs be required?**☐ Yes☒ No

If so, what will be needed?

**PSU Faculty Senate 24-25**

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes ☒ No

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

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

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Interpersonal Communication
Course Number:		COMM 240
Credits:		3
Grading System:	Select One	A-F, IN
Pre/Co-Requisite(s):		None
Course Description:		Survey course in interpersonal communication theory. Application of communication theory to professional and interpersonal situations.

PSU Faculty Senate 24-25

**Authorization Sign-Off****Checklist: Check once verified.**

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

**-Approved: Department Chair/Director**Date: 1/27/25

Signature, Chair/Director:

Troy D. Comeau**-Approved: College Curriculum Committee**Date: 3/4/25

Signature, Committee Chair:

Chris Childers**-Approved: Dean of College**Date: 3/4/25

Signature, Dean:

Chris Childers**-Approved: Council for Teacher Education (if applicable)**

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

**-Approved: University Undergraduate Curriculum Committee**Date: 5/7/25

Signature, Committee Chair:

Ryan**-Approved: Faculty Senate**

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

# **Pittsburg State University**

Course Syllabus

COMM 240: Interpersonal Communication

## **Course Information**

Term: Fall 2025

Delivery Method: In-Person

Credit Hours: 3

Meeting Time: M/W/F 8:00a – 8:50a

Meeting Location: Grubbs Hall, Room 309

## **Instructor Information**

Name: Dr. Malcolm Jason

Office: Grubbs Hall 212E

E-Mail: [mjason@pittstate.edu](mailto:mjason@pittstate.edu)

Office Hours:

M / W: 10:00a – 12:00p

T / Th: 9:30a – 12:00p

F: 10:00a – 11:00a

Please use this link to schedule office hours with me: [Office Hours Spring 2025](#)

\*Note: I do not return e-mails after 5p or on weekends. This is for my benefit and for yours - we all have lives outside of this course, as we should! I will respond to all e-mails received after 5p by 10a the following morning, or by 10a on Monday mornings for weekend e-mails.

## **Course Details**

Catalog Description: Survey course in interpersonal communication theory. Application of communication theory to professional and interpersonal situations.

Instructor Description: This course is about relationships. This is not just limited to intimate partner relationships, although we will discuss this as well. We will also discuss family, friends, workplace relationships, and more. We will explore relationship formation, maintenance, and dissolution. We will also talk about conflict in relationships and how we can become better communicators across all of the relationships in our lives.

## **Course Materials**

Required: Wrench, J. S., Punyanunt-Carter, N. M., & Thweatt, K. S. *Interpersonal Communication*. Creative Commons.

- This book is an Open Education Resource (OER), meaning it is **free** for students. Use this link to access your textbook:  
<https://milnepublishing.geneseo.edu/interpersonalcommunication/>

## Course Objectives

By the end of this course, students will be able to:

- Understand the basic foundations of communication within interpersonal relationships;
- Distinguish between different types of relationships and the appropriate communication patterns for them;
- Explain different theoretical concepts related to interpersonal communication;
- Develop a clear and critical understanding of the ways that communication profoundly impacts our personal, professional, and civic lives.

## Communication Department Mission

The Department of Communication at Pittsburg State University provides an integrated program of preparation for careers in strategic communication, multimedia journalism, media production, human communication, theatre, and communication education. The activities and programs uniquely available from the department reflect a multicultural and interdisciplinary perspective commensurate with the goals of a liberal education for students. The same unique activities and programs provide services for the University, the community and the region. The department is committed to promoting the ideals of freedom of expression, and at the same time developing an understanding in our students of the significance of responsible communication in society. The department fully endorses an active approach to learning.

## Communication Department Vision

It is the vision of the Department of Communication to provide a high quality, individualized education that prepares our students for a professional life in Communication and its cognate disciplines. We envision our students developing the ability to understand and critically analyze their worlds to provide a base for life-long learning. Our vision includes support for ongoing contributions to our discipline and to the citizens of the region from our faculty and students. We seek managed growth consistent with the support provided by the University.

## Assignments

- **Quizzes** – 150 pts. (3 @ 50 pts. each). During our course, you will take three quizzes covering course materials. These quizzes will be multiple-choice, true-false, and short answer.

- **Essays** – 90 pts. (3 @ 30 pts. each). During our course, you will write three brief essays (3-5 pages double-spaced) connecting course materials to your lived experience. Each essay will have a specific prompt provided during the semester.
- **Meet With Me** – 20 pts. (2 @ 10 pts. each). Twice during the semester, you will set up a time to come see me for a 15-minute time slot during my office hours. These visits are a content element of our course – we are learning how to build relationships, and that includes with professors! More details will be given on this assignment in class.
- **Chapter KIRAs** - 140 pts. (14 @ 10 pts. each). For each chapter of our text, you must complete a KIRA (Keywords, Insights, Resource, and Application). This will be explained further in class. Each chapter KIRA is worth 10 points.
- **Final Documentary** – 100 pts. During our final exam time, you will present a multimedia documentary video that you create about a friend and your relationship with them. The video should incorporate some elements of interpersonal communication that we have discussed in class. More details will be given throughout the semester.

## Grade Distribution

Your grade in this course will be based on the following point breakdown:

Assessment	Number	Point Value	Total Points
Quizzes	3	50	150
Essays	3	30	90
Meet With Me	2	10	20
Chapter KIRAs	14	10	140
Final Documentary	1	100	100
		<b>Total Course Points</b>	<b>500</b>

## Grading Responsiveness

The instructor commits to grading assignments and examinations in a timely manner, usually within one week. Any exceptions to this commitment will be communicated to students by the instructor.

## Grading Scale

A = 450 - 500 pts.

B = 400 - 449 pts.



C = 350 - 399 pts.

D = 300 - 349 pts.

F = 0 - 299 pts.

## Late Policy

**Quizzes** – Must be taken on the day assigned in class or will be 0.

**Essays** – Due on the assigned date. After the due date, each day that the assignment is late will result in a 5% point reduction. After 7 days, the assignment cannot be submitted and will be a 0.

**Meet With Me** – The first Meet With Me must be completed by the end of Week 8, or will be 0. The second Meet With Me must be completed by the end of Week 15, or will be 0. **Meet With Me's cannot be held during Week 1 or during Finals Week.**

**Chapter KIRAs** – KIRAs are due **the day we discuss that chapter in class at our class time (8a)** – see course schedule. After the due date, each day that the assignment is late will result in a 5% point reduction. After 7 days, the assignment cannot be submitted and will be a 0.

**Final Documentary** – The final documentary will be shown during our final exam time. **It cannot be turned in late for any reason.**

## Course Specific Attendance Policy

Attendance in this course is mandatory. To facilitate this, attendance **will** be a part of the final grade you are given for this course. This is how attendance will affect your final grade:

- In Canvas, you will see a column labeled “Attendance” with a current grade of 100%.
  - Each class period in our course is worth 2.2% (100% divided by 44 total class periods).
  - For each class period you miss, you will see that percentage grade for “Attendance” go down 2.2%.
  - The “Attendance” column in Canvas is the **maximum course grade you can receive**. It does not directly contribute to your total course grade – instead, think of it as a theoretical maximum you can get for a final grade.

Example: Student A misses 7 total class periods during the semester. This means Student A's “Attendance” column will display as 84.6% (7 absences X 2.2% per absence = 15.4%. 100% - 15.4% = 84.6%). Therefore, 84.6% is the **maximum** grade Student A can receive for the course, even if they score 100% on all of their other assignments/quizzes. Conversely, if the student

were to receive 80% on all assignments/quizzes, their grade will still be 80% - they are not deducted 15.4% from their final grade, it merely provides a cap to their maximum possible grade.

## **Academic Integrity**

### **Dishonesty in Academic Work Academic Misconduct**

Education at the university level requires intellectual integrity and trust between faculty and students. Professors are obliged to master their subject and present as fair an account of it as possible. For their part, students are obliged to make an honest effort to fulfill both the letter and the spirit of course requirements. Academic misconduct violates both integrity and trust. It jeopardizes the effectiveness of the educational process and the reliability of publicly reported records of achievement.

Academic misconduct by a student is defined as unethical activity associated with course work or grades.

It includes, but is not limited to:

1. Giving or receiving unauthorized aid on examinations,
2. Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments,
3. Submitting the same work for more than one course without the instructor's permission,
4. Plagiarism. Plagiarism is defined as using ideas or writings of another and claiming them as one's own. Copying any material directly (be it the work of other students, professors, or colleagues) or copying information from print or electronic sources (including the internet) without explicitly acknowledging the true source of the material is plagiarism. Plagiarism also includes paraphrasing another individuals' ideas or concepts without acknowledging their work, or contribution, and
5. Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be individual, rather than group, work. Hence, copying from other students' quizzes or exams, as well as presenting as one's own work an assignment prepared wholly or in part by another is in violation of academic honesty.

The above guidelines do not preclude group study for exams, sharing of sources for research projects, or students discussing their ideas with other members of the class unless explicitly prohibited by the instructor. Since the violation of academic honesty strikes at the heart of the

educational process, it is subject to the severest sanctions, up to and including receiving an "F" or "XF" (an "XF" indicates the "F" was the result of academic dishonesty) for the entire class or dismissal from the university.

When an instructor has a reasonable good faith belief that a student(s) has committed academic misconduct, that instructor, in accordance with their course syllabus, has the sole discretion to give the student an F on the assignment/test to which the student committed academic misconduct or an F for the entire course. If an instructor's response to alleged academic misconduct negatively affects the student's final grade in the course, that student(s) may appeal the final grade pursuant to the current Pittsburg State University Catalog's Grade Appeal process.

When the instructor wishes to impose an XF, and/or more severe sanctions, he or she must first notify their department chair, dean, and the University's Academic Honesty Committee Chairperson via the institution's online academic misconduct form. In addition, the same procedure applies if similar sanctions seem warranted for a student(s) or former student(s) who have assisted in acts of academic misconduct.

For any Pittsburg State University Discipline proceedings, the "preponderance of evidence" standard of proof will be utilized. A preponderance of evidence standard evaluates whether it is more likely than not, based on the evidence available, that a violation occurred.

## Course-Specific AI Policy

For this course, you may not use AI for any assignments. Any use of AI will be considered an instance of plagiarism. Each case of plagiarism will be discussed with the instructor to determine appropriate penalties.

In short, don't use AI – I want to hear your thoughts, not ChatGPT's.

## Syllabus Supplement

Syllabus Supplement Spring 2025

## Course Schedule (subject to change)

Week	Topic	Readings/Assignments
Week 1 (1/21-24)	Intro to COMM 240	M: No Class – MLK Jr. Day W: Read Syllabus

		F: Read Preface
Week 2 (1/27-31)	Intro to Human Comm.	M: Read Ch. 1 W: Discussion F: Discussion
Week 3 (2/3-7)	Overview	M: Read Ch. 2 W: Discussion F: Discussion
Week 4 (2/10-14)	Intrapersonal Comm.	M: Read Ch. 3 W: Discussion F: Discussion
Week 5 (2/17-21)	Verbal and Nonverbal Comm.	M: Read Ch. 4 W: Read Ch. 5 F: Discussion Su: <b>Essay 1 Due</b>
Week 6 (2/24-28)	Quiz Week	M: Quiz 1 Prep W: <b>Quiz 1</b> F: Quiz 1 Review
Week 7 (3/3-7)	Culture and Environment	M: Read Ch. 6 W: Discussion F: Discussion
Week 8 (3/10-14)	Talking and Listening	M: Read Ch. 7 W: Discussion F: Discussion
<b>3/15-23: Spring Break (No Classes)</b>		
Week 9 (3/24-28)	Building Relationships & Conflict	M: Read Ch. 8 W: Read Ch. 9 F: Discussion
Week 10 (3/31-4/4)	Friendship	M: Read Ch. 10 W: Discussion F: Discussion Su: <b>Essay 2 Due</b>
Week 11 (4/7-11)	Quiz Week	M: Quiz 2 Prep W: <b>Quiz 2</b> F: Quiz 2 Review

Week 12 (4/14-18)	Family & Marriage Comm.	M: Read Ch. 11 W: Discussion F: Discussion
Week 13 (4/21-25)	Mediated and Work Comm.	M: Read Ch. 12 W: Read Ch. 13 F: Discussion
Week 14 (4/28-5/2)	The Dark Side of Comm.	M: Read Ch. 14 W: Discussion F: Discussion Su: <b>Essay 3 Due</b>
Week 15 (5/5-9)	Quiz Week	M: Quiz 3 Prep W: <b>Quiz 3</b> Th: Quiz 3 Review
Finals Week (5/12-16)	Monday, May 12th, 8:00a – 9:50a, Grubbs 309 <b>Final Documentary Presentations</b>	



PSU Faculty Senate 24-25

**Curriculum Revision Form**

Effective Date: FALL

Submission Date: 01/27/2025

Department: Communication

College of: Arts &amp; Sciences

Contact Person: Malcolm Jason

Minor Required? Yes

Revision

Major/Minor/Emphasis/Certification Name:

Communication: Core; Communication: COMM Ed; Communication: Human Communication

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

**Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**  
Used to change program name and/or curriculum, effective the upcoming academic catalog.  
Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

**1. Describe your Changes:**

Revise Communication core:

1. Remove "COMM 530" from the "Choose 2 of the following" core course area
2. Add "COMM 240" to the "Choose 2 of the following" core course area

Revise both Human Communication and Communication Education emphasis areas:

1. Remove "COMM 530" from required courses
2. Add "COMM 240" to required courses
3. \*Human Communication only\*: Add COMM 530 to list of "Choose 2 of the following" elective options.

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

COMM 240 will serve as a more introductory-level course on key interpersonal communication concepts. This curriculum revision replaces the current requirement, COMM 530, with the new course, COMM 240, throughout the curriculum. COMM 530 will now serve as an advanced interpersonal communication course and will be added as an elective options within the Human Communication emphasis area.

**3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "College Curriculum Legislation" in SharePoint.**

☒ Yes ☐ No

**PSU Faculty Senate 24-25**

4. If this change affects any other department on campus, please attach any email notifications between departments.

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

**Definition of an Emphasis**

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

**Definition of a Minor**

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

**Definition of Certificate Program**

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.



PSU Faculty Senate 24-25

**Authorization Sign-Off Sheet****Checklist: Check once verified.**

<input checked="" type="checkbox"/>	Program guide from current catalog.
<input checked="" type="checkbox"/>	Academic Planning Excel attached. 120
<input checked="" type="checkbox"/>	Credit hours met.
<input checked="" type="checkbox"/>	Course Id's match Course names. Course
<input checked="" type="checkbox"/>	hours are correct.
<input checked="" type="checkbox"/>	Listed courses are currently active. Needed
<input type="checkbox"/>	Documentation attached.

-Approved: Department Chair/Director

Date: 1/27/25Signature: Troy O. Combs

-Approved: College Curriculum Committee

Date: 3/4/25Signature: Christopher Childers

-Approved: Dean of College

Date: 3/4/25Signature: Christopher Childers

-Approved: Council for Teacher Education (if applicable)

Date: 4/2/25Signature: J. L. O'Leary

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25Signature: B. J. H.

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

## Bachelor of Science Degree with a Major in Communication

**Degree:** Bachelor of Science

**Major:** Communication

**Emphasis available:** Communication Education,  
Human Communication, Media Production, Multimedia  
Journalism, Strategic Communication, Theatre

A student seeking a Bachelor of Science degree with a major in communication will choose one area of professional emphasis from the following: Communication Education, Human Communication, Media Production, Multimedia Journalism, Strategic Communication or Theatre.

This degree requires the completion of a minor with the exception of the Communication Education emphasis, which will take the sequence of professional education requirements.

### Core Requirements (18 hours)

- \_\_\_ COMM-199 Introduction to Communication Careers (1 hour)
- \_\_\_ COMM-200 Introduction to Mass Communication (3 hours)
- \_\_\_ COMM-399 Communication Career Development (1 hour)
- \_\_\_ COMM-629 Theories of Human Communication (3 hours)
- \_\_\_ COMM-699 Communication Careers in Society (1 hour)

### Select 6 hours from the following:

- \_\_\_ COMM-307 Introduction to Persuasive Communication (3 hours)  
*Must be taken by Communication Education and Human Communication emphases.*
- \_\_\_ COMM-450 Small Group Communication (3 hours)  
*Must be taken by Communication Education and Human Communication emphases.*
- \_\_\_ COMM-530 Interpersonal Communication (3 hours)

### Select 3 hours from the following:

- \_\_\_ COMM-274 Introduction to Audio and Video Production (3 hours)  
*Must be taken for Communication Education, Multimedia Journalism, Media Production, and Strategic Communication emphases.*
- \_\_\_ COMM-276 Photojournalism I (3 hours)
- \_\_\_ COMM-537 Integrated Electronic Communication (3 hours)  
*Must be taken for Strategic Communication emphasis.*

### Professional Career Emphasis

Select one emphasis from the following six areas:

## Communication Education Emphasis

### Communication Education, 31 hours

- \_\_\_ COMM-205 Performance Studies (3 hours)
- \_\_\_ COMM-254 Acting (3 hours)
- \_\_\_ COMM-309 Forensic Practices (\_\_\_) (1-3 hours)

*Note: Split between Debate Theory (2 hours) and Field Experience (2 hours).*

- \_\_\_ COMM-363 Stagecraft (3 hours)
- \_\_\_ COMM-367 Oral Interpretation of Literature (3 hours)
- \_\_\_ COMM-395 Theatre History (\_\_\_) (3 hours)
- \_\_\_ COMM-479 Techniques for Teaching Speech and Theatre (3 hours)
- \_\_\_ COMM-530 Interpersonal Communication (3 hours)
- \_\_\_ COMM-544 Stage Direction (3 hours)

### Select 3 hours from:

- \_\_\_ COMM-463 Technical Production (3 hours)
- \_\_\_ COMM-605 Drama Studies (\_\_\_) (3 hours)

### Professional Education Requirements, 18 hours

*See notes \*1*

- \_\_\_ EDUC-261 Explorations in Education (3 hours)
- \_\_\_ PSYCH-155 General Psychology (3 hours)
- \_\_\_ PSYCH-263 Developmental Psychology (3 hours)
- \_\_\_ PSYCH-357 Educational Psychology (3 hours)

*Note: Must be admitted to Teacher Education to enroll.*

- \_\_\_ SPED-510 Overview of Inclusive Education (3 hours)
- \_\_\_ EDUC-520 Methods and Materials for Academic Literacy (3 hours)

*Note: Must be admitted to Teacher Education to enroll.*

*Notes \*1: Admission to Teacher Education (2nd semester sophomore, 1st semester junior).*

### Professional Semester, 16 hours

- \_\_\_ EDUC-458 Methods and Curriculum (3 hours)
- \_\_\_ EDUC-464 Measurement and Evaluation (2 hours)
- \_\_\_ EDUC-475 Supervised Clinical Experience (9 hours)
- \_\_\_ COMM-579 Supervised Student Teaching and Follow-Up of Teachers (2 hours)

### Electives, 3 hours

### Human Communication

- \_\_\_ COMM-438 Gender Communication (3 hours)
- \_\_\_ COMM-530 Interpersonal Communication (3 hours)
- \_\_\_ COMM-601 Intercultural Communication (3 hours)
- \_\_\_ COMM-717 Research Procedures in Communication (3 hours)
- \_\_\_ COMM-755 Organizational Communication (3 hours)

### Select 3 hours from the following:

- \_\_\_ COMM-480 Exploration in Communication (\_\_\_) (3 hours)
- \_\_\_ COMM-795 Issues in Communication (\_\_\_) (3 hours)

## Electives (18 hours)

See notes \*2

Notes \*2: Any Communication course; 9 of 18 hours must be upper-division courses; students are encouraged to seek advisement for elective selection. COMM 690 Internship in Communication is recommended for all professional career emphasis areas.

## Media Production

- ☐ COMM-474 Promotional and Corporate Video Production (3 hours)
- ☐ COMM-475 Audio Production (3 hours)
- ☐ COMM-575 Broadcast Journalism (3 hours)
- ☐ COMM-715 Documentary Production (3 hours)
- ☐ COMM-733 Independent Video Production (3 hours)

Select 3 hours from the following:

- ☐ COMM-390 Sports Broadcasting I (3 hours)
- or ☐ COMM-713 Live Remote Production (3 hours)

## Electives (18 hours)

See notes \*3

Notes \*3: Any Communication course; 9 of 18 hours must be upper-division courses; students are encouraged to seek advisement for elective selection. COMM 690 Internship in Communication is recommended for all professional career emphasis areas.

## Multimedia Journalism

- ☐ COMM-225 Reporting (3 hours)
- ☐ COMM-276 Photojournalism I (3 hours)
- ☐ COMM-575 Broadcast Journalism (3 hours)
- ☐ COMM-826 Law of Mass Communication (3 hours)
- ☐ COMM-837 Contemporary Journalism (3 hours)

Select 3 hours from the following:

- ☐ COMM-335 Feature and Opinion Writing (3 hours)
- ☐ COMM-535 Photojournalism II (3 hours)

## Electives (18 hours)

See notes \*4

Notes \*4: Any Communication course; 9 of 18 hours must be upper-division courses; students are encouraged to seek advisement for elective selection. COMM 690 Internship in Communication is recommended for all professional career emphasis areas.

## Strategic Communication

- ☐ COMM-277 Introduction to Strategic Communication (3 hours)
- ☐ COMM-418 Social Influence and Persuasion (3 hours)
- ☐ COMM-576 Media Writing and Copy (3 hours)
- ☐ COMM-717 Research Procedures in Communication (3 hours)
- ☐ COMM-765 Strategic Planning and Communication Campaigns (3 hours)
- ☐ COMM-775 Case Studies in Strategic Communication (3 hours)

## Electives (18 hours)

See notes \*5

Notes \*5: Any Communication course; 9 of 18 hours must be upper-division courses; students are encouraged to seek advisement for elective selection. COMM 690 Internship in Communication is recommended for all professional career emphasis areas.

## Theatre

- ☐ COMM-205 Performance Studies (3 hours)
- ☐ COMM-254 Acting (3 hours)
- ☐ COMM-395 Theatre History ( ) (3 hours)
- ☐ COMM-544 Stage Direction (3 hours)
- ☐ COMM-605 Drama Studies ( ) (3 hours)

Select 3 hours from the following:

- ☐ COMM-363 Stagecraft (3 hours)
- ☐ COMM-463 Technical Production (3 hours)

## Electives (18 hours)

See notes \*6

Notes \*6: Any Communication course; 9 of 18 hours must be upper-division courses; students are encouraged to seek advisement for elective selection. COMM 690 Internship in Communication is recommended for all professional career emphasis areas.

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Revised: 11/12/2024

**Make sure to attach the program guide from current catalog! (For Revised Curriculum)**

<https://www.pittstate.edu/registrar/catalog>

## Academic Planning Document for 2025-2026

**Major/Emphasis/Minor/Certificate - B.S., Communication. Change to Core-applies to all emphases (Communication Education, Theatre, Human Communication, Strategic Communication, Media Production, Multimedia Journalism)**

[illegible]



**Make sure to attach the program guide from current catalog! (For Revised Curriculum)**

<https://www.pittstate.edu/registrar/catalog>

### Academic Planning Document for 2025-2026

**Major/Emphasis/Minor/Certificate - B.S., Communication, Communication Education Emphasis**

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>18</b>
COMM	199	Introduction to Communication Careers	1
COMM	200	Introduction to Mass Communication	3
COMM	399	Communication Career Development	1
COMM	629	Theories of Human Communication	3
COMM	699	Communication Careers in Society	1
Select 6 hours from the following:			<b>6</b>
COMM	307	Introduction to Persuasive Communication	
Must be taken by Communication Education and Human Communication emphases.			
COMM	450	Small Group Communication	
Must be taken by Communication Education and Human Communication emphases.			
COMM	<del>240</del>	Interpersonal Communication	
Select 3 hours from the following:			<b>3</b>
COMM	274	Introduction to Audio and Video Production	
Must be taken for Communication Education, Multimedia Journalism, Media Production and Strategic Communication emphases.			
COMM	276	Photojournalism I	
COMM	537	Integrated Electronic Communication	
Must be taken for all Strategic Communication emphases.			
<b>Support Courses -</b>			<b>34</b>
Professional Education Requirements, 18 hours			
EDUC	261	Explorations in Education	3
PSYCH	155	General Psychology	3
PSYCH	263	Developmental Psychology	3
PSYCH	357	Educational Psychology	3
Must be admitted to Teacher Education to enroll.			
SPED	510	Overview of Inclusive Education	3
EDUC	520	Methods and Materials for Academic Literacy	3
Must be admitted to Teacher Education to enroll.			
Admission to Teacher Education (2nd semester sophomore, 1st semester junior).			
Professional Semester, 16 hours			
EDUC	458	Methods and Curriculum	3
EDUC	464	Measurement and Evaluation	2

EDUC	475	Supervised Clinical Experience	9
EDUC	579	Supervised Student Teaching and Follow-Up of Teachers	2
<b>Emphasis Courses - Communication Education</b>			<b>31</b>
COMM	205	Performance Studies	3
COMM	<del>240</del>	Interpersonal Communication	3
COMM	254	Acting	3
COMM	309	Forensic Practices ( )	4
Split between Debate Theory (2 hours) and Field Experience (2 hours).			
COMM	363	Stagecraft	3
COMM	367	Oral Interpretation of Literature	3
COMM	395	Theatre History ( )	3
COMM	479	Techniques for Teaching Speech and Theatre	3
COMM	544	Stage Direction	3
Select 3 hours from the following:			3
COMM	463	Technical Production	
or			
COMM	605	Drama Studies	
<b>Elective Courses -</b>			<b>3</b>
		Students planning to teach should become familiar with the current Regulations for Certifying School Personnel, issued by The State Board of Education. Information concerning these regulations may be obtained from the Director of Teacher Education, 110 Hughes Hall, Pittsburg State University. See Admission to Professional Semester for professional education grade point requirements0	3
<b>Total Credit Hours -</b>			<b>86</b>
<b>Minor -</b>			
<b>General Education, 34-35 hours -</b>			<b>34</b>
<b>Total Credit Hours:</b>			<b>120</b>

Be sure all information is correct and courses are active before submitting.

Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.

Your legislation will be returned if either is found.

**Make sure to attach the program guide from current catalog! (For Revised Curriculum)**

<https://www.pittstate.edu/registrar/catalog>

### Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - B.S., Communication, Human Communication Emphasis

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>18</b>
COMM	199	Introduction to Communication Careers	1
COMM	200	Introduction to Mass Communication	3
COMM	399	Communication Career Development	1
COMM	629	Theories of Human Communication	3
COMM	699	Communication Careers in Society	1
Select 6 hours from the following:			6
COMM	307	Introduction to Persuasive Communication	
Must be taken by Communication Education and Human Communication emphases.			
COMM	450	Small Group Communication	
Must be taken by Communication Education and Human Communication emphases.			
COMM	240	Interpersonal Communication	
Select 3 hours from the following:			3
COMM	274	Introduction to Audio and Video Production	
Must be taken for Communication Education, Multimedia Journalism, Media Production and Strategic Communication emphases.			
COMM	276	Photojournalism I	
COMM	537	Integrated Electronic Communication	
Must be taken for all Strategic Communication emphases.			
<b>Support Courses -</b>			<b>0</b>
<b>Emphasis Courses - Human Communication</b>			<b>18</b>
COMM	240	Interpersonal Communication	3
COMM	438	Gender Communication	3
COMM	601	Intercultural Communication	3
COMM	717	Research Procedures in Communication	3
COMM	755	Organizational Communication	3
Select 3 hours from the following:			3
COMM	480	Exploration in Communication ( )	
or			
COMM	795	Issues in Communication ( )	
<b>Elective Courses -</b>			<b>29</b>
Select 18 hours of any communication courses			18
9 of 18 hours must be upper-division courses			
Students are encouraged to seek advisement for elective selection			
COMM 690 Internship in Communication is recommended for all professional career emphasis areas.			







## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: February 17, 2025

Department: English and Modern Languages

College of: **Arts & Sciences**

Contact Person: Troy Comeau

Prefix: **ENGL**

Create New, Revise, Inactivate, or Reactivate: **New**

Course #: **011**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

This is the new ENGL corequisite support course mandated by KBOR.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☒ Yes

☐ No

4. Will this course be required of any education majors?

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

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

Staffing for required sections of the new course.

*PSU Faculty Senate 24-25*

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐ Yes

☒ No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		College Reading and Writing Workshop
Course Number:		011
Credits:		3
Grading System:	Select One	Select One
Pre/Co-Requisite(s):		ENGL 101
Course Description:		ENGL 011 is a three-credit reading and writing workshop designed to develop students' academic literacy while supporting completion of ENGL 101. Taken concurrently with ENGL 101. Offered on A, B, C, No Credit basis only.

## Authorization Sign-Off

Checklist: Check once verified.

<input checked="" type="checkbox"/>	Required fields completed.
<input checked="" type="checkbox"/>	Syllabus attached for new courses
<input checked="" type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 2/21/25

Signature, Chair/Director: \_\_\_\_\_

*Troy O. Connors*

-Approved: College Curriculum Committee

Date: 4/2/25

Signature, Committee Chair: \_\_\_\_\_

*Chris Childers*

-Approved: Dean of College

Date: 4/2/25

Signature, Dean: \_\_\_\_\_

*Chris Childers*

-Approved: Council for Teacher Education (if applicable)

Date: 5/8/25

Signature, Council Chair: \_\_\_\_\_

*John C. [Signature]*

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: \_\_\_\_\_

*[Signature]*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

**ENGL 011 College Reading and Writing Workshop**  
**3 credit hours**

**Catalog Description:** ENGL 011 is a three-credit reading and writing workshop designed to develop students' academic literacy while supporting completion of ENGL 101. Taken concurrently with ENGL 101. Offered on A, B, C, No Credit basis only.

**Course Objectives**

This course is designed to

- Improve students' reading speed and accuracy
- Enhance students' ability to use knowledge of text structures, academic and subject-specific vocabulary, and academic writing conventions to understand challenging texts
- Develop students' awareness of their own mental state while reading and use of problem-solving approaches to addressing points of confusion
- Develop students' understanding and use of effective strategies for approaching writing tasks
- Develop students' reading and writing stamina
- Develop transferable reading and writing strategies

**Instructional Methods**

The course will emphasize direct instruction and independent practice in reading comprehension at the college level, students' self-awareness of their own reading processes and reading comprehension, experience with a range of writing processes for academic writing, situation-specific writing instruction, and immediate feedback on in-class drafts.

**Assessment**

The course grade will be based on reading quizzes, in-class writing, homework, and attendance.



Outlook

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**Re: CTE Signatures**

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**From** Byron McKay <bmckay@pittstate.edu>

**Date** Wed 5/7/2025 10:28 AM

**To** Karen Lasota <klasota@pittstate.edu>

**Cc** Michelle Hensley <mhensley@pittstate.edu>

 2 attachments (934 KB)

COMM 240\_rev.pdf; ENGL 011\_new.pdf;

Karen,

If we can get this approved by CTE this week, that way they will make it into the fall catalog, I would appreciate it. I have already signed from the University Committee.

I believe COMM 240 will be required of Communication Ed emphasis majors. I assume it will take the place of COMM 530, or at least be prerequisite to it as an interpersonal communication course.

ENGL 011 is a companion course for ENGL 101. I wasn't sure if it needed CTE approval, but Ed majors may have to take it and other companion courses received CTE approval. This is a KBOR mandated project.

Thank you!

Dr. Byron McKay  
Pittsburg State University  
Associate Professor, Technology & Engineering Education  
620-235-4379

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**From:** Karen Lasota <klasota@pittstate.edu>

**Sent:** Tuesday, May 6, 2025 3:44 PM

**To:** Byron McKay <bmckay@pittstate.edu>

**Subject:** Re: CTE Signatures

Byron,

Let me know what you find out. I can check with Dr. Oppliger to see if he's ok with an email ballot once you find out.

Karen

Karen LaSota  
Executive Associate  
College of Education Dean's Office  
620-235-4517  
klasota@pittstate.edu  
<https://www.pittstate.edu/education/>





## Faculty Senate Notification Form

Effective Date: Fall 2025

Submission Date: March 13, 2025

Department: English & Modern Languages

College of: Arts & Science

Contact Person: Chris Anderson

Course/Program Name: English

**Notification Form** – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

### 1. Purpose/Justification for this notification:

The English program wishes to add a prerequisite to each of our 500-700 level literature courses. We offer several 300-level literature courses (ENGL 304, 311, 312, 313, 316) that include foundational instruction in literary analysis and writing about literature. Requiring one of these courses prior to taking 500+ level courses will provide students with fundamental skills in writing and analysis, preparing them for more advanced classes. In special circumstances, a student may also enroll in a 500+ literature course with permission of the instructor. ENGL 380 (Environmental Literature) will also allow BSRM 200 as a prerequisite option.

Upper-level courses adding a prerequisite requirement:

ENGL 555: Topics in Literature  
ENGL 560: British Genre  
ENGL 565: American Genre  
ENGL 567: Topics in British Literature  
ENGL 568: Topics in American Literature  
ENGL 569: Topics in International Literature  
ENGL 580: Environmental Literature  
ENGL 582: African American Literature  
ENGL 619: Shakespeare  
ENGL 755: Topics in Literature

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? No If "yes", please provide documentation (ex. email).

Modality of Program:	Existing	New/Proposed
	Select One	Select One
Admission Requirements:		
Pre/Co-Requisite(s):	None for ENGL 555, 560, 565, 580, 755, 771, 772. For ENGL 619: ENGL 241 British Literature I	For all courses except ENGL 580: ENGL 304, 311, 312, 313, or 316; or permission of instructor; or graduate status.
Other:		

### Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/14/25

Signature, Chairperson: \_\_\_\_\_

*Troy D. Comeau*

-Approved: Dean of College

Date: 4/2/25

Signature, Dean: \_\_\_\_\_

*Chris Childers*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **9/25/2024**

Department: **Math and Physics**

College of: **Arts & Sciences**

Contact Person: **Tim Flood**

Prefix: **MATH**

Create New, Revise, Inactivate, or Reactivate: **New**

Course #: **033**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

KBOR is requiring co-requisite support for each course in the state-wide general education Math Pathway Courses..

According to KBOR policy these co-requisite supports **MUST** be included in the Fall 2025 Course Schedule.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☒ Yes ☐ No

4. Will this course be required of any education majors?

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

☒ Yes ☐ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

Staffing to cover these additional sections.

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐ Yes ☒ No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Exsisting	New/Proposed
Title:		Quantitative Reasoning Supplement
Course Number:		MATH 033
Credits:		1
Grading System:	Select One	Pass/No Credit
Pre/Co-Requisite(s):		MATH 133 Quantitative Reasoning
Course Description:		This course is designed to provide co-requisite support in Quantitative Reasoning and to enhance a student's learning experience. Offered on a Pass-No Credit basis only. Not counted toward the total hours required for a degree.

## Authorization Sign-Off

### Checklist

<input checked="" type="checkbox"/>	Required fields completed.
<input checked="" type="checkbox"/>	Syllabus attached for new courses
<input checked="" type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 9/27/24

Signature, Chair/Director: Tim Flood



-Approved: College Curriculum Committee

Date: 11/6/24

Signature, Committee Chair: Christopher Childers



-Approved: Dean of College

Date: 11/6/24

Signature, Dean: Christopher Childers



-Approved: Council for Teacher Education (if applicable)

Date: 4/2/25

Signature, Council Chair: John C. Pappas



-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: Ryan



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

**MATH 033 Quantitative Reasoning Supplement (1 credit hour)**  
**Online Delivery**

**Catalog Description:** This course is designed to provide co-requisite support in Quantitative Reasoning and to enhance a student's learning experience. Offered on a Pass-No Credit basis only. Not counted toward the total hours required for a degree.

**Objective:** The objective of this course is to provide just-in-time support for students in Quantitative Reasoning.

**Assessment:** The modules in this course are designed to help students successfully complete the homework assignments and tests in Quantitative Reasoning. Failure to successfully complete at least 80% of the modules by the required deadline will result in a grade of No Credit.

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **9/25/2024**

Department: **Math and Physics**

College of: **Arts & Sciences**

Contact Person: **Tim Flood**

Prefix: **MATH**

Create New, Revise, Inactivate, or Reactivate: **New**

Course #: **043**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

KBOR is requiring co-requisite support for each course in the state-wide general education Math Pathway Courses..

According to KBOR policy these co-requisite supports **MUST** be included in the Fall 2025 Course Schedule.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☒ Yes ☐ No

4. Will this course be required of any education majors?

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

☒ Yes ☐ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

Staffing to cover these additional sections.

*PSU Faculty Senate 24-25*

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐ Yes

☒ No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Exsisting	New/Proposed
Title:		Elementary Statistics Supplement
Course Number:		<b>MATH 043</b>
Credits:		<b>1</b>
Grading System:	<b>Select One</b>	<b>Pass/No Credit</b>
Pre/Co-Requisite(s):		MATH 143 Elementary Statistics
Course Description:		This course is designed to provide co-requisite support in Elementary Statistics and to enhance a student's learning experience. Offered on a Pass-No Credit basis only. Not counted toward the total hours required for a degree.



## Authorization Sign-Off

### Checklist

<input checked="" type="checkbox"/>	Required fields completed.
<input checked="" type="checkbox"/>	Syllabus attached for new courses
<input checked="" type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 9/27/24

Signature, Chair/Director: Tim Flood



-Approved: College Curriculum Committee

Date: 11/6/24


Signature, Committee Chair: Christopher Childers



-Approved: Dean of College

Date: 11/6/24

Signature, Dean: Christopher Childers



-Approved: Council for Teacher Education (if applicable)

Date: 4/2/25


Signature, Council Chair: John Opler



-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: Ryan



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

**MATH 043 Elementary Statistics Supplement (1 credit hour)**  
**Face-to-Face Delivery**  
**1:00-1:50 TTh**

**Catalog Description:** This course is designed to provide co-requisite support in Elementary Statistics and to enhance a student's learning experience. Offered on a Pass-No Credit basis only. Not counted toward the total hours required for a degree.

**Objective:** The objective of this course is to provide just-in-time support for students in Elementary Statistics.

**Assessment:** This course is designed as an experiential course, so attendance and participation are critical. Failure to participate or more than 3 unexcused absences will result in a grade of No Credit.

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: 3/10/2025

Department: HPASS

College of: **Arts & Sciences**

Contact Person: Kristen Humphrey

Prefix: **SWK**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **250**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We need to add to our course description to avoid having students in the class who have taking SWK 221 because of the substantial overlap.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes ☒ No

4. Will this course be required of any education majors?

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

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐ Yes ☒ No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Exsisting	New/Proposed
Title:	Relationship Skills	
Course Number:	<b>SWK 250</b>	
Credits:	<b>3</b>	
Grading System:	<b>A-F, IN</b>	<b>Select One</b>
Pre/Co-Requisite(s):		
Course Description:	<p>The purpose of the course is to learn to work and play well with others, which is essential to the human experience. This course focuses on developing the skills you need to build and sustain personal and professional relationships, take care of your own thoughts and feelings, and resolve conflicts with other people. Additionally, the course strives to integrate practical models of life skills into daily life, promoting healthy interaction with people from all walks of life. Anything you do in life will be impacted by your success or failure in developing relationships with other people.</p>	<p>The purpose of the course is to learn to work and play well with others, which is essential to the human experience. This course focuses on developing the skills you need to build and sustain personal and professional relationships, take care of your own thoughts and feelings, and resolve conflicts with other people. Additionally, the course strives to integrate practical models of life skills into daily life, promoting healthy interaction with people from all walks of life. Anything you do in life will be impacted by your success or failure in developing relationships with other people. Not open for credit for students who have taken or are taking SWK 221 Basic Helping Skills.</p>

## Authorization Sign-Off

**Checklist: Check once verified.**

<input checked="checked" type="checkbox"/>	Required fields completed.
<input type="checkbox"/>	Syllabus attached for new courses
<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 10 Mar 25

Signature, Chair/Director: \_\_\_\_\_

*Kyle Thym*

-Approved: College Curriculum Committee

Date: 4/2/25

Signature, Committee Chair: \_\_\_\_\_

*Chris Childers*

-Approved: Dean of College

Date: 4/2/25

Signature, Dean: \_\_\_\_\_

*Chris Childers*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: 3/10/2025

Department: **HPASS**

College of: **Arts & Sciences**

Contact Person: **Kristen Humphrey**

Prefix: **SWK**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **365**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Change the name of the course. We eliminated the course we call Policy II, so this class no longer needs to be called Policy I.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

#### 3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes

☒ No

#### 4. Will this course be required of any education majors?

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

☐ Yes

☒ No

#### 5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐

Yes

☒

No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Exsisting	New/Proposed
Title:	Policy I: Social Process and Social Policy	Social Process and Social Policy
Course Number:	<b>SWK 365</b>	<b>SWK 365</b>
Credits:	<b>3</b>	<b>3</b>
Grading System:	<b>A-F, IN</b>	<b>A-F, IN</b>
Pre/Co-Requisite(s):	Prerequisite or Corequisite: SWK 201 Introduction to Social Work or permission of instructor	Prerequisite or Corequisite: SWK 201 Introduction to Social Work or permission of instructor
Course Description:	An analysis of the probable origins of major social problems and the social policies (historical, current, and proposed) that have been offered to address them. The influence of societal values on definitions of social problems. Provides a context for social work practice.	An analysis of the probable origins of major social problems and the social policies (historical, current, and proposed) that have been offered to address them. The influence of societal values on definitions of social problems. Provides a context for social work practice.



## Authorization Sign-Off

**Checklist: Check once verified.**

<input checked="checked" type="checkbox"/>	Required fields completed.
<input type="checkbox"/>	Syllabus attached for new courses
<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 10 Mar 25

Signature, Chair/Director: \_\_\_\_\_

*Kyle Thym*

-Approved: College Curriculum Committee

Date: 4/2/25

Signature, Committee Chair: \_\_\_\_\_

*Chris Childers*

-Approved: Dean of College

Date: 4/2/25

Signature, Dean: \_\_\_\_\_

*Chris Childers*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **3/10/2025**

Department: **HPASS**

College of: **Arts & Sciences**

Contact Person: **Kristen Humphrey**

Prefix:

Create New, Revise, Inactivate, or Reactivate: **Inactivate**

Course #: **SWK 465**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We are taking this course out of our curriculum because it no longer meets our overall goals.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes

☒ No

4. Will this course be required of any education majors?

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

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

PSU Faculty Senate 24-25

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐

Yes

☒

No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

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

## Authorization Sign-Off

**Checklist: Check once verified.**

<input checked="checked" type="checkbox"/>	Required fields completed.
<input type="checkbox"/>	Syllabus attached for new courses
<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 10 Mar 25

Signature, Chair/Director: \_\_\_\_\_

*Kyle Thymon*

-Approved: College Curriculum Committee

Date: 4/2/25

Signature, Committee Chair: \_\_\_\_\_

*Chris Childers*

-Approved: Dean of College

Date: 4/2/25

Signature, Dean: \_\_\_\_\_

*Chris Childers*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: 3/10/2025

Department: HPASS

College of: **Arts & Sciences**

Contact Person: Kristen Humphrey

Prefix: **SWK**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **503**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We eliminated a class which is listed as a prerequisite for this course.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

#### 3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes ☒ No

#### 4. Will this course be required of any education majors?

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

☐ Yes ☒ No

#### 5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐

Yes

☒

No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Exsisting	New/Proposed
Title:	Advanced Social Work Practice III: Macro Practice	
Course Number:	SWK 503	
Credits:	3	
Grading System:	A-F, IN	Select One
Pre/Co-Requisite(s):	Prerequisite SWK 501 Advanced Social Work Practice I: Micro Practice. Prerequisite/Corequisite:	Prerequisite SWK 501 Advanced Social Work Practice I: Micro Practice. SWK 365 Social Process Social Policy. Prerequisite/Corequisite:
Course Description:		



## Authorization Sign-Off

**Checklist: Check once verified.**

<input checked="checked" type="checkbox"/>	Required fields completed.
<input type="checkbox"/>	Syllabus attached for new courses
<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 10 Mar 25

Signature, Chair/Director: \_\_\_\_\_

*Kyle Thym*

-Approved: College Curriculum Committee

Date: 4/2/25

Signature, Committee Chair: \_\_\_\_\_

*Chris Childers*

-Approved: Dean of College

Date: 4/2/25

Signature, Dean: \_\_\_\_\_

*Chris Childers*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: 3/10/2025

Department: HPASS

College of: **Arts & Sciences**

Contact Person: **Kristen Humphrey**

Prefix: **SWK**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **619**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

The Prerequisite listed has an old course number included.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

#### 3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes ☒ No

#### 4. Will this course be required of any education majors?

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

☐ Yes ☒ No

#### 5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐

Yes

☒

No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Exsisting	New/Proposed
Title:	Pre-Practicum Seminar	
Course Number:	<b>SWK 619</b>	
Credits:	<b>1</b>	
Grading System:	<b>A-F, IN</b>	<b>Select One</b>
Pre/Co-Requisite(s):	Prerequisite: SWK 420 Advanced Social Work Practice I. Prerequisite or Corequisite: SWK	Prerequisite: SWK 501 Advanced Social Work Practice I: Micro. Prerequisite or Corequisite: SWK 502 Advanced Social Work Practice II:
Course Description:		

## Authorization Sign-Off

**Checklist: Check once verified.**

<input checked="checked" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Required fields completed.

Syllabus attached for new courses

Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 10 Mar 25

Signature, Chair/Director: \_\_\_\_\_

*Kyle Thym*

-Approved: College Curriculum Committee

Date: 4/2/25

Signature, Committee Chair: \_\_\_\_\_

*Chris Childers*

-Approved: Dean of College

Date: 4/2/25

Signature, Dean: \_\_\_\_\_

*Chris Childers*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: 3/10/2025

Department: **HPASS**

College of: **Arts & Sciences**

Contact Person: **Kristen Humphrey**

Prefix: **SWK**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **621**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

The Prerequisite listed has an old course number included.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes

☒ No

4. Will this course be required of any education majors?

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

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐

Yes

☒

No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Exsisting	New/Proposed
Title:	Practicum in Social Work	
Course Number:	SWK 621	
Credits:	10	
Grading System:	A-F, IN	Select One
Pre/Co-Requisite(s):	Prerequisite: SWK 420 Advanced Social Work Practice I, SWK 502 Advanced Social Work Practice	Prerequisite: SWK 501 Advanced Social Work Practice I: Micro, SWK 502 Advanced Social Work Practice II: Mezzo, SWK 503 Advanced
Course Description:		



## Authorization Sign-Off

**Checklist: Check once verified.**

<input checked="checked" type="checkbox"/>	Required fields completed.
<input type="checkbox"/>	Syllabus attached for new courses
<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 10 Mar 25

Signature, Chair/Director: \_\_\_\_\_

*Kyle Thym*

-Approved: College Curriculum Committee

Date: 4/2/25

Signature, Committee Chair: \_\_\_\_\_

*Chris Childers*

-Approved: Dean of College

Date: 4/2/25

Signature, Dean: \_\_\_\_\_

*Chris Childers*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **3/10/2025**

Department: **HPASS**

College of: **Arts & Sciences**

Contact Person: **Kristen Humphrey**

Prefix: **SWK**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **622**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

The Prerequisite listed has an old course number included.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

#### 3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes ☒ No

#### 4. Will this course be required of any education majors?

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

☐ Yes ☒ No

#### 5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐

Yes

☒

No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Exsisting	New/Proposed
Title:	Integrative Seminar in Social Work	
Course Number:	SWK 622	
Credits:	2	
Grading System:	A-F, IN	Select One
Pre/Co-Requisite(s):	Prerequisite: SWK 420 Advanced Social Work Practice I, SWK 502 Advanced Social Work Practice	Prerequisite: SWK 501 Advanced Social Work Practice I: Micro, SWK 502 Advanced Social Work Practice II: Mezzo, SWK 503 Advanced
Course Description:		

## Authorization Sign-Off

**Checklist: Check once verified.**

<input checked="checked" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Required fields completed.

Syllabus attached for new courses

Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 10 Mar 25

Signature, Chair/Director:

*Kyle Thym*

-Approved: College Curriculum Committee

Date: 4/2/25

Signature, Committee Chair:

*Chris Childers*

-Approved: Dean of College

Date: 4/2/25

Signature, Dean:

*Chris Childers*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair:

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



## Faculty Senate Notification Form

Effective Date: Fall 2025

Submission Date: 3/10/2025

Department: HPASS

College of: Arts & Science

Contact Person: Kristen Humphrey

Course/Program Name: Social Work

**Notification Form** – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

We would like to add our Course Repeat Policy to the catalog for the sake of clarity and transparency.

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? No

If "yes", please provide documentation (ex. email).

	Existing	New/Proposed
Modality of Program:	Select One	Select One
Admission Requirements:		
Pre/Co-Requisite(s):		
Other:		Course Repeat Policy: 1. Course Repeat Limit: Students are permitted to repeat a course only once.

## Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 10 Mar 25

Signature, Chairperson:



-Approved: Dean of College

Date: 4/2/25

Signature, Dean:



-Approved: Faculty Senate

Date:

Signature, Recorder Faculty Senate:

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

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



## Curriculum Revision Form

Effective Date: FALL

Submission Date: 3/10/2025

Department: HPASS

College of: Arts & Sciences



Contact Person: Kristen Humphrey

Minor Required? No



Select One

Major/Minor/Emphasis/Certification Name:

**Bachelor of Social Work**

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

### **Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

#### 1. Describe your Changes:

Remove SOC 443 Race and Ethnic Relations and PSYCH 720 Multicultural Issues in Psychology and Counseling

Remove SOSCI 387 Social Research Design

Remove SWK 465 Policy II: Social Welfare Policy Analysis

Add one more Social Work elective in place of SWK 465

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

The first two courses are listed as alternatives to SWK 375 Multiculturalism and Diversity in Social Work Practice, and the third is listed as an alternative to SWK 383 Fundamentals of Research in Social Work. These were intended to be substitutes when necessary, but having them listed along with the other courses causes confusion for the students and advisors. We will continue to utilize these courses as substitutions on a case-by-case basis when necessary. SOC 433 Remains in our list of electives.

We are removing SWK 465 which is a second policy course in our curriculum, because it no longer aligns with our objectives. This change will allow us to add another elective option, giving students more choice and flexibility. The first policy course will still provide the essential foundations, while the new elective space will let students pursue additional topics that fit their interests and career goals.

#### 3. Will this change affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.*

☐

Yes

☒

No

4. If this change affects any other department on campus, **please attach any email notifications between departments.**

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

#### **Definition of an Emphasis**

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

#### **Definition of a Minor**

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

#### **Definition of Certificate Program**

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

<input checked="" type="checkbox"/>	Program guide from current catalog.
<input checked="" type="checkbox"/>	Academic Planning Excel attached. 120
<input checked="" type="checkbox"/>	Credit hours met.
<input checked="" type="checkbox"/>	Course Id's match Course names. Course
<input type="checkbox"/>	hours are correct.
<input type="checkbox"/>	Listed courses are currently active Needed
<input checked="" type="checkbox"/>	Documentation attached.

-Approved: Department Chair/Director

Date: 10 Mar 25

Signature: \_\_\_\_\_

*Kyle Thymon*

-Approved: College Curriculum Committee

Date: 4/2/25

Signature: \_\_\_\_\_

*Chris Childers*

-Approved: Dean of College

Date: 4/2/25

Signature: \_\_\_\_\_

*Chris Childers*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

# Bachelor of Social Work

Degree: Bachelor of Social Work

Major:

Major Requirements (71-74 hours) The social work major consists of not less than 71 hours distributed as follows:

## Pre-Admission Courses (16 hours)

- \_\_\_ SOC-100 Introduction to Sociology (3 hours)
- \_\_\_ POLS-101 U.S. Politics (3 hours)
- \_\_\_ PSYCH-155 General Psychology (3 hours)
- \_\_\_ SWK-201 Introduction to Social Work (3 hours)
- \_\_\_ SWK-221 Basic Helping Skills (3 hours)
- \_\_\_ SWK-222 Basic Helping Skills Experience (1 hour)

## Post-Admission Courses

- \_\_\_ SWK-344 Mental Health Theory and Practice (3 hours)
- \_\_\_ SWK-365 Policy I: Social Process and Social Policy (3 hours)
- \_\_\_ SWK-375 Multiculturalism and Diversity in Social Work Practice (3 hours)
- or \_\_\_ SOC-443 Race and Ethnic Relations (3 hours)
- or \_\_\_ PSYCH-720 Multicultural Issues in Psychology and Counseling (3 hours)
- \_\_\_ SWK-383 Fundamentals of Research in Social Work (3 hours)
- or \_\_\_ SOSCI-387 Social Research Design (3 hours)
- or \_\_\_ PSYCH-389 Research Methods in Psychology I (3 hours)
- and \_\_\_ PSYCH-392 Research Methods in Psychology II (3 hours)
- \_\_\_ SWK-385 Human Behavior in the Social Environment I: Individual and Family Functioning (3 hours)
- \_\_\_ SWK-465 Policy II: Social Welfare Policy Analysis (3 hours)
- \_\_\_ SWK-485 Human Behavior in the Social Environment II: Groups and Communities (3 hours)
- \_\_\_ SWK-501 Advanced Social Work Practice I: Micro Practice (3 hours)
- \_\_\_ SWK-502 Advanced Social Work Practice II: Mezzo Practice (3 hours)
- \_\_\_ SWK-503 Advanced Social Work Practice III: Macro Practice (3 hours)
- \_\_\_ SWK-598 Introduction to Addiction (3 hours)
- \_\_\_ SWK-599 Forensic Social Work (3 hours)
- \_\_\_ SWK-619 Pre-Practicum Seminar (1 hour)
- \_\_\_ SWK-621 Practicum in Social Work (10 hours)

*Note: This course is part of the Professional Semester.*

- \_\_\_ SWK-622 Integrative Seminar in Social Work (2 hours)

*Note: This course is part of the Professional Semester.*

## Select 6 hours of Social Work electives from:

- \_\_\_ SWK-341 Social Work with Older Adults (3 hours)
- \_\_\_ SWK-342 Health Care and Social Work (3 hours)
- \_\_\_ SWK-343 Social Work with Families Affected by Disability (3 hours)
- \_\_\_ SWK-345 Topics in Social Work (\_\_\_\_) (1-3 hours)

- \_\_\_ PSYCH-362 Death and Dying (3 hours)
- \_\_\_ SOSCI-388 Social Research Analysis (4 hours)
- \_\_\_ SWK-399 Social Work and the Court Process (3 hours)
- \_\_\_ SWK-400 Social Work Case Management (3 hours)
- \_\_\_ GEOG-401 Urban and Regional Planning (3 hours)
- \_\_\_ PSYCH-430 Positive Psychology (3 hours)
- \_\_\_ SOC-443 Race and Ethnic Relations (3 hours)
- \_\_\_ JUST-500 Criminal Law and Society (3 hours)
- \_\_\_ JUST-501 Criminal Procedure (3 hours)
- \_\_\_ SOC-527 Correctional Systems (3 hours)
- \_\_\_ SOC-548 Juvenile Delinquency (3 hours)
- \_\_\_ FCS-690 Parent/Professional Relationships (3 hours)

Revised: 03/12/2025

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

## Academic Planning Document for 2025-2026

### Major/Emphasis/Minor/Certificate -

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Pre-Admission Courses</b>			<b>16</b>
SOC	100	Introduction to Sociology	3
POLS	101	US Politics	3
PSYCH	155	General Psychology	3
SWK	201	Introduction to Social Work	3
SWK	221	Basic Helping Skills	3
SWK	222	Basic Helping Skills Experience	1
<b>Post-Admission Courses</b>			<b>46</b>
SWK	344	Mental Health Theory and Practice	3
SWK	365	Social Process and Social Policy	3
SWK	375	Multiculturalism and Diversity in Social Work Practice	3
SWK	383	Fundamentals of Research in Social Work	3
SWK	385	Human Behavior in the Social Environment I: Individual and Family	3
SWK	485	Human Behavior in the Social Environment II: Groups and Communi	3
SWK	501	Advanced Social Work Practice I: Micro Practice	3
SWK	502	Advanced Social Work Practice II: Mezzo Practice	3
SWK	503	Advanced Social Work Practice III: Macro Practice	3
SWK	598	Introduction to Addiction	3
SWK	599	Forensic Social Work	3
SWK	619	Pre-Practicum Seminar	1
SWK	621	Practicum in Social Work	10
SWK	622	Integrative Seminar in Social Work	2
<b>Elective Social Work Courses -</b>			<b>9</b>
SWK	341	Social Work with Older Adults	3
SWK	342	Health Care and Social Work	3
SWK	343	Social Work with Families Affected by Disability	3
SWK	345	Topics in Social Work (____)	1 TO 3
PSYCH	362	Death and Dying	3
SOSCI	388	Social Research Analysis	3
SWK	399	Social Work and the Court Process	3
SWK	400	Social Work Case Management	3
GEOG	401	Urban and Regional Planning	3
SWK	422	Intermediate Internship	1 TO 3
PSYCH	430	Positive Psychology	3
SOC	443	Race and Ethnic Relations	3
JUST	500	Criminal Law and Society	3
JUST	501	Criminal Procedure	3
SOC	527	Correctional Systems	3
SOC	548	Juvenile Delinquency	3

FCS	690	Parent/Professional Relationships	3
		Grade of C or better is required in all required social work courses. Courses may be repeated one time.	
		<b>Open Elective Courses -</b>	<b>14</b>
		<b>Total Credit Hours -</b>	<b>85</b>
		<b>Minor -</b>	
		<b>General Education, 34-35 hours -</b>	<b>35</b>
		<b>Total Credit Hours:</b>	<b>120</b>

\*9 hours from gen ed are included in the Pre-Admission courses - they end up double-counting. I wasn't sure of the best way to reflect that

Be sure all information is correct and courses are active before submitting.  
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.  
Your legislation will be returned if either is found.

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **February 2025**

Department: **Undergrad. School of Business**

College of: **Business**

Contact Person: **Paul W. Grimes, Dean**

Prefix: **BUS**

Create New, Revise, Inactivate, or Reactivate: **New**

Course #: **579**

### Course Form:

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

### 1. Purpose/Justification for the Changes:

Creation of BUS 579 Supervised Student Teaching and Follow-Up of Teachers course necessary to provide oversight of prospective secondary business education teachers during their professional semester. Course is equivalent to all other 579-numbered courses across those disciplines offering secondary teacher education programs.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☒ Yes ☐ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes ☒ No

4. Will this course be required of any education majors?

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

☒ Yes ☐ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes

☒ No

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

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Supervised Student Teaching and Follow-Up of Teachers
Course Number:		<b>BUS 579</b>
Credits:		<b>2</b>
Grading System:	<b>Select One</b>	<b>A-F, IN</b>
Pre/Co-Requisite(s):		
Course Description:		Available only to students enrolled in the professional semester. A supervising professor will visit each student teacher. Additional mentoring, outreach, and support are available to first-year teachers who maintain contact with the college. Concurrent enrollment in the professional semester is required.



## Authorization Sign-Off

### Checklist

<input checked="" type="checkbox"/>	Required fields completed.
<input checked="" type="checkbox"/>	Syllabus attached for new courses
<input checked="" type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 2/17/25

Signature, Chair/Director:

Mark D. Bink

-Approved: College Curriculum Committee

Date: 3/26/2025

Signature, Committee Chair:

Jennifer Purvalley

-Approved: Dean of College

Date: Mar 26, 2025

Signature, Dean:

Paul W. Gier

-Approved: Council for Teacher Education (if applicable)

Date: 4/2/25

Signature, Council Chair:

John C. Pappas

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair:

Ryan

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

## Letter of Support from Dr. Jean Dockers, Director of Teacher Education



Re: - Business Education -

From: Jean Dockers <jdockers@pittstate.edu>  
Date: Tue 10/8/2024 4:36 PM  
To: Paul Grimes <pgrimes@pittstate.edu>

Paul,

I am happy to collaborate with the school of business on a potential business education certificate. To meet KSDE standards, you would need to create a couple of courses, an internship in Business education to be completed in the semester prior to student teaching, and a supervision course to be completed in the student teaching semester.

Jean

Jean Dockers, Ph.D.  
Director of Teacher Education  
Pittsburg State University  
jdockers@pittstate.edu  
(620)235-4636



From: Paul Grimes <pgrimes@pittstate.edu>  
Sent: Tuesday, October 8, 2024 4:33 PM  
To: Jean Dockers <jdockers@pittstate.edu>  
Subject: - Business Education -

Jean -

To satisfy the Faculty Senate's legislative process for new certificates, all the courses within the certificate's curriculum should already be approved. There are two new courses that Kelce needs to create; the "Supervised Student Teaching and Follow-up of Teachers" course and the "Internship in Business Education Internship" course. The forms require a letter indicating cooperation and collaboration between us. Would you please drop me a quick email indicating that the proposals for these two courses is an outcome of the discussions we've had over the past many months, and, that we've figured out how to create a pathway for students to pursue a secondary business education option that hasn't existed for Pitt State students in many years?

I'll need to create a separate proposal for each of the two courses, but one note that indicates cooperation on both courses should suffice.

Thanks so much!!

Paul

Paul W. Grimes, Dean  
Kelce College of Business  
Pittsburg State University  
(620) 235-4590

 <https://orcid.org/0000-0002-3938-9696>



KELCE  
COLLEGE OF BUSINESS  
Pittsburg State University

## **BUS 579 Course Objectives:**

Students who successfully complete this course will be able to:

1. Demonstrate effective teaching skills, with an emphasis on accurate content knowledge;
2. Satisfactorily implement effective teaching strategies, with an emphasis on age-appropriate and content-specific pedagogy;
3. Accurately evaluate and analyze the impact of their teaching on student learning and understanding of business practices;
4. Successfully participate in self-reflection of their skills and impact on students.

## **BUS 579 Course Assessments:**

Academic Supervisor Evaluation - The instructor will visit each teacher candidate in their classroom twice during the semester to observe and evaluate the candidate's ability to apply their knowledge and skills to a real classroom setting. The teacher candidate will meet with the instructor prior to the beginning of the semester to establish a schedule for these classroom visits.

Lesson Plans and Assessments - The teacher candidate will submit their teaching schedule through the Canvas learning management system which will serve as the system for communications with the instructor. The teacher candidate will submit their own lesson plans and assessments to the instructor through Canvas. These should be completed lessons the candidate has taught and the student assessments which have been administered in the classroom.

Cooperating Teacher Evaluation - The local cooperating teacher will evaluate the teacher candidate's in-class performance throughout the semester. The teacher candidate must receive at least a satisfactory evaluation from the cooperating teacher/s in order to pass this course.

Self-Reflection and Evaluation - After each classroom visit, the teacher candidate will prepare a formal self-reflection and evaluation of their teaching. This brief report should include the following elements: observations about the general classroom environment and atmosphere, successful elements of the lesson and its delivery, concerns and areas needing improvement, suggestions and ideas for future development, and any unanswered questions needing more thought.

An evaluative score will be determined by the instructor for each of the four primary course requirements described above.



**KELCE**  
**COLLEGE OF BUSINESS**  
Pittsburg State University

**Course Syllabus:**  
BUS 579, Section 1  
Supervised Student Teaching and Follow-  
Up of Teachers  
Meeting Times: TBD  
Location: On School Site

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**Instructor:** Dr. Paul W. Grimes, Professor of Economics and Dean  
**Office:** 101-C Kelce College of Business  
**Hours:** By appointment  
**Phone:** 235-4591 (Assistant), 235-4590 (Direct)  
**E-mail:** [pgrimes@pittstate.edu](mailto:pgrimes@pittstate.edu) and Via Canvas

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### **Catalog Course Description**

**BUS 579: Supervised Student Teaching and Follow-Up of Teachers (2 Credits).** Available only to students enrolled in the professional semester. A supervising professor will visit each student teacher. Additional mentoring, outreach, and support are available to first-year teachers who maintain contact with the college. Concurrent enrollment in the professional semester is required.

### **Sequence of Enrollment**

Students must have satisfied all College of Education requirements necessary to be enrolled in the professional semester and are normally expected to have satisfactorily completed all Kelce College of Business foundational and core curriculum courses for the BBA degree.

### **Textbook**

*Learning to Teach Business in the Secondary School: A Companion to School Experience*, edited by Limara Pascal is recommended for this course. You will find this volume helpful as you design and build your lesson plans, teach core concepts, and implement formative and summative assessments. The authors utilize the latest research to illustrate best pedagogical practices in the high school business classroom. Weblinks to helpful resources are provided along with guidance and practical tips for a successful teaching experience.



### **Course Goals**

Students who successfully complete this course will be able to:

1. Demonstrate effective teaching skills, with an emphasis on accurate content knowledge;
2. Satisfactorily implement effective teaching strategies, with an emphasis on age-appropriate and content-specific pedagogy;

3. Accurately evaluate and analyze the impact of their teaching on student learning and understanding of business practices;

4. Successfully participate in self-reflection of their skills and impact on students.

### **Course Requirements**

Academic Supervisor Evaluation - The instructor will visit each teacher candidate in their classroom twice during the semester to observe and evaluate the candidate's ability to apply their knowledge and skills to a real classroom setting. The teacher candidate will meet with the instructor prior to the beginning of the semester to establish a schedule for these classroom visits.

Lesson Plans and Assessments - The teacher candidate will submit their teaching schedule through the Canvas learning management system which will serve as the system for communications with the instructor. The teacher candidate will submit their own lesson plans and assessments to the instructor through Canvas. These should be completed lessons the candidate has taught and the student assessments which have been administered in the classroom.

Cooperating Teacher Evaluation - The local cooperating teacher will evaluate the teacher candidate's in-class performance throughout the semester. The teacher candidate must receive at least a satisfactory evaluation from the cooperating teacher/s in order to pass this course.

Self-Reflection and Evaluation - After each classroom visit, the teacher candidate will prepare a formal self-reflection and evaluation of their teaching. This brief report should include the following elements: observations about the general classroom environment and atmosphere, successful elements of the lesson and its delivery, concerns and areas needing improvement, suggestions and ideas for future development, and any unanswered questions needing more thought.

### **Course Evaluation**

An evaluative score will be determined by the instructor for each of the four primary course requirements described above. These evaluative scores will be based on the following weights: Academic Supervisor Observations – 40%; Lesson Plans and Assessments – 25%; Self-Reflections and Evaluations – 15%; Cooperating Teacher Evaluation – 20%. Consultative feedback on the candidate's teaching performance will be provided by the instructor and the cooperating teacher throughout the semester.

The following standard grading scale will be used to determine the final course grade based on the cumulative total of evaluative scores.

90 - 100%	=	A
80 - 89%	=	B
70 - 79%	=	C
60 - 69%	=	D
Below 60%	=	F

### **Schedule of Assignments**

Specific dates of for the Academic Supervisor visits and course assignments will be determined after the Teacher Candidate's teaching schedule has been finalized by the hosting school and Cooperating Teacher. Likewise, deadline dates for submission of lesson plans and assessments will be determined on an individual basis. The following is offered as a general guideline for the sequence of course assignments:

<b>Date</b>	<b>Assignment</b>
TBD	Finalized Teaching Schedule
TBD	Representative Lesson Plan #1
TBD	Representative Student Assessment #1
TBD	Academic Supervisor Visit #1
TBD	Self-Reflection Report #1
TBD	Representative Lesson Plan #2
TBD	Representative Student Assessment #2
TBD	Academic Supervisor Visit #2
TBD	Self-Reflection Report #2
TBD	Cooperating Teacher Evaluation

### **Academic Integrity**

All Pitt State students, including those participating in the professional semester, are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement: <https://www.pittstate.edu/registrar/syllabus-supplement.html> Please familiarize yourself with these rules and guidelines.

In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below. While not all of these elements are directly applicable to the student teaching experience, please remember that all KCOB students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.

- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, the Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.

### **Students with Disabilities**

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

### **Note**

The instructor reserves the right to amend and to reorganize this syllabus at any time due to unforeseen circumstances.






# BUS 579 New Course Form (1)

Final Audit Report

2025-03-26

Created:	2025-03-26
By:	Mimi Morrison (mmmorrison@pittstate.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4vFKHJgQFDTmVHwPFXIhaLrwI5loZ36k

## "BUS 579 New Course Form (1)" History

-  Document created by Mimi Morrison (mmmorrison@pittstate.edu)  
2025-03-26 - 8:43:56 PM GMT- IP address: 198.49.82.224
-  Document emailed to Paul Grimes (pgrimes@pittstate.edu) for signature  
2025-03-26 - 8:45:13 PM GMT
-  Email viewed by Paul Grimes (pgrimes@pittstate.edu)  
2025-03-26 - 8:58:11 PM GMT- IP address: 198.49.82.49
-  Document e-signed by Paul Grimes (pgrimes@pittstate.edu)  
Signature Date: 2025-03-26 - 8:58:37 PM GMT - Time Source: server- IP address: 198.49.82.49
-  Agreement completed.  
2025-03-26 - 8:58:37 PM GMT



Adobe Acrobat Sign



## Request for New Emphasis/Minor/Certificate

Effective Date: FALL 2025

Submission Date: February 2025

Department: Undergrad. School of Business

College of: Business

Contact Person: Paul W. Grimes, Dean

Proposal for a New: **Certificate**

Modality of Program: Face to Face

Title of new Minor/Emphasis/Certificate: Professional Educ. for Secondary Business Education Teachers

Major: Business Studies

Minor Required? No

New Minor/Emphasis/Certificate – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

- Used to create new Minors/Emphases/Certificates and CAN require KBOR approval or notification.

See KBOR requirements below.

- Approved requests become effective in the next academic catalog.

### 1. Purpose/Justification for New Minor/Emphasis/Certificate:

Pitt State has not offered a direct path for students to earn a secondary school teaching license in Business Education since the early 1980s. The new BBA in Business Studies offers the opportunity to do so through the creation of two new certificates - 1) Professional Education for Secondary School Business Education (this proposal), and 2) Teaching High School Business (see separate proposal). The first certificate provides the foundational education courses required for licensure, while the second certificate (this proposal) provides the professional student teaching experience and coursework. (The BBA in Business Studies provides the business disciplinary content.) Business Studies students who complete both of these certificates will be qualified to sit for the state teaching license in secondary school Business Education. Although the College of Education will teach most of the courses for the two proposed certificates, both certificates will be granted by the KCOB and only open to those students admitted to the Business Studies and teacher education programs. No new faculty resources will be required.

2. Will this affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to "College Curriculum Legislation" in SharePoint.*

☒ Yes ☐ No

3. Does this relate to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? *If "yes", please provide an explanation and attach all documentation (emails) between departments.*

☒ Yes ☐ No

The proposed certificate has been developed in collaboration with the College of Education.

4. Does this new minor, emphasis, and certificate meet University catalog definitions? *These can be found at bottom of page 2.*

☒ Yes ☐ No

5. Will additional resources or costs be required? ☐ Yes ☒ No

If so, what will be needed?

All courses are already being taught. Sufficient capacity exists to accommodate the expected number of students pursuing this certificate.

6. Describe the program assessment plan:

a. Enrollment targets = Year 1 = 2; Year 2 = 3; Year 3 = 5

b. Outcome expected and process to evaluate =

Graduates will be tracked for successful passage of secondary teaching license and appropriate employment upon graduation.

c. Plan to discontinue if enrollment targets not met =

Teach out existing students and discontinue certificate.

**Questions for certificate only: If you have 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? **Yes**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?

**Yes**

#### **Definition of an Emphasis**

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

#### **Definition of a Minor**

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

#### **Definition of Certificate Program**

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

## Authorization Sign-Off Sheet

### Checklist

✓ Required fields completed.

✓ Listed courses are currently active *pending*

✓ Course Id's match Course names.

✓ Course hours are correct.

Required 120 credit hour minimum met.

✓ Academic Planning Excel Attached

Current Program Guide from Online Catalog

KBOR Forms Attached, if applicable

-Approved: Department Chair/Director

Date: 2/17/25

Signature: *Shelly D. Bink*

-Approved: College Curriculum Committee

Date: 3/26/2025

Signature: *Jennifer Purdum*

-Approved: Dean of College

Date: Mar 26, 2025

Signature: *Paul W. Gier*

-Approved: Council for Teacher Education (if applicable)

Date: 4/2/25

Signature: *John D. Oly*

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature: *Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

**New Minors Where No Board-Approved Degree Program Exists will need KBOR Approval, it can be found at:**

[https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval)

Following Faculty Senate Approval, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for board approval. (must be entered into KBOR PI/CIP system at time of submission).

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

Please Note: This is a 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.

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

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

## Program of Study for a BBA in Business Studies - Business Education Option

General Education (34 Hours)				BBA in Business Studies - Business Education
6 hours English	ENGL	101	English Composition	3
	ENGL	299	Introduction to Research Writing	3
3 hours Communications	COMM	207	Speech Communication	3
3 hours Mathematics	MATH	113	College Algebra, or	3
	MATH	143	Elementary Statistics, or	
	MATH	XXX	Higher level course	
4 hours Science	TBD	XXX	Restricted Student Choice	4
6 hours Social & Behavior Science	TBD	XXX	Restricted Student Choice	3
	TBD	XXX	Restricted Student Choice	3
	PSYCH	155	General Psychology (Recommended) - 3 hrs.	3
	ECON	200	Principles of Microeconomics (Recommended) - 3 hrs.	
6 hours Arts & Humanities	TBD	XXX	Restricted Student Choice	3
	TBD	XXX	Restricted Student Choice	3
6 hours University-designated	TBD	XXX	Restricted Student Choice	3
	TBD	XXX	Restricted Student Choice	3
	UGS	150	Gorilla Gateway (Recommended) - 2 hrs.	3
	HHP	150	Lifetime Fitness (Recommended) - 1 hr.	
	MGT	101	Introduction to Business (Recommended) - 3 hrs.	
Keice Core Prerequisites (9 Hours)				
	DSIS	130	Computer Information Systems	3
	ECON	200	Principles of Microeconomics	3
	ECON	201	Principles of Macroeconomics	3
Keice Core (42 Hours)				
	AOCT	201	Financial Accounting	3
	AOCT	202	Managerial Accounting	3
	DSIS	420	Management Information Systems	3
	ECON	XXX	Restricted Student Choice	3
	ECON	440	International Economics (Recommended)	3
	FIN	326	Business Finance	
	MGT	101	Introduction to Business	3
	MGT	210	Business Professionalism	3
	MGT	330	Management and Organizational Behavior	3
	MGT	430	Legal and Social Environment of Business	3
	MGT	680	Business Strategy	3
	MKTG	330	Principles of Marketing	3
	QBA	210	Business Statistics	3
	QBA	310	Business Analytics I	3
	QBA	410	Business Analytics II	3
Professional Education for Secondary School Business Teachers Certificate (18 Hours)				
	EDUC	261	Explorations in Education	3
	EDUC	520	Methods and Materials for Academic Literacy	3
	SPED	510	Overview of Special Education	3
	PSYCH	263	Developmental Psychology	3
	PSYCH	357	Educational Psychology	3
	EDUC	479	Effective Teaching Strategies for Middle and Secondary	3
Teaching High School Business Certificate (17 Hours)				
	EDUC	307	Clinical Experience	1
	EDUC	458	Methods and Curriculum	3
	EDUC	464	Measurement and Evaluation	2
	EDUC	475	Supervised Teaching in the School	9
New	BUS	579	Supervised Student Teaching and Follow-up of Teachers	2
Optional and Recommended Electives (Not Required)*				
	EDUC	370	Organization and Mgt. of the Middle and Secondary Classroom	3
	EDTH	330	Technology for the Classroom	3
	TTED	445	Development of a Unit Study Guide	3
New	BUS	470	Internship in Business Education	3
Minimum Total Hours				120

\*Note: If student follows recommendations for General Education, all Optional and Recommended Electives may be taken without adding any additional hours to total program of study.

PSU Faculty Senate 24-25

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

## Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - Certificate: Professional Education for Secondary School Business Teachers

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Required Courses (18 Hours)</b>			<b>18</b>
EDUC	261	Explorations in Education	3
EDUC	520	Methods and Materials for Academic Literacy	3
SPED	510	Overview of Special Education	3
PSYCH	263	Developmental Psychology	3
PSYCH	357	Educational Psychology	3
EDUC	479	Effective Teaching Strategies for Middle and Secondary	3
<b>Total Credit Hours -</b>			<b>18</b>
<b>Minor -</b>			
<b>General Education, 34-35 hours -</b>			
<b>Total Credit Hours:</b>			<b>18</b>

Be sure all information is correct and courses are active before submitting.

Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.

Your legislation will be returned if either is found.






# Prof Educ Bus Educ Teachers New Certificate Form (1)

Final Audit Report

2025-03-26

Created:	2025-03-26
By:	Mimi Morrison (mmmorrison@pittstate.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2pDaOFqN3AllvyT4giknizU4f4Qq0z5t

## "Prof Educ Bus Educ Teachers New Certificate Form (1)" History

-  Document created by Mimi Morrison (mmmorrison@pittstate.edu)  
2025-03-26 - 8:46:00 PM GMT- IP address: 198.49.82.224
-  Document emailed to Paul Grimes (pgrimes@pittstate.edu) for signature  
2025-03-26 - 8:46:57 PM GMT
-  Email viewed by Paul Grimes (pgrimes@pittstate.edu)  
2025-03-26 - 8:58:43 PM GMT- IP address: 198.49.82.49
-  Document e-signed by Paul Grimes (pgrimes@pittstate.edu)  
Signature Date: 2025-03-26 - 8:59:01 PM GMT - Time Source: server- IP address: 198.49.82.49
-  Agreement completed.  
2025-03-26 - 8:59:01 PM GMT



**Adobe Acrobat Sign**

## Request for New Emphasis/Minor/Certificate

Effective Date: FALL 2025

Submission Date: February 2025

Department: Undergraduate School of Business College of: Business

Contact Person: Paul W. Grimes, Dean

Proposal for a New: **Certificate** Modality of Program: Face to Face

Title of new Minor/Emphasis/Certificate: Teaching High School Business

Major: Business Studies Minor Required? No

- New Minor/Emphasis/Certificate – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**
- Used to create new Minors/Emphases/Certificates and CAN require KBOR approval or notification. See KBOR requirements below.
  - Approved requests become effective in the next academic catalog.

### 1. Purpose/Justification for New Minor/Emphasis/Certificate:

Pitt State has not offered a direct path for students to earn a secondary school teaching license in Business Education since the early 1980s. The new BBA in Business Studies offers the opportunity to do so through the creation of two new certificates - 1) Professional Education for Secondary School Business Education (see separate proposal), and 2) Teaching High School Business. The first certificate provides the foundational education courses required for licensure, while the second certificate (this proposal) provides the professional student teaching experience and coursework. (The BBA in Business Studies provides the business disciplinary content.) Business Studies students who complete both of these certificates will be qualified to sit for the state teaching license in secondary school Business Education. Although the College of Education will teach most of the courses for the two proposed certificates, both certificates will be granted by the KCOB and only open to those students admitted to the Business Studies and teacher education programs. No new faculty resources will be required.

### 2. Will this affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "College Curriculum Legislation" in SharePoint.

☒ Yes ☐ No

### 3. Does this relate to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? If "yes", please provide an explanation and attach all documentation (emails) between departments.

☒ Yes ☐ No

The proposed certificate has been jointly developed in collaboration with the College of Education.

### 4. Does this new minor, emphasis, and certificate meet University catalog definitions? These can be found at bottom of page 2.

☒ Yes ☐ No

5. Will additional resources or costs be required? ☐ Yes ☒ No  
If so, what will be needed?

All courses in university catalog and being taught. Sufficient capacity exists to accommodate the expected number of students pursuing this certificate.

6. Describe the program assessment plan:

a. Enrollment targets = Year 1 = 2; Year 2 = 3; Year 3 = 5

b. Outcome expected and process to evaluate =

Graduates will be tracked for successful passage of secondary teaching license and appropriate employment upon graduation.

c. Plan to discontinue if enrollment targets not met =

Teach out existing students and discontinue certificate.

**Questions for certificate only: If you have 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? **Yes**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?

**Yes**

**Definition of an Emphasis**

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

**Definition of a Minor**

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

**Definition of Certificate Program**

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.



## Authorization Sign-Off Sheet

### Checklist

- ✓ Required fields completed.
- ✓ Listed courses are currently active *pending*
- ✓ Course Id's match Course names.
- ✓ Course hours are correct.

- Required 120 credit hour minimum met.
- ✓ Academic Planning Excel Attached
- Current Program Guide from Online Catalog
- KBOR Forms Attached, if applicable

-Approved: Department Chair/Director

Date: 2/17/25

Signature: *Mark D. Birch*

-Approved: College Curriculum Committee

Date: 3/26/2025

Signature: *Jennifer Purcell*

-Approved: Dean of College

Date: Mar 26, 2025

Signature: *Paul W. Gier*

-Approved: Council for Teacher Education (if applicable)

Date: 4/2/25

Signature: *John C. [unclear]*

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature: *Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

**New Minors Where No Board-Approved Degree Program Exists will need KBOR Approval, it can be found at:**  
[https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval)

Following Faculty Senate Approval, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for board approval. (must be entered into KBOR PI/CIP system at time of submission).

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

Please Note: This is a 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.

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

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

## Program of Study for a BBA in Business Studies - Business Education Option

General Education (34 Hours)				BBA in Business Studies - Business Education
6 hours English	ENGL	101	English Composition	3
	ENGL	299	Introduction to Research Writing	3
3 hours Communications	COMM	207	Speech Communication	3
3 hours Mathematics	MATH	113	College Algebra, or	3
	MATH	143	Elementary Statistics, or	
	MATH	300	Higher level course	
4 hours Science	TBD	XXX	Restricted Student Choice	4
6 hours Social & Behavior Science	TBD	XXX	Restricted Student Choice	3
	TBD	XXX	Restricted Student Choice	3
	PSYCH	155	General Psychology (Recommended) - 3 hrs.	3
	ECON	200	Principles of Microeconomics (Recommended) - 3 hrs.	
6 hours Arts & Humanities	TBD	XXX	Restricted Student Choice	3
	TBD	XXX	Restricted Student Choice	3
6 hours University-designated	TBD	XXX	Restricted Student Choice	3
	TBD	XXX	Restricted Student Choice	3
	UGS	150	Gorilla Gateway (Recommended) - 2 hrs.	3
	HHP	150	Lifetime Fitness (Recommended) - 1 hr.	
	MGT	101	Introduction to Business (Recommended) - 3 hrs.	
Kelce Core Prerequisites (9 Hours)				
	DSIS	130	Computer Information Systems	3
	ECON	200	Principles of Microeconomics	3
	ECON	201	Principles of Macroeconomics	3
Kelce Core (42 Hours)				
	ACCT	201	Financial Accounting	3
	ACCT	202	Managerial Accounting	3
	DSIS	420	Management Information Systems	3
	ECON	XXX	Restricted Student Choice	3
	ECON	440	International Economics (Recommended)	3
	FIN	326	Business Finance	
	MGT	101	Introduction to Business	3
	MGT	210	Business Professionalism	3
	MGT	330	Management and Organizational Behavior	3
	MGT	430	Legal and Social Environment of Business	3
	MGT	680	Business Strategy	3
	MARKT	330	Principles of Marketing	3
	QBA	210	Business Statistics	3
	QBA	310	Business Analytics I	3
	QBA	410	Business Analytics II	3
Professional Education for Secondary School Business Teachers Certificate (18 Hours)				
	EDUC	261	Explorations in Education	3
	EDUC	520	Methods and Materials for Academic Literacy	3
	SPED	510	Overview of Special Education	3
	PSYCH	263	Developmental Psychology	3
	PSYCH	357	Educational Psychology	3
	EDUC	479	Effective Teaching Strategies for Middle and Secondary	3
Teaching High School Business Certificate (17 Hours)				
	EDUC	307	Clinical Experience	1
	EDUC	458	Methods and Curriculum	3
	EDUC	464	Measurement and Evaluation	2
	EDUC	475	Supervised Teaching in the School	3
New	BUS	575	Supervised Student Teaching and Follow-up of Teachers	2
Optional and Recommended Electives (Not Required)*				
	EDUC	370	Organization and Mgt. of the Middle and Secondary Classroom	3
	EDTH	330	Technology for the Classroom	3
	TTED	445	Development of a Unit Study Guide	3
New	BUS	470	Internship in Business Education	3
Minimum Total Hours				120

\*Note: If student follows recommendations for General Education, all Optional and Recommended Electives may be taken without adding any additional hours to total program of study.

PSU Faculty Senate 24-25

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

### Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - Certificate: Teaching High School Business

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Required Coarses (18 Hours)</b>			<b>17</b>
EDUC	307	Clinical Experience	1
EDUC	458	Methods and Curriculum	3
EDUC	464	Measurement and Evaluation	2
EDUC	475	Supervised Teaching in the School	9
BUS	579	Supervised Student Teaching and Follow-up of Teachers	2
<b>Total Credit Hours -</b>			<b>17</b>
<b>Minor -</b>			
<b>General Education, 34-35 hours -</b>			
<b>Total Credit Hours:</b>			<b>17</b>

Be sure all information is correct and courses are active before submitting.

Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.

Your legislation will be returned if either is found.

Bus 579

Seeking  
approval ⇒  
concurrent  
submission






# Teaching High School Business New Certificate Form (1)

Final Audit Report

2025-03-26

Created:	2025-03-26
By:	Mimi Morrison (mmmorrison@pittstate.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIZmhGXkuepDJu0nAVDSkwUerVJZrsIvt

## "Teaching High School Business New Certificate Form (1)" History

-  Document created by Mimi Morrison (mmmorrison@pittstate.edu)  
2025-03-26 - 8:47:36 PM GMT - IP address: 198.49.82.224
-  Document emailed to Paul Grimes (pgrimes@pittstate.edu) for signature  
2025-03-26 - 8:48:22 PM GMT
-  Email viewed by Paul Grimes (pgrimes@pittstate.edu)  
2025-03-26 - 8:57:54 PM GMT - IP address: 198.49.82.49
-  Document e-signed by Paul Grimes (pgrimes@pittstate.edu)  
Signature Date: 2025-03-26 - 8:59:40 PM GMT - Time Source: server- IP address: 198.49.82.49
-  Agreement completed.  
2025-03-26 - 8:59:40 PM GMT



Adobe Acrobat Sign

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **3/10/2025**

Department: **HHPR**

College of: **Education**

Contact Person: **David Boffey**

Prefix: **Dr.**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **EXSCI 480**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Change prerequisites to maximize clarity for students and advisors, increase student success, and to minimize the number of overrides students require from advisors.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes ☒ No

4. Will this course be required of any education majors?

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

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

**PSU Faculty Senate 24-25**

**6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?**

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐ Yes

☒ No

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

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

**Course Numbers cannot be changed, only created.**

	<b>Existing</b>	<b>New/Proposed</b>
<b>Title:</b>	Science and Skills for the Fitness Professional	Science and Skills for the Fitness Professional
<b>Course Number:</b>	<b>EXSCI 480</b>	<b>EXSCI 480</b>
<b>Credits:</b>	<b>3</b>	<b>3</b>
<b>Grading System:</b>	<b>A-F, IN</b>	<b>A-F, IN</b>
<b>Pre/Co-Requisite(s):</b>	Instructor permission required to enroll	Prerequisites: HHP 460 Kinesiology and HHP 464 Physiology of Exercise
<b>Course Description:</b>	This course guides students through the process of designing, implementing and critically evaluating evidence-based exercise programs based on client goals. This course will prepare, but not require, students to take the American College of Sports Medicine (ACSM) Certified Personal Trainer (CPT) exam.	This course guides students through the process of designing, implementing and critically evaluating evidence-based exercise programs based on client goals. This course will prepare, but not require, students to take the American College of Sports Medicine (ACSM) Certified Personal Trainer (CPT) exam.

## Authorization Sign-Off

Checklist: Check once verified.

<input checked="" type="checkbox"/>	Required fields completed.
<input checked="" type="checkbox"/>	Syllabus attached for new courses
<input checked="" type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 2/25/25

Signature, Chair/Director: \_\_\_\_\_



-Approved: College Curriculum Committee

Date: 4/1/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Dean of College

Date: 4/1/25

Signature, Dean: \_\_\_\_\_



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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





## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **3/10/2025**

Department: **HHPR**

College of: **Education**

Contact Person: **David Boffey**

Prefix: **Dr.**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **EXSCI 490**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Change prerequisites to maximize clarity for students and advisors, increase student success, and to minimize the number of overrides students require from advisors.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes ☒ No

4. Will this course be required of any education majors?

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

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

**PSU Faculty Senate 24-25**

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐ Yes

☒ No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Strength and Conditioning	Strength and Conditioning
Course Number:	EXSCI 490	EXSCI 490
Credits:	3	3
Grading System:	A-F, IN	A-F, IN
Pre/Co-Requisite(s):	Instructor permission required to enroll	Prerequisites: HHP 460 Kinesiology and HHP 464 Physiology of Exercise
Course Description:	This course will introduce and apply the scientific principles and techniques of anaerobic and aerobic training for a variety of sports, from the novice to advanced levels of competition. While this course will prepare students to complete the Certified Strength and Conditioning Specialist (CSC) exam from the National Strength and Conditioning Association (NSCA), it is not a course requirement that students complete the CSCS exam to earn a grade.	This course will introduce and apply the scientific principles and techniques of anaerobic and aerobic training for a variety of sports, from the novice to advanced levels of competition. While this course will prepare students to complete the Certified Strength and Conditioning Specialist (CSC) exam from the National Strength and Conditioning Association (NSCA), it is not a course requirement that students complete the CSCS exam to earn a grade.

## Authorization Sign-Off

Checklist: Check once verified.

<input checked="" type="checkbox"/>	Required fields completed.
<input checked="" type="checkbox"/>	Syllabus attached for new courses
<input checked="" type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 2/25/25

Signature, Chair/Director: \_\_\_\_\_



-Approved: College Curriculum Committee

Date: 4/1/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Dean of College

Date: 4/1/25

Signature, Dean: \_\_\_\_\_



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **3/10/2025**

Department: **HHPR**

College of: **Education**

Contact Person: **David Boffey**

Prefix: **Dr.**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **EXSCI 599**

### Course Form:

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

### 1. Purpose/Justification for the Changes:

Change prerequisites to maximize clarity for students and advisors, increase student success, and to minimize the number of overrides students require from advisors.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes

☒ No

4. Will this course be required of any education majors?

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

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

**PSU Faculty Senate 24-25**

**6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?**

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐ Yes

☒ No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
<b>Title:</b>	Pre-Internship	Pre-Internship
<b>Course Number:</b>	<b>EXSCI 599</b>	<b>EXSCI 599</b>
<b>Credits:</b>	<b>1</b>	<b>1</b>
<b>Grading System:</b>	<b>A-F, IN</b>	<b>A-F, IN</b>
<b>Pre/Co-Requisite(s):</b>	Corequisite: EXSCI 540 Introduction to Research Methods	Prerequisites: HHP 460 Kinesiology and HHP 464 Physiology of Exercise
<b>Course Description:</b>	A preparatory experience for EXSCI 600 Internship. Will require students to seek out internship sights, gather information on site requirements, and address needs and orientation for site selection.	A preparatory experience for EXSCI 600 Internship. Will require students to seek out internship sights, gather information on site requirements, and address needs and orientation for site selection.

## Authorization Sign-Off

**Checklist:** Check once verified.

<input checked="" type="checkbox"/>	Required fields completed.
<input checked="" type="checkbox"/>	Syllabus attached for new courses
<input checked="" type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 2/25/25

Signature, Chair/Director: \_\_\_\_\_



-Approved: College Curriculum Committee

Date: 4/1/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Dean of College

Date: 4/1/25

Signature, Dean: \_\_\_\_\_



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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





## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **2/26/2025**

Department: **HHPR**

College of: **Education**



Contact Person: **Cole Shewmake**

Prefix: **HHP**

Create New, Revise, Inactivate, or Reactivate: **New**



Course #: **327**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

With the growing popularity of soccer and the addition of Women's Soccer at PSU, the HHPR Department is creating a Coaching Soccer course to add to our other coaching theory courses we offer.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes

☒ No

4. Will this course be required of any education majors?

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

☒ Yes

☐ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

*PSU Faculty Senate 24-25*

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐ Yes

☒ No


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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		Coaching Soccer
Course Number:		HHP 327
Credits:		2
Grading System:	Select One	A-F, IN 
Pre/Co-Requisite(s):		none
Course Description:		Strategies, techniques, and various coaching theories are covered through lecture, demonstration and observation. The principles of conditioning and strategy are emphasized.

## Authorization Sign-Off

Checklist: Check once verified.

<input checked="" type="checkbox"/>	Required fields completed.
<input checked="" type="checkbox"/>	Syllabus attached for new courses
<input checked="" type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 2/26/25

Signature, Chair/Director:

*Cole Shue*

-Approved: College Curriculum Committee

Date: 4/1/25

Signature, Committee Chair:

*John P. [Signature]*

-Approved: Dean of College

Date: 4/1/25

Signature, Dean:

*John P. [Signature]*

-Approved: Council for Teacher Education (if applicable)

Date: 4/7/25

Signature, Council Chair:

*John P. [Signature]*

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair:

*Ryan [Signature]*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

PITTSBURG STATE UNIVERSITY COLLEGE OF EDUCATION  
Department of Health, Human Performance & Recreation

**HHP 327: Coaching Soccer**  
**Spring 2025**  
**2 Credit Hours**  
**SRC**

**Instructor:**  
**Office:**  
**Office Hours:**

**E-mail:**  
**Phone:**

**Course Description:** This is an undergraduate course designed for students who are either majors or minors in HHPR. Strategies, techniques, and various coaching theories are covered through lecture, demonstration and observation. The principles of conditioning and strategy are emphasized.

**Purpose of the Course:** The major purpose of this course is to provide students with an opportunity to develop a knowledge and understanding of coaching soccer theory, including skill development, practice planning, game planning, and coaching philosophy.

**Competencies/Objectives:** Upon completing this course the student should be able to:

1. Understand rules relating to the sport of soccer.
2. Understand conditioning and training principles within the sport of soccer.
3. Identify proper techniques to teach skill development in the sport of soccer.
4. Create effective practice plans.
5. Analyze defensive and offensive strategy for game planning.
6. Create a coaching philosophy for the sport of soccer.

**Class Policies:**

- A. **Disability Services:** Any student in this class who has a disability that prevents the fullest expression of abilities may contact me as soon as possible to discuss class requirements. However, disclosure of any disability is not required.
- B. **Academic Misconduct Policy (Article 30):** It is the responsibility of each student to become familiar with the University's policies concerning academic misconduct (see link below). <https://studentlife.pittstate.edu/code-of-student-rights-and-responsibilities.html#undefined30>
- C. **PSU Syllabus Supplement (Spring 2025):**  
Microsoft Word - Syllabus Supplement Spring 2025
- D. **Communications: Communication is the key!** If you have any questions for me outside of class time you can email me, call the office, or visit during my scheduled office hours. Email is usually the fastest guarantee since I check my email several times between 8am-5pm, and a response can be expected within 24 hours on the weekdays, and 48 hours on the weekends. If class is canceled for any reason besides inclement weather, you will be notified via your Canvas email. So please check this often!

**Teaching Strategies:**

Course material will be presented through assigned readings, PowerPoints, lectures, videos, group discussions, and in-class assignments. It is the responsibility of the student to follow along the "Tentative Course Schedule" provided at the bottom of the syllabus. Each week's readings and announced assignments for the class period can be found on the "Tentative Course Schedule".

**Instructional Resources:** The text for this course will be:

**Evaluation:** The grade for each student is based on...

**A. In-Class/Canvas Assignments**

Throughout the semester, students will be asked to participate in various in-class assignments/activities. There will be no opportunity to make up in-class assignments unless agreed upon prior to the missed class. (Multiple times throughout the semester @ 5-10 pts each)

**B. Philosophy Paper**

Students will create one (1) paper with their philosophy of soccer. (1 paper @ 50 pts)

**C. Practice Plan**

Students will create a month-long practice plan that can be used during a season (1 plan @ 50 pts)

**D. Exams**

There will be two (2) exams scheduled during the semester. 2 exams @ 100 pts each)

**E. Attendance**

Attendance is expected

**Grading Scale:**

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=<60%



## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **3/10/2025**

Department: **HHPR**

College of: **Education**

Contact Person: **David Boffey**

Prefix: **Dr.**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **HHP 460**

### Course Form:

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

### 1. Purpose/Justification for the Changes:

Change prerequisites to maximize clarity for students and advisors, increase student success, and to minimize the number of overrides students require from advisors.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☒ Yes

☐ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes

☒ No

4. Will this course be required of any education majors?

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

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

**PSU Faculty Senate 24-25**

**6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?**

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐ Yes

☒ No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
<b>Title:</b>	<b>Kinesiology</b>	<b>Kinesiology</b>
<b>Course Number:</b>	<b>HHP 460</b>	<b>HHP 460</b>
<b>Credits:</b>	<b>3</b>	<b>3</b>
<b>Grading System:</b>	<b>A-F, IN</b>	<b>A-F, IN</b>
<b>Pre/Co-Requisite(s):</b>	<b>Prerequisites: BIOL 111/112 General Biology/Lab and BIOL 257/258 Anatomy and Physiology/Lab</b>	<b>Prerequisites: BIOL 257/258 Anatomy and Physiology/Lab</b>
<b>Course Description:</b>	<b>A study of how skeletal muscles and other anatomical structures are involved in human movement. Extensive focus is given to bio-mechanical analysis of sport and exercise movements.</b>	<b>A study of how skeletal muscles and other anatomical structures are involved in human movement. Extensive focus is given to bio-mechanical analysis of sport and exercise movements.</b>



## Authorization Sign-Off

**Checklist: Check once verified.**

<input checked="" type="checkbox"/>	Required fields completed.
<input checked="" type="checkbox"/>	Syllabus attached for new courses
<input checked="" type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 2/25/25

Signature, Chair/Director:



-Approved: College Curriculum Committee

Date: 4/1/25

Signature, Committee Chair:



-Approved: Dean of College

Date: 4/1/25

Signature, Dean:



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair:

\_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair:



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate:

\_\_\_\_\_

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

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

## David Boffey

---

**From:** Peter Chung  
**Sent:** Tuesday, February 25, 2025 3:29 PM  
**To:** David Boffey  
**Cc:** Christine Brodsky  
**Subject:** Re: Adding Kinesiology to Biology Pre-PT curriculum

Hi David, yes, adding anatomy and physiology by itself should be enough of a prereq for our majors. Thanks much.

Chung

Peter A. Chung, Ph.D.  
Professor of Microbiology  
Department of Biology  
Pittsburg State University  
Office: 620-235-4736  
Mobile: 620-875-6377

---

**From:** David Boffey <[aboffey@pittstate.edu](mailto:aboffey@pittstate.edu)>  
**Sent:** Tuesday, February 25, 2025 3:16:25 PM  
**To:** Peter Chung <[pchung@pittstate.edu](mailto:pchung@pittstate.edu)>  
**Subject:** RE: Adding Kinesiology to Biology Pre-PT curriculum

Hi Dr. Chung,

We will be submitting the paperwork for the HHP 460 prereq change. To make the prereq listing as streamlined and straightforward for our students and their advisors as possible, I would like to know if listing only BIOL 257/258 Anatomy and Physiology/Lab as the prereq will make sense for your students.

Thanks,  
David

David Boffey, PhD, CSCS,\*D, CPT  
*Assistant Professor*  
*Director, Human Performance Laboratory*  
Department of Health, Human Performance, and Recreation  
Pittsburg State University

 @pittstateexsci



## Curriculum Revision Form

Effective Date: FALL

Submission Date: 2/26/2025

Department: HHPR

College of: Education

☐

Contact Person: Cole Shewmake

Minor Required? No

☐

Revision

☐

Major/Minor/Emphasis/Certification Name:

**Physical Education Major AND Coaching Minor**

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

**Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe your Changes:

HHP 327 Coaching Soccer has been created as an additional coaching theory elective course to add to both the Physical Education Major and the Coaching Minor.

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

With the growing popularity of soccer and the addition of soccer to the PSU Athletics, the HHPR Department would like to add a Coaching Soccer course.

3. Will this change affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.*

☒

Yes

☐

No

**4. If this change affects any other department on campus, please attach any email notifications between departments.**

**5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?**

☒ Yes    ☐ No

**6. Will additional resources or costs will be required?**

☐ Yes    ☒ No

**If so, what will be needed?**

**Definition of an Emphasis**

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

**Definition of a Minor**

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

**Definition of Certificate Program**

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

- ☒ Program guide from current catalog.
- ☒ Academic Planning Excel attached. 120
- ☒ Credit hours met.
- ☒ Course Id's match Course names. Course
- ☒ hours are correct.
- ☒ Listed courses are currently active Needed
- ☒ Documentation attached.

-Approved: Department Chair/Director

Date: 2/26/25 Signature: Cole

-Approved: College Curriculum Committee

Date: 4/1/25 Signature: J. H. O'Neil

-Approved: Dean of College

Date: 4/1/25 Signature: J. H. O'Neil

-Approved: Council for Teacher Education (if applicable)

Date: 4/2/25 Signature: J. H. O'Neil

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25 Signature: Ryan

-Approved: Faculty Senate

Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

## Bachelor of Science in Education Degree with a major in Physical Education

Degree: Bachelor of Science in Education

Major: Physical Education

### Core Requirements, 47 hours

See notes \*1

- \_\_\_ BIOL-111 General Biology (3 hours)
- and \_\_\_ BIOL-112 General Biology Laboratory (2 hours)
- \_\_\_ PSYCH-155 General Psychology (3 hours)
- \_\_\_ HHP-195 Introduction to Physical Education (2 hours)
- \_\_\_ BIOL-257 Anatomy and Physiology (3 hours)
- and \_\_\_ BIOL-258 Anatomy and Physiology Laboratory (2 hours)
- \_\_\_ HHP-260 First Aid and CPR (2 hours)
- \_\_\_ HHP-262 Care and Prevention of Athletic Injuries (2 hours)
- \_\_\_ HHP-341 Elementary School Physical Education and Health (3 hours)
- \_\_\_ HHP-345 Measurement and Evaluation I (2 hours)
- \_\_\_ HHP-360 Theory and Fundamentals of Activities I (2 hours)
- \_\_\_ HHP-381 Theory and Fundamentals of Activities II (2 hours)
- \_\_\_ HHP-362 Theory and Fundamentals of Activities III (2 hours)
- \_\_\_ HHP-460 Kinesiology (3 hours)
- \_\_\_ HHP-462 Adapted Physical Education (2 hours)
- \_\_\_ HHP-464 Physiology of Exercise (3 hours)
- \_\_\_ HHP-466 Motor Learning and Development (3 hours)
- \_\_\_ HHP-468 Principles of Administration in Health and Physical Education (3 hours)
- \_\_\_ HHP-479 Techniques for Teaching Physical Education (3 hours)

Notes \*1: Must be admitted to Teacher Education to enroll in HHP 479.

### Coaching, Dance, or Strength and Conditioning Electives, 6-15 hours

See notes \*2

#### Coaching Courses

- \_\_\_ HHP-320 Rules and Officiating (2 hours)
- \_\_\_ HHP-321 Coaching Softball and Baseball (2 hours)
- \_\_\_ HHP-322 Coaching Track and Field (2 hours)
- \_\_\_ HHP-323 Coaching Football (2 hours)
- \_\_\_ HHP-324 Coaching Basketball (2 hours)
- \_\_\_ HHP-325 Coaching Volleyball (2 hours)
- \_\_\_ HHP-340 Scientific Foundations of Coaching (2 hours)

#### Group Fitness, Dance and Rhythms

- \_\_\_ HHP-151 Dance Appreciation (3 hours)
  - \_\_\_ HHP-200 Lifetime Sports: (\_\_\_) (1-3 hours)
- Must be taken as a Dance related course.
- \_\_\_ HHP-347 Elementary Games and Rhythms for K-6 (2 hours)
  - \_\_\_ HHP-349 Group Fitness Instruction (2 hours)

#### Strength and Conditioning Courses

- \_\_\_ HHP-101 Weight Training (1 hour)
  - \_\_\_ HHP-200 Lifetime Sports: (\_\_\_) (1-3 hours)
- Must be taken as an Advanced Weight Training course.
- \_\_\_ HHP-385 Practicum in Health and Human Performance (2 hours)
  - \_\_\_ HHP-440 Topics in Health, Human Performance and Recreation (\_\_\_) (1-3 hours)
  - \_\_\_ HHPR-730 Advanced Pedagogical Methods in Physical Education (3 hours)
  - \_\_\_ HHPR-760 Technology and Instrumentation in Human Performance (3 hours)
  - \_\_\_ HHPR-763 Scientific Principles of Strength and Conditioning (3 hours)

Notes \*2: HHP 385 can be taken as Coaching Group Fitness, Dance and Rhythms, or Strength and Conditioning, and Program Design (by advisement). HHP 440 can be taken as Nutrition, Safety, Strength and Conditioning, or Dance Workshops (by advisement).

### Students may complete additional hours to receive a certificate in either Coaching or Dance.

### Admission to Teacher Education and Professional Semester

All students who wish to prepare to teach and to meet licensure requirements are required to apply for admission to Teacher Education during the second semester of the sophomore year, or in the case of community college transfers, early in the first semester of the junior year.

Application for the professional semester must be made by February 15th for the fall semester; September 15th for the spring semester.

### Teaching Education

#### Professional Education

See notes \*3

- \_\_\_ EDUC-261 Explorations in Education (3 hours)
- Note: Fulfills and Essential Studies requirement for Pkt Pathways.
- \_\_\_ EDUC-307 Clinical Experience (1 hour)
  - \_\_\_ EDUC-520 Methods and Materials for Academic Literacy (3 hours)
  - \_\_\_ PSYCH-263 Developmental Psychology (3 hours)
  - \_\_\_ PSYCH-357 Educational Psychology (3 hours)
  - \_\_\_ SPED-510 Overview of Inclusive Education (3 hours)

Note: See Admission to Professional Semester for professional education grade point requirements. Must be admitted to Teacher Education to enroll in EDUC 520 and PSYCH 357.

#### Professional Semester

- \_\_\_ EDUC-458 Methods and Curriculum (3 hours)
- \_\_\_ EDUC-464 Measurement and Evaluation (2 hours)
- \_\_\_ EDUC-475 Supervised Clinical Experience (9 hours)

\_\_ HHP-579 Supervised Student Teaching and Follow-Up of Teachers (2 hours)

*Notes \*3: Students planning to teach should become familiar with the current Regulations for Certifying School Personnel, issued by The State Board of Education. Information concerning these regulations may be obtained from the Director of Teacher Education, 110 Hughes Hall, Pittsburg State University.*

## General Education Requirements

### English Discipline Requirements - 6 Total Hours

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

### Communications Discipline Requirements - 3 Total Hours

- \_\_ COMM-207 Speech Communication (3 hours)

### Mathematics & Statistics Discipline Requirements - 3 Total Hours

- \_\_ MATH-110 College Algebra with Review (5 hours)
- \_\_ MATH-113 College Algebra (3 hours)
- \_\_ MATH-126 Pre-Calculus (4 hours)
- \_\_ MATH-133 Quantitative Reasoning (3 hours)
- \_\_ MATH-143 Elementary Statistics (3 hours)
- \_\_ MATH-150 Calculus I (5 hours)
- \_\_ MATH-204 Mathematics for Education I (3 hours)

### Natural & Physical Sciences Discipline Requirements - 4/5 Total Hours

- \_\_ BIOL-111 General Biology (3 hours)
- \_\_ BIOL-112 General Biology Laboratory (2 hours)
- \_\_ BIOL-113 Environmental Life Science (4 hours)
- \_\_ BIOL-211 Principles of Biology I (4 hours)
- \_\_ CHEM-105 Introductory Chemistry (3 hours)
- \_\_ CHEM-106 Introductory Chemistry Laboratory (1 hour)
- \_\_ CHEM-215 General Chemistry I (3 hours)
- \_\_ CHEM-216 General Chemistry I Laboratory (2 hours)
- \_\_ PHYS-100 College Physics I (4 hours)
- \_\_ PHYS-104 Engineering Physics I (4 hours)
- \_\_ PHYS-130 Elementary Physics Laboratory I (1 hour)
- \_\_ PHYS-160 Physical Geology (3 hours)
- \_\_ PHYS-165 Physical Geology Laboratory (1 hour)
- \_\_ PHYS-166 Meteorology (3 hours)
- \_\_ PHYS-167 Meteorology Laboratory (1 hour)
- \_\_ PHYS-171 Physical Science (3 hours)
- \_\_ PHYS-172 Physical Science Laboratory (1 hour)
- \_\_ PHYS-175 Descriptive Astronomy (3 hours)
- \_\_ PHYS-176 Astronomy Laboratory (1 hour)
- \_\_ PHYS-375 Solar System Astronomy (3 hours)

### Social & Behavioral Sciences Discipline Requirements - 6 Total Hours

- \_\_ ANTH-101 Introduction to Cultural Anthropology (3 hours)
- \_\_ ECON-191 Issues in Today's Economy (3 hours)
- \_\_ ECON-200 Principles of Microeconomics (3 hours)

- \_\_ ECON-201 Principles of Macroeconomics (3 hours)
- \_\_ ETECH-502 Engineering Economy (3 hours)
- \_\_ GEOG-106 World Regional Geography (3 hours)
- \_\_ GEOG-300 Elements of Geography (3 hours)
- \_\_ GEOG-304 Human Geography (3 hours)
- \_\_ POLS-101 U.S. Politics (3 hours)
- \_\_ POLS-103 Comparative Politics (3 hours)
- \_\_ POLS-201 Introduction to Public Policy (3 hours)
- \_\_ PSYCH-155 General Psychology (3 hours)
- \_\_ SOC-100 Introduction to Sociology (3 hours)
- \_\_ SWK-250 Relationship Skills (3 hours)
- \_\_ WGS-200 Introduction to Women's Studies (3 hours)
- \_\_ WGS-399 Global Women's Issues (3 hours)

### Arts & Humanities Discipline Requirements - 6 Total Hours

- \_\_ 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/Metals 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)
- \_\_ ENGL-113 Literature and Culture (3 hours)
- \_\_ ENGL-114 General Literature (Genre) (3 hours)
- \_\_ ENGL-116 General Literature (Theme) (3 hours)
- \_\_ ENGL-117 Introduction to Fiction (3 hours)
- \_\_ ENGL-118 Introduction to Poetry (3 hours)
- \_\_ ENGL-120 Literature and Film (3 hours)
- \_\_ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- \_\_ ENGL-122 Introduction to Women's Literature (3 hours)
- \_\_ ENGL-123 The Citizen in Literature (3 hours)
- \_\_ ENGL-125 Introduction to Horror in Literature (3 hours)
- \_\_ ENGL-250 Introduction to Creative Writing (3 hours)
- \_\_ ENGL-315 Mythology (3 hours)
- \_\_ ENGL-320 Literature and Film (3 hours)
- \_\_ HHP-151 Dance Appreciation (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)
- \_\_ HONOR-200 The Power of Music (3 hours)
- \_\_ MLL-124 French Language and Culture I (3 hours)
- \_\_ MLL-154 Spanish Language and Culture I (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)
- \_\_ PHIL-103 Introduction to Philosophy (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)
- ☐ PHIL-231 World Religions (3 hours)

**Institutionally Designated Requirements - 6  
Total Hours**

- ☐ UGS-150 Gorilla Gateway (2 hours)

**Any 1 credit hour class from the following:**

- ☐ DANCE-200 Dance (\_\_\_) (1-3 hours)
- ☐ EXSCI-200 Introduction to Exercise Science (1 hour)
- ☐ HHP-150 Lifetime Fitness Concepts (1 hour)

**Any 3 credit hour class from 4, 5, 6 or the  
following:**

- ☐ BIOL-617 Environmental Health (3 hours)
- ☐ BUS-101 Introduction to Business (3 hours)
- ☐ DSIS-130 Computer Information Systems (3 hours)
- ☐ EDUC-261 Explorations in Education (3 hours)
- ☐ EET-247 Computer Programming for Electronic Systems (3 hours)
- ☐ EDTH-330 Technology for Teaching and Learning (3 hours)
- ☐ FCS-203 Nutrition and Health (3 hours)
- ☐ FCS-230 Consumer Education and Personal Finance (3 hours)
- ☐ FIN-210 Financial Planning (3 hours)
- ☐ GT-210 Technology in the World Today (3 hours)
- ☐ GT-350 Technology and Civilization (3 hours)
- ☐ HIST-207 Health Habits in American History (3 hours)
- ☐ MECET-121 Engineering Graphics I (3 hours)
- ☐ MFGET-263 Manufacturing Methods I (2 hours)
- ☐ MFGET-268 Manufacturing Methods I Laboratory (1 hour)
- ☐ MFGET-405 Quality Control (3 hours)
- ☐ NURS-303 Introduction to Public Health (3 hours)
- ☐ PHIL-206 Rational Decisions (3 hours)
- ☐ PHIL-207 Critical Thinking (3 hours)
- ☐ PHIL-208 Logic (3 hours)
- ☐ REC-350 Promoting Community and Worksite Wellness (3 hours)

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Revised: 11/12/2024



Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<http://www.pittstate.edu/registrar/catalog>

### Academic Planning Document for 2025-2026

#### BSEd in Physical Education

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>47</b>
BIOL	111/112	General Biology & Lab	5
PSYCH	155	General Psychology	3
HHP	195	Introduction to Physical Education	2
BIOL	257/258	Anatomy & Physiology & Lab	5
HHP	260	First Aid & CPR	2
HHP	262	Care & Prevention of Athletic Injuries	2
HHP	341	Elementary School PE & Health	3
HHP	345	Measurement & Evaluation I	2
HHP	360	Theory & Fundamentals of Activities I	2
HHP	361	Theory & Fundamentals of Activities II	2
HHP	362	Theory & Fundamentals of Activities III	2
HHP	460	Kinesiology	3
HHP	462	Adapted Physical Education	2
HHP	464	Physiology of Exercise	3
HHP	466	Motor Learning & Development	3
HHP	468	Principles of Administration in Health & Physical Education	3
HHP	479	Techniques for Teaching Physical Education	3
<b>Support Courses -</b>			<b>32</b>
<b>Professional Education</b>			
EDUC	261	Explorations in Education	3
EDUC	307	Clinical Experience	1
EDUC	520	Methods & Materials for Academic Literacy	3
PSYCH	263	Developmental Psychology	3
PSYCH	357	Educational Psychology	3
SPED	510	Overview of Inclusive Education	3
<b>Professional Semester</b>			
EDUC	458	Methods & Curriculum	3
EDUC	464	Measurement & Evaluation	2
EDUC	475	Supervised Clinical Experience	9
HHP	579	Supervised Student Teaching & Follow-Up of Teachers	2
<b>Emphasis Courses -</b>			<b>0</b>
<b>Elective Courses -</b>			<b>6</b>
<b>Coaching Courses</b>			
HHP	320	Rules & Officiating	2
HHP	321	Coaching Softball and Baseball	2
HHP	322	Coaching Track and Field	2
HHP	323	Coaching Football	2
HHP	324	Coaching Basketball	2

HHP	325	Coaching Volleyball	2
HHP	327	Coaching Soccer	2
HHP	340	Scientific Foundations of Coaching	2
		<b>Group Fitness, Dance, &amp; Rhythms</b>	
HHP	151	Dance Appreciation	3
HHP	200	Lifetime Sports ( ) (1-3 hours) taken Dance related	3
HHP	347	Elementary Games & Rhythms for K-6	2
HHP	349	Group Fitness, Dance, & Rhythms	2
		<b>Strength &amp; Conditioning</b>	
HHP	101	Weight Training	1
HHP	200	Lifetime Sports ( ) (1-3 hours) taken as Adv Weight Training	3
HHP	385	Practicum	2
HHP	400	Topics in HHPR ( ) (1-3 hours	3
HHPR	730	Advanced Pedagogical Methods in Physical Education	3
HHPR	760	Technology & Instrumentation in Human Performance	3
HHPR	763	Scientific Principles of Strength & Conditioning	3
<b>Total Credit Hours -</b>			<b>85</b>
<b>Minor -</b>			
<b>General Education, 34-35 hours -</b>			<b>35</b>
<b>Total Credit Hours:</b>			<b>120</b>

Be sure all information is correct and courses are active before submitting.  
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.  
Your legislation will be returned if either is found.

## Coaching Minor

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### Required Coursework (20 hours)

- ☐ HHP-260 First Aid and CPR (2 hours)
- ☐ HHP-262 Care and Prevention of Athletic Injuries (2 hours)
- ☐ HHP-320 Rules and Officiating (2 hours)
- ☐ HHP-340 Scientific Foundations of Coaching (2 hours)
- ☐ HHP-385 Practicum In Health and Human Performance (2 hours)
- ☐ HHP-440 Topics in Health, Human Performance and Recreation  
( ) (1-3 hours)

*Note: Must be taken as Safety, Nutrition or Conditioning for 3 hours,  
by advisement.*

- ☐ REC-461 Professional Conference (1 hour)

### Select three courses from the following

- ☐ HHP-321 Coaching Softball and Baseball (2 hours)
  - ☐ HHP-322 Coaching Track and Field (2 hours)
  - ☐ HHP-323 Coaching Football (2 hours)
  - ☐ HHP-324 Coaching Basketball (2 hours)
  - ☐ HHP-325 Coaching Volleyball (2 hours)
  - ☐ HHP-326 Coaching Swimming (2 hours)
- 

Revised: 11/12/2024

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

### Academic Planning Document for 2025-2026

#### Coaching Minor

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>14</b>
HHP	260	First Aid and CPR	2
HHP	262	Care and Prevention of Athletic Injuries	2
HHP	320	Rules and Officiating	2
HHP	340	Scientific Foundations of Coaching	2
HHP	385	Practicum in Health and Human Performance	2
HHP	440	Topics in Health, Human Performance, and Recreation	3
REC	461	Professional Conference	1
<b>Support Courses -</b>			<b>0</b>
<b>Emphasis Courses -</b>			<b>0</b>
<b>Elective Courses -</b>			<b>6</b>
HHP	321	Coaching Softball and Baseball	2
HHP	322	Coaching Track and Field	2
HHP	323	Coaching Football	2
HHP	324	Coaching Basketball	2
HHP	325	Coaching Volleyball	2
HHP	326	Coaching Swimming	2
HHP	327	Coaching Soccer	2
<b>Total Credit Hours -</b>			<b>20</b>

**Minor -**

**General Education, 34-35 hours -**

**Total Credit Hours: 20**

Be sure all information is correct and courses are active before submitting.

Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.

Your legislation will be returned if either is found.

## Faculty Senate Notification Form

Effective Date: Fall 2025

Submission Date: 4-10-2025

Department: SAET

College of: Technology



Contact Person: Scott Norman

Course/Program Name: AT-405 Automotive Technology

**Notification Form** – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

AT405 Labortory Teaching Internship

This course can be taken more than once for credit.

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? Select One If "yes", please provide documentation (ex. email).

	Existing	New/Proposed
Modality of Program:	In-Person	Select One
Admission Requirements:	NO	
Pre/Co-Requisite(s):	NO	
Other:	NO	Course can be repeated

## Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 4/11/2025

Signature, Chairperson:



-Approved: Dean of College

Date: 04/14/2025

Signature, Dean:



-Approved: Faculty Senate

Date:

Signature, Recorder Faculty Senate:

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

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






# Faculty Senate Notification Form- Scott Norman

Final Audit Report

2025-04-14

Created:	2025-04-14
By:	Hope Zafuta (hdzafuta@pittstate.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhmcySv13ZoXz94sMqGir5U47G4dau9m

## "Faculty Senate Notification Form- Scott Norman" History

-  Document created by Hope Zafuta (hdzafuta@pittstate.edu)  
2025-04-14 - 2:48:30 PM GMT- IP address: 198.49.82.49
-  Document emailed to Byron McKay (bmckay@pittstate.edu) for signature  
2025-04-14 - 2:53:10 PM GMT
-  Email viewed by Byron McKay (bmckay@pittstate.edu)  
2025-04-14 - 3:44:18 PM GMT- IP address: 198.49.82.49
-  Document e-signed by Byron McKay (bmckay@pittstate.edu)  
Signature Date: 2025-04-14 - 3:44:29 PM GMT - Time Source: server- IP address: 198.49.82.49
-  Agreement completed.  
2025-04-14 - 3:44:29 PM GMT



**Adobe Acrobat Sign**





## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date:

Department: **Technology & Workforce Learning**

College of: **Technology**

Contact Person: **J. Rocky Restivo**

Prefix: **Mr.**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **GC 310**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Removal of the prerequisite allowing non Graphic Communication majors to take the course without needing to override. Also removing "Videography" from the course title because that content is covered in other courses. This will open the course up to a larger audience.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

#### 3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes

☒ No

#### 4. Will this course be required of any education majors?

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

☐ Yes

☒ No

#### 5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes

☒ No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Interm. Photo/Video Techniques	Intermediate Photography Techniques
Course Number:	<b>GC 310</b>	<b>GC 310</b>
Credits:	<b>3</b>	<b>3</b>
Grading System:	<b>A-F, IN</b>	<b>A-F, IN</b>
Pre/Co-Requisite(s):	GC 210	None
Course Description:	This course is designed to provide students with a comprehensive introduction to photography and videography. Basic principles of composition, lighting, equipment, and capture techniques necessary to produce high-quality photographic and video content will be covered. Prerequisite: GC 210- Mobile Photo & Video Fundamentals.	This intermediate-level course deepens students' understanding of photography, emphasizing advanced techniques in composition, lighting, and camera operation. Building on foundational skills, students will engage in hands-on projects that explore various photographic styles and genres, from portraiture to landscape. The course also introduces advanced post-processing techniques to enhance image quality and creative expression.

## Authorization Sign-Off

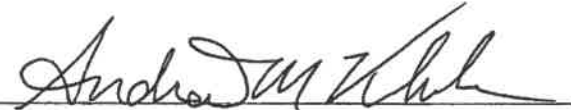
**Checklist: Check once verified.**

<input type="checkbox"/>	Required fields completed.
<input type="checkbox"/>	Syllabus attached for new courses
<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/7/25

Signature, Chair/Director:



-Approved: College Curriculum Committee

Date: 4/11/25

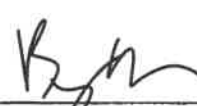
Signature, Committee Chair:



-Approved: Dean of College

Date: 4/11/25

Signature, Dean:



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair:



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **3/3/25**

Department: **TWL**

College of: **Technology**

Contact Person: **Traci Hughees**

Prefix: **GC**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **601**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

GC601 Lab Practicum allows students to have a variety of experiences in the lab setting. This course is being made repeatable to allow for multiple experiences.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes

☒ No

4. Will this course be required of any education majors?

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

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

PSU Faculty Senate 24-25

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*

☐ Yes ☒ No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Laboratory Practicum	
Course Number:	GC601	
Credits:	1-4	
Grading System:	A-F, IN	Select One
Pre/Co-Requisite(s):	Senior standing and approval of the department chairperson.	
Course Description:	Practical experience in a program laboratory setting.	Practical experience in a program laboratory setting. (May be repeatable for up to 4 hours)

## Authorization Sign-Off

**Checklist: Check once verified.**

<input type="checkbox"/>	Required fields completed.
<input type="checkbox"/>	Syllabus attached for new courses
<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/7/25

Signature, Chair/Director:



-Approved: College Curriculum Committee

Date: 4/11/25

Signature, Committee Chair:



-Approved: Dean of College

Date: 4/11/25

Signature, Dean:



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair:



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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





## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **March 2025**

Department: **SAET**

College of: **Technology**

Contact Person: **David Miller**

Prefix: **MECET**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **323**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

MECET 323 uses completely different software than MECET 121, and does not require any content taught in the current prerequisite course. This change will allow a broader portion of the student population to take the class (i.e. it can increase enrollment in the class).

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

*If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.*

☐ Yes ☒ No

4. Will this course be required of any education majors?

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

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

*If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.*



Yes



No

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

**Attach with upload.**

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

**Attach with upload.**

**Course Numbers cannot be changed, only created.**

	Exsisting	New/Proposed
Title:	Industrial Graphics	Industrial Graphics
Course Number:	<b>MECET 323</b>	<b>MECET 323</b>
Credits:	<b>2</b>	<b>2</b>
Grading System:	<b>A-F, IN</b>	<b>A-F, IN</b>
Pre/Co-Requisite(s):	MECET 121 - Engineering Graphics	NONE
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 Sign-Off

**Checklist: Check once verified.**

<input type="checkbox"/>	Required fields completed.
<input type="checkbox"/>	Syllabus attached for new courses
<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/3/2025

Signature, Chair/Director: \_\_\_\_\_



-Approved: College Curriculum Committee

Date: 4/11/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Dean of College

Date: 4/11/25

Signature, Dean: \_\_\_\_\_



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

**Pittsburg State University**  
**Department of Automotive & Engineering Technology**  
**Mechanical ET Program**  
(Prepared by: J. Don Book, P.E., SP 25)

**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](mailto: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.

**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 2025*, SDC Publications. ISBN: 978-1-63057-681-3
- 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	45%	90-100	A*
SolidProfessor Part Drawings	45%	80-89	B
Attendance	10%	70-79	C
		60-69	D
		0 - 59	F

## TENTATIVE SCHEDULE OF ACTIVITIES

Week	Date	Class Content	Assignments
1	01/21	Introduction to AutoCAD	SP Review Tests
	01/23	Basic Drawing Commands and Drafting Settings	SP Guided Exercises
2	01/28	Modifying & Organizing a Drawing	SP Review Tests
	01/30	Re-using Geometry	SP Guided Exercises
3	02/04	Annotations	SP Review Tests
	02/06	Working with Layout Tabs	SP Guided Exercises
4	02/11	Output a Drawing	SP Review Tests
	02/13	User Interface Essentials	SP Guided Exercises
5	02/18	Drawing in Model Space Essentials	SP Review Tests
	02/20	<b>Geometric Dimensioning &amp; Tolerancing w/ Hwrk</b>	SP Guided Exercises
6	02/25	Drafting Settings Essentials	SP Review Tests
	02/27	Model Tab Essentials	SP Guided Exercises
7	03/04	Layout Tab Essentials	SP Review Tests
	03/06	Measuring Essentials	SP Guided Exercises
8	03/11	AutoCAD Block Essentials	SP Review Tests
	03/13	<b>Threads &amp; Fasteners w/ Homework</b>	SP Guided Exercises
9	<b>03/18</b>	<b>Spring Break</b>	
	<b>03/20</b>	<b>No Classes</b>	
10	03/25	Drawing Template Essentials	SP Review Tests
	03/27	Title Block Essentials Project	SP Guided Exercises
11	04/01	Output a Drawing Essentials	SP Review Tests
	04/03	Real World Uses of GD&T	SP Guided Exercises
12	04/08	DWG Viewing Tools	SP Review Tests
	04/10	About AutoCAD User Certification	SP Guided Exercises
13	04/15	Basic Drawing Commands Exam Prep	SP Review Tests
	04/17	Spatial Visualization	SP Guided Exercises
14	04/22	Engineering Graphics Concepts	SP Review Tests
	04/24		SP Guided Exercises
15	04/29	Additional Drawing Commands Exam Prep	SP Review Tests
	05/01	Manage & Organize a Drawing Exam Prep	SP Guided Exercises
16	05/06	Annotate & Plot Exam Prep	SP Review Tests
	05/08	Working with Blocks Exam Prep	SP Guided Exercises
17	<b>05/12 – 05/16</b>	<b>Finals Week – No Final</b>	

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 module exercises will be completed in class and uploaded to the Canvas link provided for that week. 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. 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 tests or exams will be given during this course.

Final Examination: There is no final exam for this course.

Late Work: Not accepted.

## Request for New Emphasis/Minor/Certificate

Effective Date: FALL 2025

Submission Date:

Department: Technology and Workforce Learn College of: Technology

Contact Person: Kevin Elliott

Proposal for a New: **Certificate** Modality of Program: **Online**

Title of new Minor/Emphasis/Certificate: **Level One Technical Education Certificate**

Major: **BSCTE**

Minor Required? **No**

**New Minor/Emphasis/Certificate – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

- Used to create new Minors/Emphases/Certificates and CAN require KBOR approval or notification. See KBOR requirements below.

- Approved requests become effective in the next academic catalog.

**1. Purpose/Justification for New Minor/Emphasis/Certificate:**

Based on the current status of certification in multiple states, not all institutions are requiring a college degree. However, many teachers in technical schools and programs are still actively seeking coursework to improve their teaching skills. The Technical Teacher Education (TTED) Program can provide this coursework while also reaching a new population of potential growth. Providing a stackable credential would allow these students to receive a certificate from Pittsburg State University through TTED. Upon completion, the courses in this certificate would articulate with a Level Two Technical Teacher Certificate or transition students into the AASTE or BSCTE degrees already in place.

**2. Will this affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "College Curriculum Legislation" in SharePoint.**

☐ Yes ☒ No

**3. Does this relate to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? If "yes", please provide an explanation and attach all documentation (emails) between departments.**

☐ Yes ☒ No

**4. Does this new minor, emphasis, and certificate meet University catalog definitions? These can be found at bottom of page 2.**

☒ Yes ☐ No

5. Will additional resources or costs be required? ☐ Yes ☒ No  
If so, what will be needed?

6. Describe the program assessment plan:

- a. Enrollment targets = 5 per year
- b. Outcome expected and process to evaluate =  
Data will be collected on the completion of the Level One Technical Education Certificate and the number who transition into TTED degrees.
- c. Plan to discontinue if enrollment targets not met =

**Questions for certificate only: If you have 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? **Yes**
- 2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?

**Yes**

**Definition of an Emphasis**

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

**Definition of a Minor**

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

**Definition of Certificate Program**

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.



## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

Required fields completed.

Listed courses are currently active

Course Id's match Course names.

Course hours are correct.

Required 120 credit hour minimum met.

Academic Planning Excel Attached

Current Program Guide from Online Catalog

KBOR Forms Attached, if applicable

-Approved: Department Chair/Director

Date: 3/7/25

Signature: 

-Approved: College Curriculum Committee

Date: 4/11/25

Signature: 

-Approved: Dean of College

Date: 4/11/25

Signature: 

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature: 

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

**New Minors Where No Board-Approved Degree Program Exists will need KBOR Approval, it can be found at:**

[https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval)

Following Faculty Senate Approval, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for board approval. (must be entered into KBOR PI/CIP system at time of submission).

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

Please Note: This is a 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.

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

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

**Make sure to attach the program guide from current catalog! (For Revised Curriculum)**

<https://www.pittstate.edu/registrar/catalog>

## Academic Planning Document for 2025-2026

**Major/Emphasis/Minor/Certificate - Level One Technical Teacher Education Certificate**

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses - Select 15 hours from the following</b>			<b>15</b>
TTED	193	Workshop for Beginning CTE Teachers	3
TTED	308	Laboratory and Shop Safety	3
TTED	391	Student Assessment Development in CTE	3
TTED	445	Development of a Unit Study Guide	3
TTED	479	Techniques for Teaching CTE	3
TTED	694	Foundations of CTE	3
TTED	695	Using Technology as an Instructional Tool	3
TTED	697	Identification and Instruction of Students with Special Needs	3
TTED	698	Leadership and Professionalism in CTE	3
TTED	707	CTE Student Organizations	3
TTED	719	Planning Facilities for CTE	3
TTED	720	Project Based Learning in CTE	3
TTED	731	Adult Learners	3
TTED	750	Mentoring for Professionals	3
TTED	777	Work-based Learning	3
TTED	780	Classroom Management	3
<b>Support Courses -</b>			<b>0</b>
<b>Emphasis Courses -</b>			<b>0</b>
<b>Elective Courses -</b>			<b>0</b>
<b>Total Credit Hours -</b>			<b>15</b>
<b>Minor -</b>			
<b>General Education, 34-35 hours -</b>			
<b>Total Credit Hours:</b>			<b>15</b>

Be sure all information is correct and courses are active before submitting.

Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.

Your legislation will be returned if either is found.

## Request for New Emphasis/Minor/Certificate

Effective Date: FALL 2025

Submission Date:

Department: Technology and Workforce Learn College of: Technology

Contact Person: Kevin Elliott

Proposal for a New: **Certificate**

Modality of Program: Online

Title of new Minor/Emphasis/Certificate: Level Two Technical Education Certificate

Major: BSCTE

Minor Required? No

New Minor/Emphasis/Certificate – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHEDD.**

- Used to create new Minors/Emphases/Certificates and CAN require KBOR approval or notification.

See KBOR requirements below.

- Approved requests become effective in the next academic catalog.

### 1. Purpose/Justification for New Minor/Emphasis/Certificate:

Based on the current status of certification in multiple states, not all institutions are requiring a college degree. However, many teachers in technical schools and programs are still actively seeking coursework to improve their teaching skills. The Technical Teacher Education (TTED) Program can provide this coursework while also reaching a new population of potential growth. Providing a stackable credential would allow these students to receive a certificate from Pittsburg State University through TTED. Upon completion, the courses in this certificate would articulate with a Level One Technical Teacher Certificate and also allow students to transition into the AASTE or BSCTE degrees already in place.

### 2. Will this affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

### 3. Does this relate to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? If "yes", please provide an explanation and attach all documentation (emails) between departments.

☐ Yes ☒ No

### 4. Does this new minor, emphasis, and certificate meet University catalog definitions? These can be found at bottom of page 2.

☒ Yes ☐ No

5. Will additional resources or costs be required? ☐ Yes ☒ No  
If so, what will be needed?

6. Describe the program assessment plan:

- a. Enrollment targets = 5 per year
- b. Outcome expected and process to evaluate =  
Data will be collected on the completion of the Level One Technical Education Certificate and the number who transition into TTED degrees.
- c. Plan to discontinue if enrollment targets not met =  
We would submit a request to discontinue the certificate.

**Questions for certificate only: If you have 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? **Yes**
- 2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?  
**Yes**

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## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

Required fields completed.

Listed courses are currently active

Course Id's match Course names.

Course hours are correct.

Required 120 credit hour minimum met.

Academic Planning Excel Attached

Current Program Guide from Online Catalog

KBOR Forms Attached, if applicable

-Approved: Department Chair/Director

Date: 3/7/25

Signature: 

-Approved: College Curriculum Committee

Date: 4/11/25

Signature: 

-Approved: Dean of College

Date: 4/11/25

Signature: 

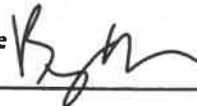
-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 5/7/25

Signature: 

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

**New Minors Where No Board-Approved Degree Program Exists will need KBOR Approval, it can be found at:**  
[https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval)

Following Faculty Senate Approval, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for board approval. (must be entered into KBOR PI/CIP system at time of submission).

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

**Please Note:** This is a 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.

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

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

**Make sure to attach the program guide from current catalog! (For Revised Curriculum)**

<https://www.pittstate.edu/registrar/catalog>

## Academic Planning Document for 2025-2026

**Major/Emphasis/Minor/Certificate - Level Two Technical Teacher Education Certificate**

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses - *Select 15 hours from the following (See Below):</b>			<b>30</b>
TTED	193	Workshop for Beginning CTE Teachers	3
TTED	308	Laboratory and Shop Safety	3
TTED	391	Student Assessment Development in CTE	3
TTED	445	Development of a Unit Study Guide	3
TTED	479	Techniques for Teaching CTE	3
TTED	694	Foundations of CTE	3
TTED	695	Using Technology as an Instructional Tool	3
TTED	697	Identification and Instruction of Students with Special Needs	3
TTED	698	Leadership and Professionalism in CTE	3
TTED	707	CTE Student Organizations	3
TTED	719	Planning Facilities for CTE	3
TTED	720	Project Based Learning in CTE	3
TTED	731	Adult Learners	3
TTED	750	Mentoring for Professionals	3
TTED	777	Work-based Learning	3
TTED	780	Classroom Management	3

**\*Students choosing to pursue the Level Two Technical Education Certificate must select 15 hours additional hours of TTED coursework. Students may *not* repeat any courses utilized in the Level One Certificate.**

**Support Courses - 0**

**Emphasis Courses - 0**

**Elective Courses - 0**

**Total Credit Hours - 30**

**Minor -**

**General Education, 34-35 hours -**

**Total Credit Hours: 30**

Be sure all information is correct and courses are active before submitting.

Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.