Pittsburg State University
Faculty Senate Meeting

Date: Monday, November 27, 2017
Time: 3:00 p.m.
Location: Sunflower Room, Overman Student Center

AGENDA

I. Call to order

II. Approval of Oct 23 2017 minutes

III. Announcements

A. Provost and Vice President of Academic Affairs-Dr. Lynette Olson

B. PSU/KNEA Remarks- Laura Washburn

C. Student Senate Remarks- Nick Bartelli

D. Unclassified Senate Remarks- Erin Sullivan

E. University Support Staff Remarks- Michael Kloer

F. General Education Review Team- Dr. Steven Horner and Mr. Phil McNew

G. Faculty Senate Report- Amy Hite

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

A. Academic Affairs Committee—Chair: Maeve Cummings (Jorge Leon or Brian Moots)
Change the catalog wording for the Bachelor of General Studies, Bachelor of Integrated Studies, and all Baccalaureate Degrees to be effective for Fall 2018, see attached “Change to Requirements for All Baccalaureate Degrees”

- Undergraduate Curriculum Subcommittee—Chair: James McBain, Clifford Morris
- Library Services/Learning Resources Subcommittee—Chair: Hazel Coltharp (Kevin Elliot or Jorge Leon to report)
- Information Systems Subcommittee—Chair: Tracy Rampy No Report
- Continuing Studies Subcommittee—Chair: Liz Mascher, Nov meeting discussed enrollment, recruitment initiative and future planning. Will not meet again until 2018.
- Departmental Academic Honors Subcommittee—Chair: Rion Huffman:
- Honors College Subcommittee—Chair: James Greene:

From Oct 23, Second reading and vote:
Currently, the Honors College students are required to earn 21 “honors credits” to graduate as a member in good standing. These credits can be earned through:
Honors Gen Ed Courses (3 credits per 3 hour course)
Honors Contracts (3 credits per 3 hour course)
Study Abroad Programs (3 credits per program)
Research Colloquium Participation (3 credits per oral presentation)
Taking non-required Graduate Classes (3 credits per 3 hour course)
Departmental Academic Honors Program (all 9 hours of projects required)

I am proposing that we make the Departmental Academic Honors program a non-required and optional component of their requirements. They can participate to the level of their interests, but do not necessarily have to complete all 9 credits. The total of 21 honors credits will still be required, but they can earn those credits from any combination of the above options. If they choose to complete all 9 credits of the Departmental Academic Honors program, they will receive their honor cords and their transcript designation as always. If they choose not to do all 9 credits, they will not receive either of these designations.
After reviewing this proposal, the committee voted in favor of implementing this change. During the discussion, committee members unanimously agreed that this change would allow greater flexibility for Honors College students in obtaining honors credits, and would help many students create a clearer path towards completing their degrees.

- Writing Across the Curriculum Subcommittee—Chair: Rebecca
  
  Book See Memo WL Course Number Policy Change Request.

- Diversity and Multicultural Affairs Subcommittee—Chair: Jonathan

Dresner No Report

B. Student Faculty Committee—Chair: Barb McClaskey

C. All University Committee—Chair: James Mc Bain No Report

D. Faculty Affairs Committee—Chair: Michelle Hudiburg

E. Constitution Committee—Chair: Norman Phillip

F. General Education Committee—Chair: Mark Johnson

G. Budget Committee—Chair: Steve Polley No Report

All University Committees or Other Appointments

- Academic Honesty Committee—Chair: Clifford Morris No Report

V. Unfinished Business:

VI. New Business:

VII. Open Forum:

VIII. Adjournment

Next Faculty Senate Meeting: Dec 11, 2017
Change to Requirements for All Baccalaureate Degrees

Found in catalog under UNDERGRADUATE DEGREES AND REQUIREMENTS

Effective Fall 2018

Degree Requirements (Under Bachelor of General Studies and Bachelor of Integrated Studies)

Current: (opening statement)
Students must complete 124 semester hours of selected courses and meet all other university requirements including general education requirements. ....

Proposed:
Students must complete 120 semester hours of selected courses and meet all other university requirements including general education requirements. ....

Effective Fall 2018

Requirements for All Baccalaureate Degrees

Current:
1. Students must successfully complete a minimum of 124 semester hours of credit with an earned grade point average of 2.00 for all hours attempted and included in the GPA computation.

Proposed:
1. Students must successfully complete a minimum of 120 semester hours of credit with an earned grade point average of 2.00 for all hours attempted and included in the GPA computation.
To: Amy Hite, Faculty Senate President

From: Jim Greene, Honors College Committee Chair

Subject: Report for 10/23/17 Faculty Senate Meeting

Date: 10/20/17

Since last month’s Faculty Senate meeting, The Honors College Committee has taken up one major piece of business. We voted to revise the policy regarding the number of honors credits students within the Honors College must acquire to remain in good standing as members of the college. The specific details of this change can be found in the proposal from Dr. Fuchs which I have quoted in its entirety below:

October 13, 2017
Currently, the Honors College students are required to earn 21 “honors credits” to graduate as a member in good standing. These credits can be earned through:
Honors Gen Ed Courses (3 credits per 3 hour course)
Honors Contracts (3 credits per 3 hour course)
Study Abroad Programs (3 credits per program)
Research Colloquium Participation (3 credits per oral presentation)
Taking non-required Graduate Classes (3 credits per 3 hour course)
Departmental Academic Honors Program (all 9 hours of projects required)

I am proposing that we make the Departmental Academic Honors program a non-required and optional component of their requirements. They can participate to the level of their interests, but do not necessarily have to complete all 9 credits. The total of 21 honors credits will still be required, but they can earn those credits from any combination of the above options. If they choose to complete all 9 credits of the Departmental Academic Honors program, they will receive their honor cords and their transcript designation as always. If they choose not to do all 9 credits, they will not receive either of these designations.

After reviewing this proposal, the committee voted in favor of implementing this change. During the discussion, committee members unanimously agreed that this change would allow greater flexibility for Honors College students in obtaining honors credits, and would help many students create a clearer path towards completing their degrees.

Please let me know if you need any additional information regarding this policy.
To: Dr. Amy Hite, Senate Faculty President
CC: Voting Members of Faculty Senate
From: Dr. Jessica Jorgenson Borchert, Director of Writing Across the Curriculum and WAC Committee Members
Date: November 20, 2017
Subject: Policy change for WL course numbers

Current Writing to Learn policy states that for a course to be designated as Writing to Learn, that course must be a 599 or below level course. Recently, I was approached by Dr. Julie Allison, a faculty member in Psychology and Counseling, to create PSYCH 771 as a WL course for summer 2018. The course met all requirements of WL except for the course number. I have also had other instances where courses higher than 599 have had WL requests. After conferring with others about this policy, I approached the chair of the WAC committee to inquire about a potential policy change. All committee members in WAC voted to get rid of the language regarding a course having to be 599 or below to be classified as a WL course. Instead we propose to eliminate the course number policy so that any course can be classified as WL. This change will not affect graduate student enrollment. Graduate students do not need WL credits, making this a non-issue.

We are writing to ask for a faculty senate vote on the issue of changing the current policy around Writing to Learn courses. Our current policy states that WL courses be of the 100-500 levels, making 599 the highest level a WL course can be designated. We have recently discovered some programs use numbers higher than 599 to designate undergraduate courses. In WAC, we want to continue to allow programs to be able to define how WAC can work best for their individual program. We propose getting rid of the language that a 599 or below level course can only be qualified as Writing to Learn. Instead we propose that we can designate a course that enrolls undergraduates as a Writing to Learn course as long as it meets all other requirements for a WL course.
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Request for Deletion

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Deletion of Curriculum

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Provisional approval: Pending explanations

Dept: HHPR
All HHPR curriculum items were voted on by email and all items were approved.

Revision to Course

- REC 320
- REC 470

Request for New Course

- REC 325
- REC 406
- REC 408
- REC 426
- REC 450
- REC 455

Revision to Curriculum

- Recreation Major
- Recreation Admin Emphasis

New Certificate

- Hospitality Management
Request for New Course

(Pittsburg State University

Department: Biology College: Arts and Sciences
8/18/17

Submission Date:

Faculty member No Chair

Contact Person: Christine Brodsy

Is this new course proposal related to, and/or affect, any other department’s/college’s/unit’s curricula or programs at Pittsburg State University?

Yes No

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

This course is designed for upper level Biology students, but will also be used for the Sustainability, Society & Resource Management (SSRM) integrated studies degree.

Proposed Course:

Course Number: BIOL 525

Title of Course: Urban Ecology

Credit Hours: 3

Date first offered: 2017 (Semester/Year) Fall Spring Summer (check all that apply)

Prerequisite: Junior or Senior standing

Course Description (as it will appear in the next catalog): The study of the processes, systems, and relations between living organisms that occur within urban environments focusing on the ecological features of cities; processes determining abundance, distribution, and interactions of organisms; and the interactions between humans and nature in urban ecosystems. Emphasis will be placed on local cities, wildlife, and plant communities.

Purpose/Justification for Proposed Course: In a time where 7.4 billion people are on earth with over 54% living in urban areas, the importance of understanding how urban ecosystems function and the processes and patterns of urban biodiversity is critical. This course was designed to supplement the current field emphasis areas regarding their applications to human dominated ecosystems. To emphasize the importance of oral and written communication, this course was designed to be a mixture of lecture and discussion styles, and to conclude with an independent research project. Students will have weekly discussions over primary literature to 1) learn how to read journal articles, 2) understand other students’ viewpoints, 3) articulate how urban ecology theories apply to local cities, and 4) practice for a variety of future careers in which students will need to communicate difficult issues in cities. Throughout the semester, we will also make short trips to local urban ecosystems to make our own observations and speak with local experts. The goal of the field trips are to expose students to a variety of careers that require knowledge of urban ecology while also introducing them to local experts that could possibly offer internships/jobs.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)

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

• Discuss how humans are components of urban ecosystems.

Request for New Course- Revised Summer 2013
- Analyze how urban ecosystems function, the response of plants and animals to urban environments, the ecology of community interactions, and how urban areas affect local, regional, and global biodiversity patterns through a series of case studies.
- Address key issues in urban ecosystems while planning for species' management goals and landscape design.
- Contribute to your understanding of urban ecosystems and the organisms that inhabit urban environments, with an emphasis on our local cities (Pittsburg, Joplin, Kansas City).
- Read, interpret, and synthesize primary literature on urban ecology
- Synthesize and communicate their understanding of urban ecology by conducting a research experiment.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]
Achievement in this course is accomplished by:
- Participation & Weekly Discussions:
  - Initial Questionnaire – 5 points
  - Paper Discussion Leader – 20 points
  - Participation in Weekly Discussions – 25 points
- Papers and Analyses:
  - Field Trip Reflection Paper – 50 points
  - Cross-Town Walk Analysis – 50 points
- Research Paper
  - Draft – 50 points
  - Final – 150 points
  - Presentation – 50 points
- Quizzes (4, 50 points each): 200 points

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

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

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

   Please give the rationale for additional student fees:

   

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

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

   

   Please realize that it will need to gain approval of the General Education Committee.

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

   If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
   No additional costs will be required.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
Date 9/13/17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 9/13/17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 9/13/17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/2/17 Signature, Undergraduate Curriculum Committee Chair

☑ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate

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

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

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

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

Request for New Course- Revised Summer 2013
Pittsburg State University
BIOL 525 – Urban Ecology
Syllabus - Spring 2017

Instructor: Dr. Christine Brodsky, Dept. of Biology
Office: 330 Heckert-Wells
Office Hours: TTh 1:00 – 3:00PM; W 9:00 – 11:00AM & by appointment
Email & Office Phone: cbrodsky@pittstate.edu; (620) 235-4947
Credit Hours: 3
Lecture Location: Hartman 212
Lecture Time: MWF 11:00 – 11:50 AM

COURSE DESCRIPTION
Urban ecology is the study of the processes, systems, and relations between living organisms that occur within urban environments. In a time where 7.4 billion people are on earth with over 54% living in urban areas, the importance of understanding how urban ecosystems function and the processes and patterns of urban biodiversity are critical. In this lecture course, we will focus on the ecological features of cities and on the processes determining patterns of abundance and distribution of organisms, the interactions among organisms, and the interactions between humans and nature in urban ecosystems. Emphasis will be placed on urban wildlife and plant species, along with the human dimensions of urban ecosystems. Throughout the semester, we will also make short trips to local urban ecosystems to make our own observations and speak with local experts.

REQUIRED TEXTS
• Readings will be posted on Canvas.

COURSE OBJECTIVES AND LEARNING GOALS
By the end of this course, the successful student will be able to:
• Discuss how humans are components of urban ecosystems
• Analyze how urban ecosystems function, the response of plants and animals to urban environments, the ecology of community interactions, and how urban areas affect local, regional, and global biodiversity patterns through a series of case studies
• Address key issues in urban ecosystems while planning for species’ management goals and landscape design.
• Contribute to your understanding of urban ecosystems and the organisms that inhabit urban environments, with an emphasis on our local cities (Pittsburg, Joplin, Kansas City).
• Read, interpret, and synthesize primary literature on urban ecology
• Synthesize and communicate their understanding of urban ecology by conducting a research experiment

EVALUATION*
Achievement in this course is accomplished by:
• Participation & Discussions:
  o Initial Questionnaire – 5 points
  o Paper Discussion Leader – 20 points
  o Participation in Weekly Discussions – 25 points
• Papers and Analyses:
  o Field Trip Reflection Paper – 50 points
  o Crosstown Walk Analysis – 50 points
  o Research Paper
    ▪ Draft – 50 points
    ▪ Final – 150 points
    ▪ Presentation – 50 points
• Quizzes (4, 50 points each): 200 points

GRADING SCALE
Grades will be based on your points earned as the percentage of the total available points (600) following this grading scale:

A = 100% - 90%  B = 89% - 80%  C = 79% - 70%  D = 69% - 60%  F = 59% and Below

*GRADUATE STUDENTS
Graduate students will be responsible for leading a paper discussion by themselves in order to practice presenting data succinctly to an audience and facilitating a discussion. Graduate students will also have different page length, citation count, and rigor requirements for the research paper. Please see the assignment description on Canvas for requirements specific to graduate students.

FIELD TRIPS
Over the semester, we will have three field trip possibilities. You are required to at least attend one. You may attend all, if you wish, however space is limited with bus space. I will have sign-up sheets for each in class to reserve your spot on the bus.

ATTENDANCE & PARTICIPATION
Attendance and participation is essential for exemplary performance in this class. By attending lecture, you will learn essential information not discussed in the readings, as well as participate in discussions to help you think critically about topics. Please notify me immediately about any issues that may arise, causing you to miss multiple classes (e.g. death in the family, illnesses, etc.).

DEAD WEEK
There may be in-class assignments during Dead Week.

NOTE TAKING
Effective note taking is an essential skill to learn at college and for your future. New research is showing that you learn and retain much more when you write class notes and draw diagrams by hand. This semester, I will strongly discourage all of my students from using a laptop to take notes. However, if you feel as though you must use a laptop in class, please avoid distracting your fellow classmates by not checking email, Facebook, playing games, etc.

E-MAIL POLICY
I will be using your university email account to contact you outside of class. When emailing me, please use proper email etiquette, such as the use of the subject line and an appropriate greeting like, “Hello Dr. Brodsky” (not “Hey” or “Yo.” Yes, I have received both). Please be aware that I check my email sparingly during nights and weekends, so if you send an email after Friday afternoon, please do not expect an answer until Monday morning.
STUDENT ACCOMMODATIONS
All students are expected to meet the standards for this course as set by the instructor. However, students with learning disabilities who may need accommodations should discuss options with the Center for Student Accommodations (CSA) during the first two weeks of class. The CSA will contact professors with suggested classroom needs and accommodations. Approved documentation needs to be on file in the CSA prior to the start of the semester.

ACADEMIC HONESTY AND INTEGRITY POLICY
Academic honesty and integrity is expected and required. Please note that an important element of academic integrity is fully and correctly attributing any materials taken from the work of others. Feel free to consult with me before completing assignments if you have concerns about the correct way to reference the work of others. Plagiarism in any form is not permitted and will be reflected in a grade of an F for the assignment. Please review the academic honesty and integrity policy on the university's webpage: http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot

For additional information and requirements, see the Syllabus Supplement 2017 at: http://www.pittstate.edu/dotAsset/0be54462-4b5e-4175-bdf2-3ce6e906b42a.pdf

Field Trip Schedule**
March 8  11am – 3pm
Tar Creek Superfund Site: Picher, OK
Quapaw Tribe of Oklahoma Environmental Office (Environmental justice)
Lunch: $5 for Tribal Elders Lunch (or BYO)
March 10  Office of Planning, Development & Neighborhood Services: Joplin, MO
March 15  *Full day trip+
Kansas City Office of Environmental Quality/KC Water Services: Kansas City, MO/KS
Lakeside Nature Center (Human dimensions of urban ecology)
Cultivate Kansas City – New Roots for Refugees (Non-profit urban agriculture)

Lecture, Reading and Assignment Schedule**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
<th>Assignment Due</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 18 (W)</td>
<td>History &amp; Future of Urban Ecology</td>
<td>McDonnell 2011; McDonnell and MacGregor-Fors 2015</td>
<td>Sign Up for Discussion</td>
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<td>Jan 20 (F)</td>
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<td>Discussion</td>
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<td>2</td>
<td>Jan 23 (M)</td>
<td>Spatial Patterns &amp; Models</td>
<td>Forman 2014 Ch. 2;</td>
<td>Questionnaire (Canvas)</td>
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<td>Jan 25 (W)</td>
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<td>McDonnell and Pickett 1990</td>
<td>Discussion</td>
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<td>Jan 27 (F)</td>
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<td>Discussion</td>
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<td>3</td>
<td>Jan 30 (M)</td>
<td>Urban Soils, Water, and Climate</td>
<td>Parlow 2011; Sauerwein 2011;</td>
<td>Quiz 1</td>
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<td>Feb 1 (W)</td>
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<td>Seto et al. 2002</td>
<td>Discussion</td>
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<td>Feb 3 (F)</td>
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<td>4</td>
<td>Feb 6 (M)</td>
<td>Population, Community, and</td>
<td>Gehrt et al. 2013; Urban et al. 2006</td>
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<td>Feb 8 (W)</td>
<td>Ecosystem Ecology</td>
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<td>Feb 10 (F)</td>
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<tr>
<td>Week</td>
<td>Dates</td>
<td>Topic</td>
<td>References</td>
<td>Activities</td>
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<td>5</td>
<td>Feb 13 (M)</td>
<td>Urban Plants</td>
<td>Forman Ch. 8; Williams et al. 2009</td>
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<td>Feb 15 (W)</td>
<td>Urban Plants</td>
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<td>Feb 17 (F)</td>
<td>Urban Plants</td>
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<td>6</td>
<td>Feb 20 (M)</td>
<td>Urban Wildlife</td>
<td>Forman 2014 Ch. 9; Parker &amp; Nilson 2008</td>
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<td>Feb 22 (W)</td>
<td>Urban Wildlife</td>
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<td>Feb 24 (F)</td>
<td>Urban Wildlife</td>
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<td>7</td>
<td>Feb 27 (M)</td>
<td>Patterns &amp; Processes of Urban Biodiversity</td>
<td>Aronson et al. 2014; Lucas &amp; Marzluff 2011</td>
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<td>Mar 1 (W)</td>
<td>Patterns &amp; Processes of Urban Biodiversity</td>
<td>Wu 2014</td>
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<td>Mar 3 (F)</td>
<td>Field Trips</td>
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<td>Mar 10 (F)</td>
<td>Field Trips</td>
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<td>Mar 13 (M)</td>
<td>Field Trips</td>
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<td>Mar 15 (W)</td>
<td>Field Trips</td>
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<td>Mar 17 (F)</td>
<td>Field Trips</td>
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<td>Mar 20 - 24</td>
<td>Spring Break</td>
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<td>9</td>
<td>Mar 27 (M)</td>
<td>Conservation in the Urbanizing World</td>
<td>Dearborn and Kark 2009; Goddard et al. 2010</td>
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<td>Mar 29 (W)</td>
<td>Conservation in the Urbanizing World</td>
<td>McKinney 2002; Nilson 2010</td>
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<td></td>
<td>Mar 31 (F)</td>
<td>Conservation in the Urbanizing World</td>
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<td>10</td>
<td>Apr 3 (M)</td>
<td>Design for Sustainability &amp; Biodiversity</td>
<td>Forman Ch. 12; Ignatieva et al. 2011</td>
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<td>Apr 5 (W)</td>
<td>Design for Sustainability &amp; Biodiversity</td>
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<td>Apr 7 (F)</td>
<td>Design for Sustainability &amp; Biodiversity</td>
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<td>11</td>
<td>Apr 10 (M)</td>
<td>Linking Social and Ecological Systems</td>
<td>Cohen et al. 2012; Fuller et al. 2007</td>
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<td>Apr 14 (F)</td>
<td>Linking Social and Ecological Systems</td>
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<td>12</td>
<td>Apr 17 (M)</td>
<td>Environmental Justice</td>
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<td>Cross-Town Walk</td>
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<td>Apr 19 (W)</td>
<td>Environmental Justice</td>
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<td>Apr 21 (F)</td>
<td>Environmental Justice</td>
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<td>Apr 24 (M)</td>
<td>Unique Cities: Case Studies</td>
<td>Hough Ch. 7</td>
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<td>Apr 26 (W)</td>
<td>Unique Cities: Case Studies</td>
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<td>Cross-Town Walk Analysis</td>
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<td>Apr 28 (F)</td>
<td>Unique Cities: Case Studies</td>
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<td>Discussion</td>
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<td>13</td>
<td>May 1 (M)</td>
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<td>Quiz 4</td>
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<td>May 3 (W)</td>
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<td>May 5 (F)</td>
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<td>14</td>
<td>May 8 (M)</td>
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<td>Final Paper &amp; Field Trip</td>
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<td>Reflection</td>
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</tbody>
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Dates highlighted in grey are outdoor/travel dates. **Dates subject to change.**
Reading List

**Week 1: History & Future of Urban Ecology (No Discussions This Week)**

**Week 2: Spatial Patterns & Models**

**Week 3: Urban Soils, Water, and Climate**

**Week 4: Population, Community, and Ecosystem Ecology**

**Week 5: Urban Plants**

**Week 6: Urban Wildlife**

**Week 7/8/9: Patterns & Processes of Urban Biodiversity**
**Week 10: Conservation in the Urbanizing World**


**Week 11: Design for Sustainability & Biodiversity**


**Week 12/13: Linking Social & Ecological Systems: Environmental Justice**


Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: Biology    College: Arts and Sciences

Contact Person: James Whitney ✓ Faculty member □ Chair

Revision Effective: Spring/2023 (Semester/Year)

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

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

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

This course is targeted toward upper level Biology majors interested in conducting research.

Purpose/Justification for Revision to Course: This course was previously offered alongside the graduate version of Biometry (BIOL 803) as a dual-listed course (i.e., BIOL 603/803), but is currently inactive in the GUS system. The purpose of this revision is simply to reactivate Biometry for undergraduate credit so that it can be taught as a dual-listed course with BIOL 803, which is active and taught every Spring. Additionally, the proposed version of BIOL 603 will be offered for 3 credit hours to match BIOL 803: it is unclear why the inactive version of BIOL 603 was only offered for 1 credit hour.

Existing Course:
Course Number: BIOL 603

Title of Course: Biometry

Credit Hours: 1

Prerequisite: MATH 113 College Algebra and 20 hours of biology, or equivalent, or permission of instructor.

Course Description (as it appears in the current catalog): The application of statistical methods to data from various fields of biological research. Special emphasis placed on practical computational procedures and experimental design.

Proposed Course:
Course Number: BIOL 603

Title of Course: Biometry

Credit Hours: 3

Prerequisite: MATH 113 College Algebra and 20 hours of biology, or equivalent, or permission of instructor.

Request for Revision to Course- Revised Summer 2013
Course Description (as it will appear in the next catalog): The application of statistical methods to data from various fields of biological research. Special emphasis placed on practical computational procedures and experimental design.
Additional Questions

1. Is this course to be considered for General Education? □ Yes  □ No
   
   If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   ________
   
   Please realize that it will need to gain approval of the General Education Committee.

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

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? $0
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
  Date 9/1/12  Signature, Department Chairperson
  
☐ Approved: College Curriculum Committee
  Date 3/2/17  Signature, College Curriculum Committee Chair
  
☐ Approved: Dean of College
  Date 3/1/17  Signature, Dean
  
☐ Approved: General Education Committee (if applicable)
  Date  Signature, General Education Committee Chair
  
☐ Approved: Council for Teacher Education (if applicable)
  Date  Signature, Council for Teacher Education Chair
  
☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 4/13/17  Signature, Undergraduate Curriculum Committee Chair
  
☐ Approved: Faculty Senate
  Date  Signature, Recording Secretary, Faculty Senate

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

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

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

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

Deletion of: ☒ Major  ☐ Minor  ☐ Emphasis  ☐ Certificate

Department: Biology  College: Arts and Sciences

Submission Date: Sept. 2017  Revision Effective: Fall, 2017 (Year)

Contact Person: Dixie L Smith  ☐ Faculty member  ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: BA in Biology

Rationale for Deletion: Enrollment in this degree has been negligible for many years, and deletion was recommended by our outside evaluator at last Program Review.

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

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

Enrollment has been so minimal for years that deletion of the BA will not affect other departments.

Will this deletion involve specific General Education courses?  ☐ Yes  ☒ No

If "yes," please realize that it will need to gain approval of the General Education Committee.

Will this deletion affect any education majors?  ☐ Yes  ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.
PITSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
Date 8/2/17 Signature, Department Chairperson

☐ Approved: College Curriculum Committee
Date 8/2/17 Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
Date 8/2/17 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/3/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name:version2.docx” and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form and a memo on department letterhead, apply the appropriate signatures, and forward to the Office of the Registrar.

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

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

Revision for:  
☐ Major  ☒ Minor  ☐ Emphasis  ☐ Certificate

Department: Biology  
College: Arts and Sciences

Submission Date: September-17  
Revision Effective: Fall, 2017 or SP18 (Year)

Contact Person: Dixie Smith  
☐ Faculty member  ☒ Chair

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

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

Description of Change: Increase number of course options so that students can complete the minor in 20 hours.

Rationale for Change (include changes to curriculum objectives): As it is currently described, the "Minor in Biology" cannot be completed in 20 hours due to prerequisites required for the listed courses.

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

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

The Minor in Biology will be of use only to students completing Majors on our campus.

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

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

The "yes" response refers to the fact that this minor could be much more widely utilized by students in other departments if the number of allowed Biology course options were broader, and that would be a positive result. A potentially negative result would be that because chemistry courses (e.g. CHEM 215/225, CHEM 107/108) are prerequisites that might be utilized less frequently following this revision. However, the impact should be minimal, because currently this minor is under-utilized.

Existing Major or Minor/Emphasis/Certificate:
Copy and paste the existing curriculum as it currently appears in the online catalog:
Biology (20 hours) BIOL 111: General Biology ...3 and BIOL 112: General Biology Laboratory ....2
BIOL 257: Anatomy and Physiology ...3 and BIOL 258: Anatomy and Physiology Laboratory ......2
BIOL 322: Genetics ...3 and BIOL 323: Genetics Laboratory ...2
BIOL 371: General Microbiology ...3 and BIOL 372: General Microbiology Laboratory ...2

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

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013
8  Required  BIOL 211 Principles of Biology I and BIOL 212 Principles of Biology II

13  Biology electives to make at least 21 hours.
Additional Questions

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

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
   ☒ Yes ☐ No If "yes," please realize that it will need to gain approval of the President’s Council.
   Please give the rationale for additional student fees:
   In the existing requirements for this minor, BIOL 258 requires a lab fee of $10.00. In the newly proposed Biology minor, BIOL 258 is not required, but BIOL 212 is, with a lab fee of $12.00. Therefore, the required courses for this proposal will cost $2.00 more than the previous requirements. However, the new requirements are more flexible and students can satisfy them with courses that do not require lab fees. In contrast, the old minor required one or more prerequisite courses with lab fees.

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

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

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
   No additional costs will be incurred.

Additional Questions for certificate only:

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

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? ☐ Yes ☐ No
   If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
  Date 12/11/12 Signature, Department Chairperson

☐ Approved: College Curriculum Committee
  Date 12/11/12 Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
  Date 12/11/12 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 11/3/12 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

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

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

Request for Revision to Curriculum: Major or minor/Emphasis/Certificate: Revised Summer 2013
Department: Chemistry  
College: A&S

Contact Person: CJ Neef  
☒ Faculty member ☐ Chair

Revision Effective: Fall 2018 (Semester/Year)

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

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

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

Since biology students are the largest group taking Organic 1, I have discussed the change with Dr. Dixie Smith. She has said that it should not be a problem for their students.

Purpose/Justification for Revision to Course: The prerequisite for Chem 325 needs to be changed from Chem 215 to Chem 225. This will provide students with additional rigor in chemistry prior to taking Chem 325 which is anticipated to reduce attrition rates.

Existing Course:
Course Number: CHEM 325

Title of Course: Organic Chemistry I

Credit Hours: 3

Prerequisite: Chem 215

Course Description (as it appears in the current catalog): Introduction to organic bonding, structure, nomenclature, mechanisms and reactions. Prerequisite: CHEM 215 General Chemistry I. CHEM 225 General Chemistry II is strongly recommended. Prerequisite or Corequisite: CHEM 326 Organic Chemistry Laboratory.

Proposed Course:
Course Number: Chem 325

Title of Course: Organic Chemistry I

Credit Hours: 3

Prerequisite: Chem 225
Course Description (as it will appear in the next catalog): Introduction to organic bonding, structure, nomenclature, mechanisms and reactions. Prerequisite: CHEM 225 General Chemistry II. Prerequisite or Corequisite: CHEM 326 Organic Chemistry Laboratory.
Additional Questions

1. Is this course to be considered for General Education? □ Yes  ☒ No
   
   If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:
   
   Please realize that it will need to gain approval of the General Education Committee.

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

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? 
   ☒ No
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN OFF SHEET

☐ Approved: Department Chairperson
Date 09/17 Signature, Department Chairperson

☐ Approved: College Curriculum Committee
Date 07/17 Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
Date 07/17 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 09/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

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

(Pittsburg State University)

Department: History, Philosophy and Social Sciences
College: Arts & Sciences
Submission Date: August 2017
Contact Person: Chris Childers, Kirstin Lawson

☑ Faculty member ☐ Chair

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

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

N/A New Course affects only BSED students and History faculty.

Proposed Course:
Course Number: HIST 379
Title of Course: History Education Seminar
Credit Hours: 1
Date first offered: Fall 2018
(Semester/Year)
☑ Fall ☑ Spring ☐ Summer
(check all that apply)

Prerequisite: Prerequisite or Corequisite EDUC 307 Clinical Experience

Course Description (as it will appear in the next catalog): Issues related to the professional preparation of secondary History/Government teachers and an in-depth examination of critical issues in public education. Prerequisite or Corequisite: EDUC 307 Clinical Experience

Purpose/Justification for Proposed Course: Evaluations of the History/Government BSED program through annual assessment, PRAXIS, and CAEP have revealed the need for additional professional preparation.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)

Students who successfully complete this upper division History course will be able to:
** Demonstrate an adequate ability to identify and characterize basic historical concepts as they apply to middle school and secondary History/Government teaching.
** Demonstrate an adequate ability to identify and characterize connections between the topics covered by the Kansas Standards for History, Government, and Social Studies.

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

Quizzes: Students will take multiple short quizzes throughout the course of the semester.
Writing assignments: Students will complete multiple informal papers over the course of the semester.
Presentation: Students will complete a pedagogical presentation.
Exams: Students will complete a final exam.

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

Request for New Course- Revised Summer 2013
Additional Questions

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

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

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

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

   If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:
   N/A
   Please realize that it will need to gain approval of the General Education Committee.

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

   If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
  Date 8/ Aug 17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 11/11/17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 11/11/17 Signature, Dean

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

☐ Approved: Council for Teacher Education (if applicable)
  Date 10/11/17 Signature, Council for Teacher Education Chair

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 11/1/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.
History 379: History Education Seminar, SYLLABUS DRAFT
Pittsburg State University

Meeting times, days, and location
Dr. Kirstin Lawson
  Office: Russ Hall, 406 E, phone x4319
  lawson@pittstate.edu
  The best way to contact me is by email.
  Office hours: 2-3 on TTh, 11-2 on W, and by appointment
  Please feel free to email me to make an appointment!

Prerequisites: You must have completed or be currently taking EDUC 307 Clinical Experience

Course description: This classroom-based, face-to-face course is an introduction to issues related to the professional preparation of History/Government teachers and an in-depth examination of critical issues in public education.

Course and History Program Goals: A student who successfully completes this course will be able to:
1. Demonstrate an adequate ability to identify and characterize basic historical concepts as they apply to middle school and secondary History/Government teaching
2. Demonstrate an adequate ability to identify and characterize connections between the topics covered by the Kansas Standards for History, Government, and Social Studies.

Required materials:

*Holley, Scott., Becoming the Teacher You Wish You'd Had, ISBN 978-1612481906

Course requirements:

Attendance and informed participation will be noted. Roughly half of this course will be discussions and activities, while the rest of the course will be a hands-on history lab. Students will be expected to participate in discussions and activities thoughtfully.

Quizzes –Students will complete quizzes for all of their reading assignments. Those quizzes will be posted on Canvas. Questions for these quizzes will be a mixture of multiple choice, fill in the blank, and reflective short answers. If you have done your reading, you will do well. If you answer the short answer questions thoughtfully, you will do well. Please see Canvas for further details. Do NOT take your online quizzes on an iPad. They will not post correctly to Canvas, and I will not allow you to retake them. Always check the gradebook after you have taken an online quiz to ensure it posted to Canvas.

You will also periodically be taking in-class pop quizzes. Pop quizzes may NOT be made up for any reason.
Final exam – This will be a short answer and objective question test. In order to get a good grade on this exam, make sure to take good notes both in class and for your readings. This exam will be given in class.

Presentation - Using principles covered in this course, students will present a lesson they have designed for a middle- or high-school class.

Course Policies:

All written assignments should be completed using Microsoft Word. Specific formatting requirements will be posted on Canvas. If you do not have access to Word on your personal computer, convert your personal files to Word using campus computers before you submit those files to Canvas. If you have problems, feel free to consult with the Gorilla Geeks, who should be able to answer all your computing questions. Electronic assignments will be accepted when they are in .doc or .docx format. NO OTHER FORMATS WILL BE ACCEPTED. Common but unacceptable formats include .wps, .wpd, .pdf.

Please note that some Word formatting (especially in regards to footnotes, margins, font, and paragraphing) “disappears” during file conversion. Formatting matters to your grade. If you are using a “free” version of Word, any version of WordPad, or any program on a Mac or a tablet, I strongly recommend that you convert your document to Word using PSU Windows-based computers. Then spend time combing through your converted document to make sure all of your formatting is appropriate. Upload your file to Canvas only after you have followed these recommendations. I cannot make allowances for Word difficulties during grading.

Computer “issues” such as viruses, lost files, faulty hard drives, misplaced thumb drives, etc. tend to occur more frequently as due dates approach. As a responsible scholar, you should be aware that these issues may happen to you. I cannot make allowances for any computer issues, so you should be proactive and back up all of your files!

Late assignment and absence policy: No late quizzes will be accepted. Late written assignments will lose one letter grade for each 24-hour period they are late; this 24-hour period begins as soon as class begins on the assignment due date. In other words if you turn your assignment in at 10:45 rather than at 9:30, you have already lost one letter grade. All written assignments will be screened for plagiarism through an online program. The final exam must be taken on the day and at the time it is given to the class.

I will consider absences “excused” only in cases of emergency that are documented by the university administration. I will not accept late papers without penalty or give “make-up” assignments unless the student has an official excused absence. If you have a documented, extraordinary circumstance, see me about your assignment or absence. Please note, most common life experiences are not extraordinary. For example, having a
cold is common; admission to the hospital for an appendectomy is extraordinary. I am always happy to accept assignments early. If you are concerned that you may have a flat tire on Thursday when an assignment is due, feel free to turn it in to me on Tuesday or Wednesday!

Common courtesy: All members of the Pitt State community are expected to treat each other with respect and dignity. Accordingly, I expect you to behave decently towards your classmates and me. This means, among other things, that you should have personal conversations outside instead of inside the classroom, cell phones and other electronic playthings should be turned off and stowed away, and work for other classes should not be done in this class. Egregious cell phone usage will result in an unexcused absence. Do not chronically arrive late or leave early unless you have a special circumstance and get my permission ahead of time. If you do arrive late or have to leave early, sit near the door and do not create a distraction for everyone else in the room. Disruptive students will be asked to leave the classroom (unexcused absence). Continual disruption will result in expulsion from the class.

Academic integrity: I expect that all my students will adhere to Article 30 in the “Code of Student’s Rights and Responsibilities” (can be found online on the current student homepage). Anyone caught cheating or plagiarizing will automatically fail the assignment in question, may summarily fail the course, and could be subject to disciplinary action by the University. There is an easy way to avoid such a dreadful destiny: do your own work, and please take advantage of my abundant willingness to help you. For more information, see:
http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot

Equal access: Any student who feels that he or she may need an accommodation based on the impact of a disability should contact me to arrange an appointment as soon as possible. At that time, we can discuss the course format, anticipate your needs, and explore possible accommodations. For more information, see:
http://www.pittstate.edu/office/center-for-student-accommodations/index.dot

Syllabus supplement: For official PSU policies and information about campus resources, notifications (including the required, aforementioned Academic Integrity Policy and the approved Dead Week Policy), expectations, grades, etc., see:
http://www.pittstate.edu/office/registrar/syllabus-supplement.dot

The grade you earn for this course will be determined based on the following distribution:
90-100% = A; 80-89.9% = B; 70-79.9% = C; 60-69.9% = D; below 60% is a failing grade.

The readings and assignment schedule for this semester will be posted on Canvas.
Request for New Course
(Undergraduate Course Numbers through Course Number 699)

Department: HPASS  College: Arts & Sciences
Contact Person: Patricia Magee

Submission Date: 9/7/17
  □ Faculty member  □ Chair

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

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

This course does not affect any other program or department at PSU.

Proposed Course:
Course Number: 619 SWK

Title of Course: Pre-Practicum Seminar
Credit Hours: 1

Date first offered: Spring 2018  □ Fall  □ Spring  □ Summer
(Semester/Year)  (check all that apply)

Prerequisite: SWK 420 Advanced Social Work Practice I, SWK 600 Advanced Social Work Practice II: Mezzo, SWK 601 Advanced Social Work Practice III: Macro, Students should be planning on taking Integrative Seminar and their Practicum the following semester.

Course Description (as it will appear in the next catalog): The pre-practicum seminar course is the first bridge between classroom and field. It is a professional development course and requires students to complete a senior portfolio. Understanding that field education is the signature pedagogy for social work, it is essential that students are prepared for and understand the importance of a successful field experience. The pre-integrative seminar is designed to assist the student in selecting the best practicum site for them. They will write resumes, practice interviewing techniques, and research potential placement options.

Purpose/Justification for Proposed Course: This course is designed to assist the student in selecting the best practicum site for them. They will write resumes, practice interviewing techniques, and research potential placement options.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)

Course Objectives
Upon completing the assignments and activities of this seminar, the student will have demonstrated competency in the following course objectives.

1. Preparing a resume and letter of introduction for perspective field agencies.
2. Researching different agencies and gather information on that agency's mission, organizational structure, sources of funding, key programs, and its relationships with other human services agencies.
3. Practicing interviewing techniques and be able to interview professionally.
4. Describe the safety concerns and what precautions should be taken for any given agency.
5. Be able to set personal goals to become a better interviewer.

Request for New Course- Revised Summer 2013
6. Be able to assess your own strengths and weaknesses prior to the interview

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]
Students will have several projects throughout the semester and will develop a portfolio readily available when interviewing. The instructor will grade the resumes based on a written rubric, interviewing skills will be assessed through mock interviews and students will be required to meet with the instructor at least 3 times to discuss progress on possible practicum sites.

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

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

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

   Please give the rationale for additional student fees:
   
   

3. Is this course to be considered for General Education?  □ Yes  ✗ No

   *If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:*

   Please realize that it will need to gain approval of the General Education Committee.

4. Will this course be required of any education majors?  □ Yes   ✗ No
   *If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.*

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 10/12 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 11/1 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 11/17 Signature, Dean

☑ Approved: General Education Committee (if applicable)
Date ______ Signature, General Education Committee Chair

☑ Approved: Council for Teacher Education (if applicable)
Date ______ Signature, Council for Teacher Education Chair

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/3/17 Signature, Undergraduate Curriculum Committee Chair

☑ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: HPASS
College: Arts & Sciences
09/06/17

Contact Person: Patricia Magee  ☑ Faculty member  ☐ Chair

Revision Effective: Sp 2018 (Semester/Year)

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

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

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This change does not affect any other program at PSU.

Purpose/Justification for Revision to Course: We are reducing the credit hours for Integrative Seminar, which students take along with practicum, from 3 credit hours to 2 credit hours. This change will allow us to create a 1 credit hour pre-practicum course, which is consistent with other programs, and which will aid in assessment of students’ competencies prior to practicum placement. This will be a benefit for accreditation purposes. After reducing the credit hours for Integrative Seminar, the practicum needs to be increased to 10 credit hours so students will be enrolled in 12 credit hours total. Students are in practicum for 480 hours during the semester.

Existing Course:
Course Number: SWK 621

Title of Course: Practicum in Social Work

Credit Hours: 9

Prerequisite: Prerequisite: SWK 420 Advanced Social Work Practice I, SWK 600 Advanced Social Work Practice II: Mezzo, SWK 601 Advanced Social Work Practice III: Macro and permission of instructor. Corequisite: SWK 621 Practicum in Social Work. Open to social work majors only.

Course Description (as it appears in the current catalog): Practice experience and field instruction in a social welfare setting with a qualified social worker as field instructor, assisting the student to integrate theory and practice and to develop beginning level professional competence. Students will spend four eight-hour days per week within the field setting and the fifth day in on-campus coursework. To be taken during the first or second semester of the senior year.

Proposed Course:
Course Number: SWK 621

Request for Revision to Course Revised Summer 2013
Title of Course: Practicum in Social Work

Credit Hours: 10

Prerequisite: Prerequisite: SWK 420 Advanced Social Work Practice I, SWK 600 Advanced Social Work Practice II: Mezzo, SWK 601 Advanced Social Work Practice III: Macro and permission of instructor. Corequisite: SWK 622 Integrative Seminar

Course Description (as it will appear in the next catalog): Practice experience and field instruction in a social welfare setting with a qualified social worker as field instructor, assisting the student to integrate theory and practice and to develop beginning level professional competence. Students will spend four eight-hour days per week within the field setting and the fifth day in on-campus coursework. To be taken during the final semester of senior year.
Additional Questions

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

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

Please realize that it will need to gain approval of the General Education Committee.

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

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 2 Sept. 17    Signature, Department Chairperson

☐ Approved: College Curriculum Committee
   Date 1 Oct. 17    Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
   Date 17 Oct. 17    Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 4/13/17    Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

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

Department: HPASS College: Arts & Sciences

Contact Person: Patricia Magee ☒ Faculty member ☐ Chair

Revision Effective: Sp 2018 (Semester/Year)

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

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This is a change within the social work course load and will not affect any other department. It also will not affect the overall hours for our social work students. It will provide the students with additional information and time for selecting practicum placement options.

Purpose/Justification for Revision to Course: Cutting down integrative Seminar to 2 hours allows the program to provide a one hour course which will be utilized for the development of the student's practicum the next semester.

Existing Course:
Course Number: SWK 622

Title of Course: Integrative Seminar in Social Work

Credit Hours: 3

Prerequisite: Prerequisite: SWK 420 Advanced Social Work Practice I, SWK 600 Advanced Social Work Practice II: Mezzo, SWK 601 Advanced Social Work Practice III: Macro, Pre-integrative Seminar and permission of instructor. Corequisite: SWK 621 Practicum in Social Work. Open to social work majors only.

Course Description (as it appears in the current catalog): A cumulative effort during which the student synthesizes and integrates strands of the social work curriculum by (1) developing and explicating his/her personalized social work frame of reference, and (2) demonstrating consumption and utilization of professional literature for knowledge-guided practice, in the context of his/her frame of reference.

Proposed Course:
Course Number: SWK 622

Title of Course: Integrative Seminar in Social Work

Request for Revision to Course: Revised Summer 2013
Credit Hours: 2


Course Description (as it will appear in the next catalog): A cumulative effort during which the student synthesizes and integrates strands of the social work curriculum by (1) developing and explicating his/her personalized social work frame of reference, and (2) demonstrating consumption and utilization of professional literature for knowledge-guided practice, in the context of his/her frame of reference.
Additional Questions

1. Is this course to be considered for General Education? ☐ Yes  ☐ No

If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee

2. Will this course be required of any education majors?  ☐ Yes  ☐ No

If “yes,” please realize that it will need to have the approval of the Council for Teacher Education

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?  none
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 21 Sep 2013
Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 14 Jun 2013
Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 14 Jun 2013
Signature, Dean

☑ Approved: General Education Committee (if applicable)
Date ______
Signature, General Education Committee Chair

☑ Approved: Council for Teacher Education (if applicable)
Date ______
Signature, Council for Teacher Education Chair

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/13/17
Signature, Undergraduate Curriculum Committee Chair

☑ Approved: Faculty Senate
Date ______
Signature, Recording Secretary, Faculty Senate

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

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

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

Please Note: This is a 2.5 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.
Request for Revision to Curriculum

Revision for:  ☑ Major  ☐ Minor  ☐ Emphasis  ☐ Certificate

Department: History, Philosophy and Social Sciences  College: Arts & Sciences

Submission Date: August 2017  
Revision Effective: Fall, 2018
(Year)  ☑ Faculty member  ☐ Chair

Contact Person: Chris Childers, Kirstin Lawson

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

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

Description of Change:
1) Economics: Remove option to take either Econ 191 or Econ 200 + Econ 201; replace with requirement to take Econ 200 + Econ 201. Net change = +3 credit hours.
2) Total elective hours: Remove language allowing 3 “free” elective hours: “HIST/SOC/GEOG/ECON/POL (any course numbered 300 and above for which they have the prerequisites or permission of instructor).” (3 hours).” Net change = -3 credit hours.
3) Political Science: Remove requirement for either POLS 661 or POLS 662 and change elective hours to a specific list of POLS courses. Net change = -3 credit hours.
4) History: Revise list of courses into four categories instead of six categories; change electives language to restrict to courses numbered 400 and above. No change in total credit hours.
5) History: Add one new course: HIST 379 (1 hour). Net change = +1 credit hour
6) Remove program description language that is no longer relevant: "Alternatives to HIST 540 English History to 1660, HIST 546 The Age of Empire, HIST 656 Sectional Crisis and Civil War and HIST 665 Modern America since 1968, as listed in Section II, may be taken."
7) Alter program description language as appropriate: "The major includes 60 hours of history, social science courses and an economics course. It does not require a minor." will change to "This major does not require a minor."
8) Overall credit hour change for the major is -2 hours.

Rationale for Change (include changes to curriculum objectives):
1) Kansas Standards for History Government and Social Studies changed in April 2013; these program changes reflect the new Kansas standards for History and Economics.
2) PRAXIS content exam scores have been declining, particularly in the Economics section; it is anticipated that the state legislature will soon be actively recommending that secondary schools offer Economics courses. These program changes will provide additional Economics education, addressing the potential growth in the educational job market as well as deficiencies revealed by PRAXIS scores.
3) New course (HIST 379) provides additional professional education for History/Government majors and an in-depth examination of critical issues in public education.

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

Whether a “yes” or “no” response, please provide an explanation.
This program is one that currently exists at other Regents' Universities.

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013
Is this revision related to, and/or may affect, any other department's/college's/unit's curricula or programs at Pittsburgh State University?  
☑ Yes  ☐ No

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

Total number of hours students will be taking in the Economics department will increase from 3 to 6.
Total number of hours students will be taking in the Political Science program (History, Philosophy and Social Sciences Department) will decrease from 15 to 12.
Email documentation from both departments is attached.

Existing Major or Minor/Emphasis/Certificate
Copy and paste the existing curriculum as it currently appears in the online catalog:
Bachelor of Science in Education Degree with a Major in History/Government

Program Coordinator: Kirsten L. Lawson
Professors: John L.S. Daley, Stephen A. Harmon, James B.M. Schick, Kelly A. Woestman
Associate Professor: Jonathan F. Dresner
Assistant Professors: Chris Childers, Kirstin L. Lawson

To conform to current Kansas State Department of Education guidelines, the student seeking a Bachelor of Science in Education degree in the Department of History, Philosophy and Social Sciences must complete the requirements for History/Government licensure as shown below. Alternatives to HIST 540 English History to 1660, HIST 546 The Age of Empire, HIST 656 Sectional Crisis and Civil War and HIST 665 Modern America since 1968, as listed in Section II, may be taken. This degree meets current Kansas requirements for the licensure of secondary school teachers in world history, American history, political science, geography, sociology, and economics. All students seeking this degree should consult the appropriate sections of this catalog for the general requirements for the degree and for the specific regulations governing admission to teacher education, required courses, and the professional semester. The major includes 60 hours of history, social science courses and an economics course. It does not require a minor.

• I. General education degree requirements for secondary students preparing to teach (31-36 hours)
Some general education courses are met by major or certification requirements listed below.

• II. History/Government Requirements (57 hours)
  ○ History (36 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)
    □ HIST-430: History: Theory and Practice (3 hours)
    □ HIST-619: Kansas and the West (3 hours)

    □ One from the following:
      □ HIST-650: Colonial America (3 hours)
      OR HIST-652: American Revolution (3 hours)
      OR HIST-655: Early American Republic, 1789-1848 (3 hours)

    □ One from the following:
      □ HIST-620: History of the South (3 hours)
      OR HIST-636: Native Americans (3 hours)
      OR HIST-656: Sectional Crisis and Civil War (3 hours)

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013
OR HIST-657: Reconstruction and New South (3 hours)
OR HIST-660: Industrial America, 1865-1914 (3 hours)

☒ One from the following:
☒ HIST-515: World War I (3 hours)
OR HIST-518: Nazi Germany and the Holocaust (3 hours)
OR HIST-520: World War II (3 hours)
OR HIST-522: Korean and Vietnam Wars (3 hours)
OR HIST-540: English History to 1660 (3 hours)
OR HIST-545: English History since 1660 (3 hours)
OR HIST-546: The Age of Empire (3 hours)
OR HIST-548: The French Revolution and Napoleon (3 hours)
OR HIST-610: Modern Europe, 1500 to 1815 (3 hours)
OR HIST-644: The Tudor Age (3 hours)
OR HIST-535: Medieval Civilization (3 hours)

☒ One from the following:
☒ HIST-505: African Civilizations (3 hours)
OR HIST-507: Modern Africa (3 hours)
OR HIST-510: Modern Middle East (3 hours)
OR HIST-547: Radical Islam (3 hours)
OR HIST-626: U.S. Iraq and Afghanistan (3 hours)

☒ One from the following:
☒ HIST-625: Mexico and the US Southwest (3 hours)
OR HIST-662: Modern America, 1912-1941 (3 hours)
OR HIST-664: Modern America, 1941-1968 (3 hours)
OR HIST-665: Modern America Since 1968 (3 hours)
OR HIST-668: U.S. as a Superpower (3 hours)

☒ One from the following:
☒ HIST-523: Early China (3 hours)
OR HIST-524: Early Japan (3 hours)
OR HIST-526: Japan Since 1700 (3 hours)
OR HIST-527: China Since 1700 (3 hours)
OR HIST-529: History of South Asia (3 hours)
OR HIST-531: Samurai: History, Literature, Myth (3 hours)
OR HIST-532: History of Japanese Women (3 hours)
OR HIST-533: US-East Asia Relations (3 hours)
OR HIST-534: Korea Since 1700 (3 hours)

☒ Social Science (18 hours)
☒ GEOG-106: World Regional Geography (3 hours)
☒ GEDG-300: Elements of Geography (3 hours)
OR GEOG-304: Human Geography (3 hours)
☒ POLS-101: U.S. Politics (3 hours)
☒ POLS-103: Comparative Political Institutions (3 hours)
☒ POLS-661: Constitutional Law I (3 hours)
OR POLS-662: Constitutional Law II (3 hours)
☒ SOC-100: Introduction to Sociology (3 hours)
☒ Economics (3 hours)
ECON-191: Issues In Today’s Economy (3 hours)

III. Electives (12 hours)
- History (any course numbered 300 and above) (3 hours)
- Political Science (any two courses numbered 300 and above for which they have the prerequisites or permission of instructor) (6 hours)
- HIST/SOC/GEOG/ECON/POL (any course numbered 300 and above for which they have the prerequisites or permission of instructor) (3 hours)

IV. Professional Education*
- PSYCH-263: Developmental Psychology (3 hours)
- PSYCH-357: Educational Psychology (3 hours)
- EDUC-261: Explorations in Education (3 hours)
- EDUC-307: Clinical Experience (1 hours)
- EDUC-520: Methods and Materials for Academic Literacy (3 hours)
- HIST-479: Techniques for Teaching Middle and Secondary Social Studies (3 hours)
- SPED-510: Overview of Special Education (3 hours)
- Professional Semester (17 hours) ##
  - EDUC-458: Methods and Curriculum (3 hours)
  - EDUC-462: Secondary and Middle Level Education (2 hours)
  - EDUC-464: Foundations of Measurement and Evaluation (2 hours)
  - EDUC-480: Supervised Teaching in the Secondary School (3 hours)
  - EDUC-482: Supervised Teaching in the Secondary School (5 hours)
  - HIST-579: Supervised Student Teaching and Follow-Up of Teachers (2 hours)

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

PSYCH 357 Educational Psychology, EDUC 520 Methods and Materials for Academic Literacy and HIST 479 Techniques for Teaching Middle and Secondary Social Studies require Admission to Teacher Education prior to enrollment in the courses.

HIST 479 Techniques for Teaching Middle and Secondary Social Studies requires admission to History/Government Education prior to enrollment in the course.

## Majors must earn a passing score on the Praxis II 0081 Social Studies exam before being approved to student teach, including enrolling in HIST 579 Supervised Student Teaching and Follow-Up of Teachers.

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.

TOTAL minimum semester hours required for Bachelor of Science in Education Degree with a Major in History/Government (136 hours)

Proposed Major or Minor/Emphasis/Certificate:
List below, the proposed curriculum **as you wish it to appear** in the online catalog:
Program Coordinator: Kirstin L. Lawson
Professors: John L. Daley, Stephen A. Harmon, Kelly A. Woestman
Associate Professor: Jonathan F. Dresner
Assistant Professors: Chris Childers, Kirstin L. Lawson, Michael K. Thompson
To conform to current Kansas State Department of Education guidelines, the student seeking a Bachelor of Science in Education degree in the Department of History, Philosophy and Social Sciences must complete the requirements for History/Government licensure as shown below. This degree meets current Kansas requirements for the licensure of secondary school teachers in world history, American history, political science, geography, sociology, and economics. All students seeking this degree should consult the appropriate sections of this catalog for the general requirements for the degree and for the specific regulations governing admission to teacher education, required courses, and the professional semester. This major does not require a minor.

* I. General education degree requirements for secondary students preparing to teach (31-36 hours)
Some general education courses are met by major or certification requirements listed below.

* II. History/Government Requirements (57 hours)
  * History (36 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)
    * HIST-430: History: Theory and Practice (3 hours)
    * HIST-619: Kansas and the West (3 hours)

    One from the following category Early US (3 hours):
      * HIST-618 American West
      * OR HIST-620: History of the South
      * OR HIST-636: Native Americans
      * OR HIST-650: Colonial America
      * OR HIST-652: American Revolution
      * OR HIST-655: Early American Republic, 1789-1848
      * OR HIST-656: Sectional Crisis and Civil War
      * OR HIST-657: Reconstruction and New South
      * OR HIST-660: Industrial America, 1865-1914
      * OR HIST-673: American Military Experience, 1607-1898

    One from the following category Modern US (3 hours):
      * HIST 576 History of US Presidents
      * OR HIST-625: Mexico and the US Southwest
      * OR HIST-626 US in Iraq and Afghanistan
      * OR HIST-662: Modern America, 1912-1941
      * OR HIST-664: Modern America, 1941-1968
      * OR HIST-665: Modern America Since 1968
      * OR HIST-668: U.S. as a Superpower
      * OR HIST-674: American Military Experience, 1898 to Present

    One from the following category Early World (3 hours):
      * HIST-505: African Civilizations
      * OR HIST-523: Early China
      * OR HIST-524: Early Japan
      * OR HIST-529 History of South Asia
      * OR HIST-531: Samurai: History, Literature, Myth
      * OR HIST-535 Medieval Civilization
      * OR HIST-642 Medieval Britain
      * OR HIST-643 Early Modern Britain
One from the following category Modern World (3 hours):
- HIST-507: Modern Africa
- OR HIST-510: Modern Middle East
- OR HIST-515: World War I
- OR HIST-518: Nazi Germany and the Holocaust
- OR HIST-520: World War II
- OR HIST-522: Korean and Vietnam Wars
- OR HIST-526 Japan Since 1700
- OR HIST-527: China Since 1700
- OR HIST-532: History of Japanese Women
- OR HIST-533 US-East Asia Relations
- OR HIST-534: Korea Since 1700
- OR HIST-536: Modern Latin America
- OR HIST-546: The Age of Empire
- OR HIST-547: Radical Islam
- OR HIST-610: Modern Europe, 1500 to 1815
- OR HIST-646: Modern Scotland
- OR HIST-648: Modern Britain

One from either Early US or Modern US (3 hours):
One from either Early World or Modern World (3 hours):

- Social Science (21 hours)
  - GEOG-106: World Regional Geography (3 hours)
  - GEOG-300: Elements of Geography (3 hours)
- OR GEOG-304: Human Geography (3 hours)
  - POLS-101: U.S. Politics (3 hours)
  - POLS-103: Comparative Political Institutions (3 hours)
  - SOC-100: Introduction to Sociology (3 hours)
  - ECON-200: Principles of Microeconomics (3 hours)
  - ECON-201: Principles of Macroeconomics (3 hours)

III. Electives (9 hours)
- History (any course numbered 400 and above) (3 hours)
- Political Science two courses (6 hours) selected from
  - POLS 301: State and Local Government and Politics
OR POLS 516: Parties and Elections
OR POLS 517: U.S. Congress
OR POLS 530: International Relations
OR POLS 587: U.S. Foreign Policy
OR POLS 604: American Presidency
OR POLS 661: Constitutional Law I
OR POLS 662: Constitutional Law II
OR POLS 680: War: The Politics of Violence

IV. Professional Education*
- PSYCH-263: Developmental Psychology (3 hours)
- PSYCH-357: Educational Psychology (3 hours)
- EDUC-261: Explorations in Education (3 hours)
- EDUC-307: Clinical Experience (1 hour)
HIST 379: History Education Seminar (1 hour)
EDUC-520: Methods and Materials for Academic Literacy (3 hours)
HIST-479: Techniques for Teaching Middle and Secondary Social Studies (3 hours)
SPED-510: Overview of Special Education (3 hours)
Professional Semester (17 hours) ##
EDUC-458: Methods and Curriculum (3 hours)
EDUC-462: Secondary and Middle Level Education (2 hours)
EDUC-464: Foundations of Measurement and Evaluation (2 hours)
EDUC-480: Supervised Teaching in the Secondary School (3 hours)
EDUC-482: Supervised Teaching in the Secondary School (5 hours)
HIST-579: Supervised Student Teaching and Follow-Up of Teachers (2 hours)

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

PSYCH 357 Educational Psychology, EDUC 520 Methods and Materials for Academic Literacy and HIST 479 Techniques for Teaching Middle and Secondary Social Studies require Admission to Teacher Education prior to enrollment in the courses.
HIST 479 Techniques for Teaching Middle and Secondary Social Studies requires admission to History/Government Education prior to enrollment in the course.

##Major must earn a passing score on the Praxis II 0081 Social Studies exam before being approved to student teach, including enrolling in HIST 579 Supervised Student Teaching and Follow-Up of Teachers.

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.

TOTAL minimum semester hours required for Bachelor of Science in Education Degree with a Major in History/Government (134 hours)
Additional Questions

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

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
   ☒ Yes    ☐ No   If “yes,” please realize that it will need to gain approval of the President’s Council.
   Please give the rationale for additional student fees:
   N/A

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

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

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

Additional Questions for certificate only:

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

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

   If “yes,” to both questions, it is the department’s responsibility to send a copy of this legislation form to the
   Director of Financial Assistance to initiate Department of Education approval.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 8/17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 9/13/17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 9/21/17 Signature, Dean

☑ Approved: General Education Committee (if applicable)
Date 9/14/17 Signature, General Education Committee Chair
Dr. Mark L. Johnson

☑ Approved: Council for Teacher Education (if applicable)
Date 9/13/17 Signature, Council for Teacher Education Chair

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/15/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

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

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process, before it is sent (if required) to the Kansas Board of Regents, which may result in a delay in implementation.
BSE ADVISEMENT SHEET - HISTORY/GOVERNMENT RECOMMENDATIONS (revision 8/2017)

Required classes are in **BOLD print**

**Year 1: Fall Semester**

**ENGL 101**
**I from HIST 101, 102, 201, 202**
**I from POLS 101, POLS 103, SOC 100, GEOG 106, PSYCH 155**
General Education Electives
Freshman Experience

**Year 2: Fall Semester**

**PSYCH 263** (PSYCH 155 is a prerequisite)
**EDUC 261**
**I from HIS 101, 102, 201, 202**
**I from POLS 101, POLS 103, SOC 100, GEOG 106**
**ECON 200**
General Education Electives
Take ONE WL Class
UD requirements and electives in History, Political Science, Geography, Sociology

*At the end of your 2nd year, you should have passed HIST 101, 102, 201, & 202, the GEOG, POLS, ECON, and SOC intro surveys, and the WL requirement. You should be done with or close to completing your general education classes.*

**Year 3: Fall Semester**

**HIST 430**
**PSYCH 357** (Take Praxis: Principles of Learning & Teaching exam immediately after completing course)
**SPED 510**
**EDUC 307 (1 hour)**
**HIST 379 (1 hour)**
General Education Electives
UD requirements and electives in History, Political Science, Geography, Sociology

**Year 4: Fall Semester**

**HIST 479**
UD requirements and electives in History, Political Science, Geography, Sociology

**Year 1: Spring Semester**

**I from HIST 101, 102, 201, 202**
**I from POLS 101, POLS 103, SOC 100, GEOG 106, PSYCH 155**
General Education Electives
Take ONE WL class

**Year 2: Spring Semester**

**ENGL 299**
**I from HIS 101, 102, 201, 202**
**I from POLS 101, POLS 103, SOC 100, GEOG 106**
**ECON 201**
General Education Electives
UD requirements and electives in History, Political Science, Geography, Sociology

**Year 3 Spring Semester**

**EDUC 520**
Sign up to take and pass PRAXIS II content exam
UD requirements and electives in History, Political Science, Geography, Sociology
Take the Praxis: Social Studies Content Exam during this semester.

**Year 4: Spring Semester**

**Professional Semester**
See Program Guide
ALL coursework must be completed prior to this semester.

1. Download and review the Teacher Education Handbook (available on the PSU Teacher Education website).
2. Take required classes BEFORE electives. Consult your GUS degree audit and faculty advisor when you have questions.
3. There is no minor required for the BSEd. A minor will extend your time at PSU.
4. To graduate on time, you must take a minimum of 15 hours a semester. Plan to take more than 30 hours per year when possible.
5. To gain admission into the teacher education program, you must have a 2.5 GPA overall.
6. To qualify for departmental approval in your professional semester, you must earn a passing score on the Praxis: Principles of Learning and Teaching exam and Praxis: Social Studies Content exam. To stay on track, you need to pass the content exam BEFORE you begin your fourth year.
"BACKWARDS PLANNING" Document for
BSEd History/Government Students "In Progress" (revision 8/2017)

1. What semester would you like to student teach?

2. Remember that all coursework must be complete before you student teach. The best way to accomplish that is to take required courses before electives/choices from groups of courses.

3. Semester immediately prior to student teaching:
   a. HIST 479 Techniques for Teaching Middle and Secondary Social Studies
   b. Finish all elective content (history and social science courses)

4. Two semesters prior to student teaching:
   a. EDUC 520 Middle and Secondary Reading
   b. SPED 510 Overview of Special Education
   c. Make sure you’ve taken all required History or Social Science courses that are NOT offered each semester or may conflict with courses required next semester.
   d. Take the Praxis: Social Studies Content exam – consult KSDE (ksde.org) for correct exam.
      i. Report score to History Education Director

5. Three semesters prior to student teaching:
   a. PSYCH 357 Educational Psychology (requires Admission to Teacher Education)
      i. Immediately upon completion of this course, take the Praxis: Principles of Learning & Teaching exam (See the PSU Teacher Education webpage for more information)
   b. EDUC 307 Clinical Experience and HIST 379 History/Government Education Seminar

6. Four semesters prior to student teaching:
   a. Fulfill all requirements for Admission to Teacher Education.
      For more information, consult the Teacher Education Handbook:
      http://www.pittstate.edu/dotAsset/224651.doc
   b. Once you have finished all of your social science introductory courses, consider taking the Praxis: Social Studies Content exam. A passing score is required before HPASS can recommend you to student teach (this recommendation is requested in September and in February of the semester PRIOR to your student teaching, and it may take up to 2 months for ETS to report your scores).

Keep in mind that not following the outlined path for the BSEd History/Government program may cause a delay in your being eligible to student teach.

Please see your advisor if you have further questions.
Re: History BSED program requirements for Economics

From: Paul Grimes <pgrimes@pittstate.edu>  
Subject: Re: History BSED program requirements for Economics  
To: Kris Lawson <klawson@pittstate.edu>

Mon, Aug 07, 2017 01:11 PM

Yes, absolutely. We can't expect teachers to teach economics with only one intro course on their transcript. To keep him informed, I am copying Professor Anil Lai who will serve as our coordinator for the economics program this year.

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

From: "Kris Lawson" <klawson@pittstate.edu>  
To: "Paul Grimes" <pgrimes@pittstate.edu>  
Sent: Monday, August 7, 2017 11:21:44 AM  
Subject: History BSED program requirements for Economics

Paul,

You, Chris Childers, and I met last November regarding the program requirements for our History BSED students. We discussed dropping the requirement for ECON 191 and instead requiring the two class sequence, ECON 200 and ECON 201. This sequence will better serve our students in multiple ways:

- They will be better prepared to take the Econ section of the PRAXIS exam. As you know, they have struggled with this in the past, and you indicated that this is because the exam covers content from Macro & Micro rather than content from 191 - Issues in Today's Economy.
They will be better prepared to actually teach Economics to their students. The KS license for History Government and Social Studies certifies that our graduates are able to teach the subject, and as we all agreed, they certainly should not be teaching it with only one Economics course under their belts. You indicated that it is likely the State of KS will begin to actively encourage K-12 school systems to offer Economics; we want our PSU graduates to be able to meet this demand.

Changing our program requirements will directly affect your Economics department, as our students will be taking 6 hours instead of 3 hours. Our program has historically allowed either the two course 200-201 sequence or the single 191 course, but our students have generally not opted to take two courses instead of one.

Will you support our program revision in re: our Economics requirements?

Thank you,
Kris

Dr. Kirstin L. Lawson
Asst. Prof., History of American Women, Health and Healthcare
Pittsburg State University
1701 S. Broadway
Pittsburg, KS 66762
620-235-4319, klawson@pittstate.edu
Re: POLS courses for BSED

From: Darren Botello-samson <dbotello-samson@pittstate.edu>  
Subject: Re: POLS courses for BSED
To: Barbara Bonnekessen <bbonnekessen@pittstate.edu>
Cc: Dr. Kirstin Lawson <klawson@pittstate.edu>

If by electives you mean students select from this list, then yes.

Sent from my iPhone

On Mar 27, 2017, at 8:37 AM, Barbara Bonnekessen <bbonnekessen@pittstate.edu> wrote:

Darren,

I'm hoping that this list is "electives?"

bb

Barbara Bonnekessen, PhD
Associate Professor & Chair
Dept. of History, Philosophy, and Social Sciences
412 Russ Hall
Pittsburg State University
Social Science Association
Pittsburg, KS 66762
WSSA April 2017

http://www.pittstate.edu/department/social-sciences/
http://www.wssaweb.com/
https://www.facebook.com/HPASS2014/

On Sat, Mar 25, 2017 at 8:19 PM, Darren Botello-samson <dbotello-samson@pittstate.edu> wrote:
Kris:
I talked with my colleagues, and those that got back to me suggested, along with my suggestions, the following courses for inclusion in the BSED, beyond POLS 101 and 103:

- 516 - Parties and Elections
- 530 - International Relations
- 587 - U.S. Foreign Policy
- 604 - American Presidency
- 661 - Constitutional Law I
- 662 - Constitutional Law II
- 680 - War: The Politics of Violence

I should also note that there are two courses that would make sense in the BSED curriculum, but they are not currently offered. I only add them as, with the faculty roster changing in unknown ways in the future, they might become available. The two courses are:

- 301 - State and Local Government and Politics
- 517 - U.S. Congress

Darren

Dr. Darren Botello-Samson
Associate Professor of Political Science and Pre-Law Advisor
Department of History, Philosophy and Social Sciences
Pittsburg State University
Pittsburg, Kansas, USA

From: Barbara Bonnekessen  
<bbonnekessen@pittstate.edu>

Subject: Re: POLS courses for BSED  

To: Darren Botello-samson <dbotello-samson@pittstate.edu>  
Cc: Dr. Kirstin Lawson <klawson@pittstate.edu>

Darren,

I'm hoping that this list is "electives?"

bb
Request for Revision to Curriculum

Revision for:  ☒ Major  ☐ Minor  ☐ Emphasis  ☐ Certificate

Department:  HPASS  College:  Arts and Sciences

Submission Date:  9/7/17  Revision Effective:  Fall, 2017  
(Year)

Contact Person:  Patty Magee  ☒ Faculty member  ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate:  Social Work

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

Description of Change:  We are adding a 1 credit hour course (SWK 619) and changing the credit hours for two courses (SWK 621 will be changed from 9 credit hours to 10 credit hours; SWK 622 will be changed from 3 credit hours to 2 credit hours).

Rationale for Change (include changes to curriculum objectives):  Students will be better prepared for their practicum semester if we provide a pre-practicum seminar the semester before their practicum. We will shift some of the content from the existing Integrative Seminar Course (SWK 622) to the new Pre-practicum Seminar (SWK 619). Making adjustments in the credit hours will keep the program requirement at 61 credit hours.

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

☐ Yes  ☒ No

Whether a “yes” or “no” response, please provide an explanation. 
This change does not affect any other program or department at this or any other university.

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

☐ Yes  ☒ No

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This change does not affect any other program or department at this or any other university.

Existing Major or Minor/Emphasis/Certificate

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

Major Requirements (61-64 hours)

The social work major consists of not less than 61 hours distributed as follows:

- Pre-Admission Courses (7 hours)
- SWK-201: Introduction to Social Work (3 hours)
- SWK-221: Basic Helping Skills (3 hours)
- SWK-222: Basic Helping Skills Experience (1 hours)
- Post-Admission Courses

Request for Revision to Curriculum-Major or Minor/Emphasis/Certificate-Revised Summer
2013
SWK-344: Mental Health Theory and Practice (3 hours)
SWK-365: 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)
OR SWK-383: Fundamentals of Research in Social Work (3 hours)
OR SOSCI-387: Social Research Design (4 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 Social Environment: Individual and Family Functioning (3 hours)
SWK-420: Advanced Social Work Practice I (3 hours)
SWK-465: Social Welfare Policy Analysis (3 hours)
SWK-485: Human Behavior in the Social Environment: Groups and Communities (3 hours)
SWK-598: Introduction to Addiction (3 hours)
SWK-599: Social Work and the Law (3 hours)
SWK-600: Advanced Social Work Practice II: Mezzo (3 hours)
SWK-601: Advanced Social Work Practice III: Macro (3 hours)
SWK-621: Practicum in Social Work (9 hours)
SWK-622: Integrative Seminar in Social Work (3 hours)

SWK 621 Practicum in Social Work is part of the Professional Semester.
SWK 622 Integrative Seminar in Social Work is part of the Professional Semester.
Electives (6 hours - all social work electives must be 300 level or above)
Choose two courses from the following list:
SWK-341: Social Work and the Aged (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)
SOCSCI-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)
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)
PSYCH-571: Abnormal Psychology (3 hours)

Proposed Major or Minor/Emphasis/Certificate:
List below, the proposed curriculum as you wish it to appear in the online catalog:
Major Requirements (61-64 hours)

The social work major consists of not less than 61 hours distributed as follows:
Pre-Admission Courses (7 hours)
SWK-201: Introduction to Social Work (3 hours)
SWK-221: Basic Helping Skills (3 hours)
SWK-222: Basic Helping Skills Experience (1 hours)
Post-Admission Courses
SWK-344: Mental Health Theory and Practice (3 hours)
SWK-365: 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 (4 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 Social Environment: Individual and Family Functioning (3 hours)
SWK-420: Advanced Social Work Practice I (3 hours)
SWK-465: Social Welfare Policy Analysis (3 hours)
SWK-485: Human Behavior in the Social Environment: Groups and Communities (3 hours)
SWK-598: Introduction to Addiction (3 hours)
SWK-599: Social Work and the Law (3 hours)
SWK-600: Advanced Social Work Practice II: Mezzo (3 hours)
SWK-601: Advanced Social Work Practice III: Macro (3 hours)
SWK-619: Pre-practicum Seminar (1 hour)
SWK-621: Practicum in Social Work (10 hours)
SWK-622: Integrative Seminar in Social Work (2 hours)

SWK 621 Practicum in Social Work is part of the Professional Semester.
SWK 622 Integrative Seminar in Social Work is part of the Professional Semester.

Electives (6 hours - all social work electives must be 300 level or above)

Choose two courses from the following list:

SWK-341: Social Work and the Aged (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)
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)
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)
PSYCH-571: Abnormal Psychology (3 hours)
Additional Questions

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

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

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

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

4. Will this revision affect any education majors? □ Yes  □ No
   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

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

Additional Questions for certificate only:

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

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

   If “yes,” to both questions, it is the department’s responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 8 Sept.’17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 14 July ’17 Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
Date 13 July ’17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/6/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name.version2.docx” and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

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

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process, before it is sent (if required) to the Kansas Board of Regents, which may result in a delay in implementation.
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: HHPR  College: Education
Contact Person: Laura Covert  Faculty member  Chair
Revision Effective: Fall 2018 (Semester/Year)
Offered: (check all that apply)
☒ Fall
☐ Spring
☒ Summer

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

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Purpose/Justification for Revision to Course: Align with course changes to represent emphases areas within the curriculum.

Existing Course:
Course Number: REC 320
Title of Course: Management Strategies and Financing in Recreation
Credit Hours: 3
Prerequisite: REC 160 Introduction to Recreation and Leisure and REC 240 Introduction to Therapeutic Recreation.

Course Description (as it appears in the current catalog): Introduction to park and recreation facilities, management, personnel, program financing, design and budget standards within city or therapeutic recreation setting.

Proposed Course:
Course Number: REC 320
Title of Course: Promotion in Recreation, Sport and Hospitality
Credit Hours: 3
Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality OR REC 240 Introduction to Therapeutic Recreation. Priority of student enrollment given recreation majors.

Course Description (as it will appear in the next catalog): This course will offer insights into the role of promotions/advertising communications ongoing effort to target and connect with recreation, sport and hospitality
consumers. Students will be introduced to and become familiar with the terms/tools relevant to recreation, sport and hospitality industry. Additional course topics include the effect of globalization on recreation, sport, and hospitality and other uses of promotions such as eco friendly cause/event promotions, and other relevant recreation, sport, and hospitality industry enterprise platforms. Interaction with various recreation, sport, and hospitality industry professionals will help students develop critical thinking analytic skills. Prerequisites: REC 160 Introduction to Recreation and Leisure OR REC 240 Introduction to Therapeutic Recreation. Priority of student enrollment given recreation majors.
Additional Questions

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

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

   Please realize that it will need to gain approval of the General Education Committee.

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

   If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

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

   0
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 12/20/17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 1/31/17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 2/1/17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/13/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name.version2.docx” and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

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

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

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013
Request for New Course
(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education

Contact Person: Laura Covert

Submission Date: 10/19/17

Faculty member □ Chair

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

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

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Proposed Course:
Course Number: REC 325

Title of Course: History of Sport

Credit Hours: 3

Date first offered: 2018 (Semester/Year) □ Fall □ Spring □ Summer (check all that apply)

Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality. Priority of student enrollment given recreation majors OR special permission by instructor.

Course Description (as it will appear in the next catalog): This course presents an overview of the development of amateur and professional athletics over the course history with a particular emphasis on the nineteenth and twentieth centuries. Origins and development of different sports and their impact on the world stage. Sports and social issues merge and intertwine in global society and these trends are not new. The Olympic movement has always been politicized even as politicians and athletes have proclaimed that sport and politics should not mix. Problems with race and gender have revealed themselves in sport, which sometimes has led and sometimes followed on addressing these issues. Gambling, free agency, & outrageous salaries and their impact on sports and society.

Purpose/Justification for Proposed Course: Align with curriculum changes and provide background and development of sport to students in this emphasis.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)
• Understand the impact of sport throughout history
• Understand how sport may affect both national and international politics
• Analyze gender issues in sport and Title IX
• Analyze regional growth and preferences in sport
• Analyze and understand athlete behavior and team identification
• Improve critical thinking, reading, writing, and presentation skills
Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]

Assignment(s)  Points Possible
Participation  160
Discussions/Course Reflection  200
Mini Analysis Papers (5*20pts)  100
Sport Creation Project  100
Presentation  100
Total  660

• Attendance. Each day student will be given 10 points a class session for attendance and participation.

• Discussion Board. Each student will be required to participate in a discussion board every week unless noted otherwise. Students are required to submit a minimum 300 word response. Each student should appropriately reply to their classmates. There is no word minimum associated with responses. However, responses should be thorough and well thought out. Each discussion/response is collectively worth 20 points. Response quality is part of your grade. All initial posts and responses are due on Wednesday’s by 4 pm.

• Mini Sport Analysis Papers. Students will analyze and evaluate various sports throughout history and the world. Particular emphasis should be addressed on the historical time period and the development/growth of the sport. Each paper should be submitted via Canvas.

• Sport Creation/Development Project. On the first day of class each student will begin the process of creating and developing a new sport. There are 3 parts to this projects that will be turned in throughout the semester. Each part of the assignment will be submitted through Canvas by the due dates indicated in the project details. Students should reference the project details on Canvas.

• Presentation. At the end of the semester each student will be required to do a presentation regarding their sport. The presentation will be 25-30 minutes. Further details about this presentation will be presented later in the semester. See supplemental materials on Canvas when available. Review schedule for presentation dates.

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

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.): 
   
2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
   □ Yes  ☒ No  If "yes," please realize that it will need to gain approval of the President’s Council.
   
   Please give the rationale for additional student fees:
   
3. Is this course to be considered for General Education? □ Yes  ☒ No
   
   If "yes," please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:
   
   Please realize that it will need to gain approval of the General Education Committee.

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

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?  
   □
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ Approved: Department Chairperson
Date 9/10/17 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 9/10/17 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 9/10/17 Signature, Dean

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 9/10/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name version2.docx" and uploaded as well.

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REC 325 History of Sport

Syllabus

Instructor Information

Name: Rick Hardy
Office Location: SRC 101-Q
Office Telephone: (620)235-4281
Office Hours: By Appointment
Email Address: rhardy@pittstate.edu

Course Information

Semester Credit Hours: 3
Section Number: 001
Days: Wednesday 10-12pm
Location: SRC 101-Q
Course Website: Canvas

OVERVIEW OF THE COURSE

Course Description

This course presents an overview of the development of amateur and professional athletics over the course history with a particular emphasis on the nineteenth and twentieth centuries. Origins and development of different sports and their impact on the world stage. Sports and social issues merge and intertwine in global society and these trends are not new. The Olympic movement has always been politicized even as politicians and athletes have proclaimed that sport and politics should not mix. Problems with race and gender have revealed themselves in sport, which sometimes has led and sometimes followed on addressing these issues. Gambling, free agency, & outrageous salaries and their impact on sports and society.

Required Text and Course Materials

- Allen Guttmann, Sports: The First Five Millennia
- George B. Kirsch, Baseball and Cricket: The Creation of American Team Sports, 1838-72
- Stefan Szymanski and Andrew Zimbalist, National Pastime: How Americans Play Baseball and the Rest of the World Plays Soccer
- John Carlin, Playing the Enemy: Nelson Mandela and the Game That Made a Nation
- Franklin Foer, How Soccer Explains the World: An {Unlikely} Theory of Globalization
- 3 Ring Binder (suggested)

GOALS AND OUTCOMES OF THE COURSE

Course Objectives

- Understand the impact of sport throughout history
- Understand how sport may affect both national and international politics
- Analyze gender issues in sport and Title IX
- Analyze regional growth and preferences in sport
- Analyze and understand athlete behavior and team identification
- Improve critical thinking, reading, writing, and presentation skills
COURSE POLICIES AND EXPECTATIONS

Attendance Policy

- Attendance is required, as it is essential for optimal learning experiences in this class. Material and information will be presented in class that is not found in your text. If you miss a class, it is your responsibility to obtain material that was covered.

- Tardiness will adversely affect your final grade. Arriving late to class disturbs the class in process.

Grading Policies

- **Late Assignments.** Many of the assignments in this course are specifically developed to promote student success at particular times or stages during the semester; assignments need to be completed in a timely manner to be most effective. **Late assignments will not be accepted.** Any issues with material due dates should be discussed with instructor.

- **Incomplete’ Policy.** An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments.

- **Written Assignments.** Assignments are required to include the following formatting: (1) double-spaced, (2) 1” margins, (3) 12 point Arial font, and (4) properly cited using APA format.

**Grading Rubric**

<table>
<thead>
<tr>
<th>Assignment(s)</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>160</td>
</tr>
<tr>
<td>Discussions/Course Reflection</td>
<td>200</td>
</tr>
<tr>
<td>Mini Analysis Papers (5*20pts)</td>
<td>100</td>
</tr>
<tr>
<td>Sport Creation Project</td>
<td>100</td>
</tr>
<tr>
<td>Presentation</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>660</strong></td>
</tr>
</tbody>
</table>

Course Expectations

- **Freedom in and Responsibility to Our Class.** You are responsible for completing your work with excellence and submitting assignments on or before due dates. Be prepared for daily dialogue and reflection on assigned readings and classroom discussions. Treat class members and your instructor with courtesy and respect. If you are having any problems in or outside of class, please contact me so we can work together to resolve them.

- **Communication.** You and your academic and personal well-being are of paramount importance. You are encouraged to regularly contact your instructor with any questions or concerns regarding course requirements, or any academic, personal, and/or social issues. You may visit during instructor office hours, arrange another meeting or contact me as needed.
• Technology. In addition to GUS email, we will use Canvas, which is the University’s course management system. You will submit indicated assignments on Canvas. The syllabus and all the descriptions/expectations for each assignment will be posted in this syllabus and on Canvas. You may check your grades on each assignment through Canvas.

ASSIGNMENTS

Required Coursework

• Attendance. Each day student will be given 10 points a class session for attendance and participation.

• Discussion Board. Each student will be required to participate in a discussion board every week unless noted otherwise. Students are required to submit a minimum 300 word response. Each student should appropriately reply to their classmates. There is no word minimum associated with responses. However, responses should be thorough and well thought out. Each discussion/response is collectively worth 20 points. Response quality is part of your grade. All initial posts and responses are due on Wednesday’s by 4pm.

• Mini Sport Analysis Papers. Students will analyze and evaluate various sports throughout history and the world. Particular emphasis should be addressed on the historical time period and the development/growth of the sport. Each paper should be submitted via Canvas.

• Sport Creation/Development Project. On the first day of class each student will begin the process of creating and developing a new sport. There are 3 parts to this projects that will be turned in throughout the semester. Each part of the assignment will be submitted through Canvas by the due dates indicated in the project details. Students should reference the project details on Canvas.

• Presentation. At the end of the semester each student will be required to do a presentation regarding their sport. The presentation will be 25-30 minutes. Further details about this presentation will be presented later in the semester. See supplemental materials on Canvas when available. Review schedule for presentation dates.

ADDITIONAL INFORMATION

General Class Rules

CONDUCT OF THE CLASS: This course is a hybrid course. Students will meet only once a week and the remainder of the week will be completely online; however, it is important that (1) students need to follow the guidelines for attendance/participation and (2) students need to meet due deadlines for readings, assignments, discussions, and quizzes. Major announcements will be delivered via CANVAS and email. Since the reading is the basis for class material, students will read assigned material ahead of the class scheduled. Please take notes as you read, jot down questions about terminology and concepts, and be prepared to discuss meanings and implications in the Discussion Board if necessary.
ASSUMPTIONS: Please note that I expect that all students in this course:

1. have High Speed Internet connection and access to PSU-GUS account for using CANVAS;
2. have basic competencies in library skills and use of a word processor (including e-mail);
3. have a desire to learn and apply information in a real-world setting;
4. will be active learners; will seek clarification and guidance when needed;
5. will spend approximately two hours per class period on homework; and
6. will complete all assignments on the due date.
7. Turn off cell phones, iPads, etc.
8. Overall, be respectful of the instructor and your classmates.

ACADEMIC HONESTY POLICY and DUE PROCESS
Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit from another’s work, falsifying documents or academic records, or any other fraudulent activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. When a student’s grade has been affected, violations of the academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms. The Code of Student’s Rights & Responsibilities is available online: http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/

Violations of Academic Honesty
Violations of academic honesty include, but are not limited to, the following activities:
1. Copying another person’s work and claiming it as your own;
2. Using the work of a group of students when the assignment requires individual work;
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5. Allowing another student to take your exam for you;
6. Intentionally impeding the academic work of others;
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The redistribution of audio or video recordings of statements or comments from the course to individuals who are not students in the course is prohibited without the express permission of the instructor and of any students who are recorded. Unauthorized distribution of such materials is a violation of academic standards and may violate copyright laws and/or privacy rights. Violations may result in disciplinary action.
HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT
Consistent with its mission, Pittsburg State seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and University policy prohibit harassment, discrimination and sexual misconduct. Missouri Western encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to someone from the Campus at 620-235-4452 also take a look at http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/ about what happened so they can get the support they need and Pittsburg State can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Pittsburg State is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please visit the following website:
http://www.pittstate.edu/office/eoaa/title-ix/

Students have received information via email regarding training regarding Title IX. Student employees may have additional required training. Please follow the link in the email sent to your PSU student account to complete the training. Students who do not complete the training will receive a hold on their account, prohibiting future semester enrollment until the training is complete. These training courses will ensure that all students are appropriately educated about these important regulations.

STUDENTS WITH SPECIAL NEEDS
If any member of this class feels that he/she has a qualified disability and needs special accommodations, he/she should notify the instructor and request verification of eligibility of accommodations from the Center for Student Accommodations. Please advise the instructor of such a disability and the desired accommodations at some point before, during, or immediately after the scheduled class period. The telephone number for the Center for Student Accommodations is 620-235-4309.

WRITING CENTER
The Writing Center @ PSU offers writing consultations for students at any stage of the writing process for any writing project. Writing Center consultants are experienced writers who are committed to helping clients achieve their writing goals. As a member of the International Writing Centers Association, the Writing Center @ PSU encourages all forms of writing. Call 620-235-4694 or make an appoint through the link below.

http://www.pittstate.edu/office/writing_center/online_schedule_tutorial.dot
<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
</table>
| Week 1:   | Introduction, Syllabus Review, Personal Experience Questionnaire, Origin of Sport | Mini Marketing Papers Timeline  
Follow assigned sport social media  
Follow a professional team with same sport |
| Week 2:   | The Special relationship with sport and the military | Discussion Board  
- Misc. Assignment: Watch an international sporting event |
| Week 3:   | Early Sport and the Olympics                     | Readings & Chapter Discussion Board  
Mini Paper #1 Due |
| Week 4:   | Animals and Sport                                 | Sport Creation Project Due- Part 1  
- Misc. Assignment: Watch the Super Bowl ads and discuss which were the most/least effective and why |
| Week 5:   | Various National Sports & Competitions            | Readings & Discussion Board |
| Week 6:   | Early Sport in America                            | Readings & Discussion Board  
Mini Paper #2 Due |
| Week 7:   | International Sport Competition                   | Readings & Discussion Board |
| Week 8:   | Sport Rules: Growth and Differences               | Readings & Discussion Board |
| Week 9:   | Amateur to Professional Sport & Sport Gambling    | Readings & Film Clips  
Sport Creation Project Due- Part 2  
Mini Paper #3 Due |
| Week 10:  | Spring Break: No Class                            |                                                                              |
| Week 11:  | Politics, Racism & Women and Sport               | Readings & Discussion Board |
| Week 12:  | Politics, Racism & Women and Sport               | Readings, film clips & Discussion Board  
Mini Paper #4 Due |
| Week 13:  | The golden Triumvirate: Baseball, Basketball & Football | Readings & Discussion Board  
Sport Creation Project Due- Part 3 |
| Week 14:  | Free Agency, Moneyball & Professional Athletics  | Readings & Discussion Board |
| Week 15:  | Youth, Sport and Society                         | Readings, film clips & Discussion Board  
Mini Paper #5 Due |
| Week 16:  | Presentations                                    | PPT presentation, handout and Reflection  
Discussion Board |
| Week 17:  | Presentations                                    | PPT presentation and handout |

*****The instructor reserve the right to adjust/change schedule*****
Request for New Course
(Undergraduate Course Numbers through Course Number 699)

Department: HHPR  College: Education
Contact Person: Laura Covert

Submission Date: 10/19/17
☒ Faculty member ☐ Chair

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

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

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Proposed Course:
Course Number: REC 406

Title of Course: Resort, Spa & Lodging Operations
Credit Hours: 3

Date first offered: 2018 (Semester/Year) ☒ Fall ☑ Spring ☐ Summer

Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality. Priority of student enrollment given to recreation majors OR special permission by instructor.

Course Description (as it will appear in the next catalog): This course provides an understanding of resort, spa and lodging management. The resort & lodging focus will be on the operations of the rooms division, including revenue management, security, engineering and maintenance and the financial aspects of operations. The spa focus will include all of the facets of spa management.

Purpose/Justification for Proposed Course: To provide students the opportunity to explore topics in resort planning, development and operations by relating to examples from the industry itself. The structure and operation of separate resort departments or logical grouping of organizational activities will be covered. Students will be exposed to a number of theoretical frameworks that will encourage critical thinking. They will become better able to synthesize viewpoints about resort operations that will enable them to intellectually approach situations they are confronted with in practice. Students will apply concepts and processes discussed through the semester in completing projects and examinations.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)
Upon completion of the course the students should:

Demonstrate knowledge of planning considerations such as investment, social impact, economic impact, and physical and environmental impact.
Demonstrate knowledge of the planning consideration for resort facilities.
Demonstrate knowledge of the influence of a leisure philosophy on resort facilities.
Planning and the major recreation activities and facilities that exist in a resort.

Request for New Course- Revised Summer 2013
Demonstrate understanding of personnel organizational and human relations. Understand plant, grounds, energy, accounting, and purchasing operations.
Understand the need for a systematic plan for security, safety, and the management of risk.
Students will learn leadership, managing staff and hiring techniques to train and retain employees.
Students will learn how to prepare, present and monitor a consolidated spa budget.
Students will learn how to effectively use marketing techniques to create a market demand.
Explain how resorts are adopting "green" policies and responding to the demand for ecotourism.
Summarize the fundamentals of resort marketing, including market segmentation and positioning, and discuss the marketing tools of advertising, promotion, and publicity.

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

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<th>Resort Proposal</th>
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<td>Exams 3 @ 50</td>
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<td>Resort Project</td>
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<td>Resort Presentation</td>
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<tr>
<td>Participation</td>
<td>50</td>
<td>Total possible points</td>
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1. Planning and Developing a Proposal of Your Dream Resort: Throughout the semester you will be covering multiple topics and issues relating to the process of planning and development of a resort. These include but are not limited to: feasibility study, facility planning, recreation activities, managing the resort, safety, security and risk management, marketing and promotion, and managing the resort investments. This is an opportunity for you to use your creativity, and ability to apply the knowledge gained throughout the semester to plan and develop a proposal of your dream resort or tourist attraction. Your proposal will fall into one of three categories:

(1) mountain-based resort,
(2) water-based resort, or
(3) attraction-based resort.

Your final project should include drawings, models, flow-charts, graphs, photographs, spreadsheets, etc.

This assignment will be completed on a phased basis:
part I, your initial proposal submitted for approval by the instructor (worth 25 points; due);
part II, the complete project (worth 100 points; due);
part III, an oral presentation (PowerPoint) of the proposed plan (worth 100 points).
The order of presentation will be determined by random drawing.
Worth a total of 225 points.

2. Case Problems: Both case studies are to be approached as a professional report to be handed in to your direct Manager/Supervisor. They must be typed and free of grammatical and spelling errors. Cases are due at the beginning of class. Case handed in after the beginning of class on the due date, will be penalized from your assignment grade. Use headings and subheadings to organize your paper. Each Case Problem is worth 25 points.

3. Article Critique: Your will select an article from a professional journal or magazine that deals with resort operation. The article chosen must not have been published before 2001. Examples of such publications are listed in your

Request for New Course- Revised Summer 2013
syllabus. Not all of these publications are in the Brockport library. However, any article you need may be acquired through interlibrary loan. If you are to use the interlibrary loan service, you will need to start your article search early so you will have adequate turn around time. You will also need to submit your article to the instructor for approval no later than 9/28. A copy of the article must also be submitted with the final draft of your paper. Only approved articles will be acceptable for the completion of this assignment. Your critique will be written in APA format and will be a minimum of (3) three pages (cover page, abstract, and reference list to be added and are not counted as part of these 3 pages). The paper will include (1) an introductory paragraph which includes a brief description of the article and a thesis statement, (2) a body consisting of a complete discussion, analysis and opinion of the topic(s) discussed; as well as how the materials discussed in class to date, as well as other readings relate to the article (i.e., you will be demonstrating your understanding of the topics discussed in class and other readings by illustrating how these concepts are manifested in the article), and (3) a summary coalescing your thoughts and bringing the paper to a logical closure (Due - Worth 25 points).

4. Examinations: A total of Four (4) will be given throughout this semester. The lowest quiz grade will be dropped. Quizzes will be based on lecture, assigned readings from your text and other sources. Missed quizzes cannot be made up or substituted. Worth 50 points each for a total of 150 points.

5. Participation: class participation will be worth 50 points. In order to receive all 50 points, you must fairly regularly interact within the class discussion, and have good attendance. Participation will also be related to attendance and attentiveness during class. Excessive excused or unexcused absences will result in a low participation grade.

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

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   
   0

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

   Please give the rationale for additional student fees:
   
   __________

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   __________
   Please realize that it will need to gain approval of the General Education Committee.

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

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
   0
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 9/20/17 Signature, Department Chairperson
   
☑ Approved: College Curriculum Committee
   Date 9/20/17 Signature, College Curriculum Committee Chair
   
☑ Approved: Dean of College
   Date 9/20/17 Signature, Dean
   
☐ Approved: General Education Committee (if applicable)
   Date _______ Signature, General Education Committee Chair
   
☐ Approved: Council for Teacher Education (if applicable)
   Date _______ Signature, Council for Teacher Education Chair
   
☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/13/17 Signature, Undergraduate Curriculum Committee Chair
   
☐ Approved: Faculty Senate
   Date _______ Signature, Recording Secretary, Faculty Senate
   
☐ Final approved packet forwarded to Provost’s office.
   Date _______ Signature, Recording Secretary, Faculty Senate

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name.version2.docx” and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

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

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

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013
Course Syllabus for
Resort, Spa, & Lodging Operations

Instructor: Dr. Rick Hardy
Classroom: TBA
Office: Hart
Office Hrs: TBA
Telephone: 620-235-4281
E-mail: rhardy@pittstate.edu

Description:
Prerequisite: REC 160 or instructor's permission.
This course provides an understanding of resort, spa and lodging management. The resort & lodging focus will be on the operations of the rooms division, including revenue management, security, engineering and maintenance and the financial aspects of operations. The spa focus will include all of the facets of spa management.

Required Text(s):

Recommended Journals /Magazines:
Advances in Tourism Research
Annals of Tourism Research
Hotel and Motel Management.
International Journal of Tourism and Hospitality Administration
Journal of Convention and Exhibition Management
Journal of Hospitality and Leisure Marketing
Journal of Hospitality and Tourism Research
Journal of Nutrition in Recipe Development
Journal of Quality Assurance in Tourism
Journal of Restaurant and Food Service Marketing
Journal of Travel Research
Journal of Travel and Tourism Marketing

*Please note that the requirements and procedures stated in the syllabus are subject to change. Any changes to this syllabus will be announced in class.
Purpose:
To provide students the opportunity to explore topics in resort planning, development and management by relating to examples from the industry itself. The structure and operation of separate resort departments or logical grouping of organizational activities will be covered. Students will be exposed to a number of theoretical frameworks that will encourage critical thinking. They will become better able to synthesize viewpoints about resort operations that will enable them to intellectually approach situations they are confronted with in practice. Students will apply concepts and processes discussed through the semester in completing projects and examinations.

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Explain how resorts are adopting "green" policies and responding to the demand for ecotourism.
Summarize the fundamentals of resort marketing, including market segmentation and positioning, and discuss the marketing tools of advertising, promotion, and publicity.
COURSE POLICIES (NO EXEMPTIONS FROM THESE POLICIES):
1. Late work is not accepted. All assignments are due on the dates and times they are specified through Website unless otherwise specified by the instructor. Assignment turned in late for any reason will be discounted 20% in grade. For planned absences, know that assignments must be sent to the instructor electronically before the published class time on the date the assignment is due.
2. All written work is required to be typed, double-spaced. In general, assignments should follow the APA format.
3. Plagiarized work will receive zero credit and the student will be subject to disciplinary action, if appropriate. Plagiarism may be defined as the presentation by an author of the work of another author, in such a way as to give one's reader reason to think that the other author's work is one's own.
4. Exams are to be taken during the scheduled time period on the specified date. No make up exams will be given. If an absence from an exam is unavoidable, the student must receive prior approval from the instructor.

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ASSESSMENTS:
I reserve the right to give additional quizzes or out of class assignments with notice.

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<th>Grading</th>
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<td>A 90 and above</td>
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<td>Resort Proposal</td>
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<td>B 80-89</td>
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<tr>
<td>Article</td>
<td>50</td>
<td>C 70-79</td>
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<tr>
<td>Cases</td>
<td>2 @ 50</td>
<td>D 60-69</td>
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<tr>
<td>Exams</td>
<td>3 @ 50</td>
<td>F 59 and below</td>
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<tr>
<td>Resort Project</td>
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<tr>
<td>Resort Presentation</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Participation</td>
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<td></td>
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<tr>
<td><strong>Total possible points</strong></td>
<td><strong>600</strong></td>
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</tr>
</tbody>
</table>

**Academic Integrity:**

All REL classes follow the "Policy on Student Academic Dishonesty" found in the Brockport Handbook, Chapter 5, p. 35-37. Please note the definitions of plagiarism, cheating, lying, etc. and report to the professor any such behavior that you witness in others.
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic &amp; Assignments</th>
<th>Date</th>
</tr>
</thead>
</table>
| 1    | Introduction and overview of course  
Ch. 1: Resort: An Introduction                                                          |      |
| 2    | Ch. 2: Resort Guest  
**Resort Project Approval Due 9/3 (Mon)**                                                |      |
| 3    | Ch. 3: Recreational Amenities                                                         |      |
| 4    | Ch. 4: Design Principles  
Exam #1 - 9/15 (Mon)  
R 1 Due                                                                                   |      |
| 5    | Ch. 5: Mountain-based & Ch. 6: Water-based Resorts  
*Article approval Due - 9/26 (Fri)*                                                   |      |
| 6    | Ch. 7: Golf and Tennis-based Resorts  
Case Study #1 Due – 10/3 (Fri)  
R 2 Due                                                                                   |      |
| 7    | Ch. 13: Spa Development  
Exam 2 10/8 (Wed)  
R 2 Due                                                                                   |      |
| 8    | Ch. 8: Marketing the Resort & Spa Experience  
R 3 Due                                                                                   |      |
| 9    | Ch. 9: Resort Operations                                                              |      |
| 10   | Ch. 10: Resort Economics  
Exam 3 – 10/22 (Wed)  
Article Critique Due – 10/24 (Fri)  
R 4 Due                                                                                   |      |
| 11   | Ch. 11: Guest activity programming                                                    |      |
| 12   | Ch. 12: Program Management  
Case Study # 2 Due – 11/17 (Fri)  
R 5 Due                                                                                   |      |
| 13   | Exam 4                                                                               |      |
| 14   | Ch. 14: The Future of Resort, Spa & Lodging Management  
Presentations start 11/19 (Wed)  
Final Project Due 11/21                                                                  |      |
| 15   | Presentations                                                                       |      |
Pittsburg State University

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education Submission Date: 4/21/17

Contact Person: Laura Covert

☑ Faculty member ☐ Chair

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

☐ Yes ☑ No

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

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Proposed Course:

Course Number: REC 408

Title of Course: Casino, Food, and Beverage Operations

Credit Hours: 3

Date first offered: 2019 ☑ Spring ☐ Summer (check all that apply)

Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality. Priority of student enrollment given recreation majors OR special permission by instructor.

Course Description (as it will appear in the next catalog): Introduction to the Casino Operations part of the course focuses primarily on the operation, ownership, and the various impacts of US commercial casinos, and the hotels attached to them and Native American gambling. In the Food & Beverage part of the course, the focus will be the managing of a food and beverage operation.

Purpose/Justification for Proposed Course: To introduce students to casino operations and the food and beverage operations within a casino or resort. The Casino Operations part of the course focuses primarily on the operation, ownership, and the various impacts of US commercial casinos, and the hotels attached to them and Native American gambling. In the Food & Beverage part of the course, the focus will be the managing of a food and beverage operation.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)

Upon completion of this course each student will have had the opportunity to:

1. Have a solid understanding of the history and current trends of the gaming and casino industry
2. Identify the key elements and terminology of casino operations; including marketing, food and beverage, entertainment and special operations
3. Discuss the economic impact of casinos and gaming on the hospitality and tourism industry
4. Describe how gaming has evolved into modern day casino management, and how gaming operations affect the overall success of the casino resort
5. Explain the basic games involved in casino operations
6. Formulate revenue increasing strategies using marketing theory in real world situations

Request for New Course- Revised Summer 2013

1
7. Examine strategies employed by casino managers to integrate F&B, rooms, and customer loyalty programs to increase overall casino revenue

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

- Hot Topic Essay(1)  25%
- Exam (3)             40%
- Case Studies         30%
- Participation        5%

TOTAL          100%

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

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   - [ ]

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
   - [ ] Yes  [X] No
   - If “yes,” please realize that it will need to gain approval of the President’s Council.

   Please give the rationale for additional student fees:

   [ ]

3. Is this course to be considered for General Education?
   - [ ] Yes  [X] No

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   [ ]

   Please realize that it will need to gain approval of the General Education Committee.

4. Will this course be required of any education majors?
   - [ ] Yes  [X] No

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
   - [ ]
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 4/21/17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 5/1/17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 5/1/17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/1/17 Signature, Undergraduate Curriculum Committee Chair

☑ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.
PITTSBURG STATE UNIVERSITY
COLLEGE OF EDUCATION
DEPARTMENT OF HEALTH, HUMAN PERFORMANCE & RECREATION
Casino and Food & Beverage Operations

INSTRUCTOR: Dr. Rick Hardy OFFICE: SRC 101-Q
INTERNET: rhardy@pittstate.edu PHONE: (620) 235-4281
CLASS TIME: TBA

OFFICE HOURS: TBA


PURPOSE OF THE COURSE: To introduce students to casino operations and the food and beverage operations within a casino or resort. The Casino Operations part of the course focuses primarily on the operation, ownership, and the various impacts of US commercial casinos, and the hotels attached to them and Native American gambling. In the Food & Beverage part of the course, the focus will be the managing of a food and beverage operation. Prerequisites: REC 160 Introduction to Recreation and Leisure. Priority of student enrollment given recreation majors.

Course Objectives: Upon completion of this course each student will have had the opportunity to:

1. Have a solid understanding of the history and current trends of the gaming and casino industry

2. Identify the key elements and terminology of casino operations; including marketing, food and beverage, entertainment and special operations

3. Discuss the economic impact of casinos and gaming on the hospitality and tourism industry

4. Describe how gaming has evolved into modern day casino management, and how gaming operations affect the overall success of the casino resort

5. Explain the basic games involved in casino operations

6. Formulate revenue increasing strategies using marketing theory in real world situations

7. Examine strategies employed by casino managers to integrate F&B, rooms, and customer loyalty programs to increase overall casino revenue
CONDUCT OF THE CLASS: This course is delivered completely online. Students are not required to attend class at regular times; however, it is important that (1) students need to follow the guidelines for attendance/participation and (2) students need to meet due deadlines for readings, assignments, discussions, and quizzes. Major announcements will be delivered via CANVAS and email. Since the reading is the basis for class material, students will read assigned material ahead of the class scheduled. Please take notes as you read, jot down questions about terminology and concepts, and be prepared to discuss meanings and implications in the Discussion Board if necessary.

ASSUMPTIONS: Please note that I expect that all students in this course:
1. have High Speed Internet connection and access to PSU-GUS account for using the CANVAS;
2. have basic competencies in library skills and use of a word processor (including e-mail);
3. have a desire to learn and apply information in a real-world setting;
4. will be active learners; will seek clarification and guidance when needed;
5. will spend approximately two hours per class period on homework; and
6. will complete all assignments on the due date.

<table>
<thead>
<tr>
<th>STUDENT EVALUATION</th>
<th>EVALUATION SCALE</th>
</tr>
</thead>
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<tr>
<td>Hot Topic Essay(1)</td>
<td>Exceptional</td>
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<tr>
<td>Exam (3)</td>
<td>91 – 100%</td>
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<tr>
<td>Case Studies</td>
<td>Above average</td>
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<tr>
<td>Participation</td>
<td>82 – 90%</td>
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<tr>
<td>TOTAL</td>
<td>Average</td>
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<tr>
<td></td>
<td>73 – 81%</td>
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<tr>
<td></td>
<td>Below Average</td>
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<tr>
<td></td>
<td>64 – 72%</td>
</tr>
<tr>
<td></td>
<td>Needs remediation</td>
</tr>
<tr>
<td></td>
<td>Below 64%</td>
</tr>
</tbody>
</table>

Borderline grades (within two points of next higher grade) will be decided by the student's class attendance and participation.

ASSIGNMENTS

NOTE: All assignments and postings are due on the dates and times they are specified through Website. All written papers should be typed, double spaced with one inch margins, using a 12 font. Simply put your student number at the top of the first page (no names, please). Papers will be evaluated based on 65% content (depth of examination, reasoning, accuracy, justification, examples, etc.) and 35% composition (grammar, spelling, layout, etc.). Your graded assignments will be returned to the same location. The instructor accepts assignments by email only for an emergency.

Industry Hot Topic Essay Each student will work independently on an essay and presentation over a "hot topic within the industry." The essay topic must be approved and the presentation of the topic will take place over the final week and a half of class.
CASE STUDIES Every student will use the five step case study method as the class looks at issues from a community/resident point of view involving tourism planning/development in the local.

EXAMS will be given three times—twice at the mid-semester class and once at the last class meeting. Exams will consist of true/false and multiple choice items.

PARTICIPATION This online course relies upon not only the interaction between students and class materials, but also between students and other peers and students and the instructor. All students are expected to log on to this course site at least three (3) times per week (Monday-Sunday span). This online class demands that students must be self-motivated and self-disciplined. Students are responsible to keep up with the course schedule, CANVAS postings, assignments, and exams. Discussion Board—it is students' responsibility to actively participate in each Discussion Board activity. Students will be required to initiate at least one post to each question from the instructor and make at least an 80-word paragraph. A comment on other student's posting does not required a minimum number of words. The instructor will provide questions focusing on some issues related to the assigned topic(s) to begin a discussion. Every post initiated by each student must be in response to the questions raised by the instructor. Comments on others' posts must also be relevant to the subject of the assigned topic(s).

COURSE POLICIES (NO EXEMPTIONS FROM THESE POLICIES):

1. **Late work is not accepted.** All assignments are due on the dates and times they are specified through Website unless otherwise specified by the instructor. Assignment turned in late for any reason will be discounted 20% in grade. For planned absences, know that assignments must be sent to the instructor electronically before the published class time on the date the assignment is due.

2. All written work is required to be typed, double-spaced. In general, assignments should follow the APA format.

3. Plagiarized work will receive zero credit and the student will be subject to disciplinary action, if appropriate. Plagiarism may be defined as the presentation by an author of the work of another author, in such a way as to give one's reader reason to think that the other author's work is one's own.

4. Exams are to be taken during the scheduled time period on the specified date. **No make up exams will be given.** If an absence from an exam is unavoidable, the student must receive prior approval from the instructor.

ACADEMIC HONESTY POLICY and DUE PROCESS

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit from another's work, falsifying documents or academic records, or any other fraudulent activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. When a student's grade has been affected, violations of the academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms. The Code of Student's Rights & Responsibilities is available online: http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/
Violations of Academic Honesty

Violations of academic honesty include, but are not limited to, the following activities:
1. Copying another person's work and claiming it as your own;
2. Using the work of a group of students when the assignment requires individual work;
3. Looking at or attempting to look at an examination before it is administered;
4. Using materials during an examination that are not permitted;
5. Allowing another student to take your exam for you;
6. Intentionally impeding the academic work of others;
7. Using any electronic device to transmit portions of questions or answers on an examination to other students;
8. Using any electronic device to improperly store information for an exam;
9. Knowingly furnishing false information to the University or its representatives;
10. Assisting other students in any of the acts listed above.

STUDENT RECORDING CLASSROOM LECTURES
As a professional courtesy, students are expected to inform an instructor if they plan to make audio or video recordings of a class. However, students should understand that there are times when the instructor may prohibit this activity (ex., in order to protect patient confidentiality in health-discipline classes, discussions pertaining to protected patient information, etc.). The redistribution of audio or video recordings of statements or comments from the course to individuals who are not students in the course is prohibited without the express permission of the instructor and of any students who are recorded. Unauthorized distribution of such materials is a violation of academic standards and may violate copyright laws and/or privacy rights. Violations may result in disciplinary action.

HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT
Consistent with its mission, Pittstate seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and University policy prohibit harassment, discrimination and sexual misconduct. Missouri Western encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to someone from the Campus at 620-235-4452 also take a look at http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/ about what happened so they can get the support they need and Pittsburg State can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Pittstate is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please visit the following website:
http://www.pittstate.edu/office/eoaa/title-ix/
Students have received information via email regarding training regarding Title IX. Student employees may have additional required training. Please follow the link in the email sent to your PSU student account to complete the training. Students who do not complete the training will receive a hold on their account, prohibiting future semester enrollment until the training is complete. These training courses will ensure that all students are appropriately educated about these important regulations.

STUDENTS WITH DISABILITIES
If any member of this class feels that he/she has a qualified disability and needs special accommodations, he/she should notify the instructor and request verification of eligibility of accommodations from the Center for Student Accommodations. Please advise the instructor of such a disability and the desired accommodations at some point before, during, or immediately after the scheduled class period. The telephone number for the Center for Student Accommodations is 620-235-4309.

Topics Covered

1. History of modern gaming
2. Slot Games
3. Intro to Table Games
4. Table Game operations
5. Casino marketing
7. The food service industry
8. Organization of food and beverage
9. Facility, design, layout & Equipment
10. Menu development
11. Sanitation and Safety
12. Nutrition
Request for New Course
(Undergraduate Course Numbers through Course Number 699)

Department: HHPR  College: Education  Submission Date: 4/21/17

Contact Person: Laura Covert  
☐ Faculty member  ☐ Chair

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred. All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Proposed Course:
Course Number: REC 426

Title of Course: Law of the Professions in Recreation, Sport and Hospitality

Credit Hours: 3

Date first offered: 2019  
(Semester/Year)  ☒ Fall  ☐ Spring  ☐ Summer  
(check all that apply)

Prerequisite: REC 160 Introduction to Recreation or Leisure OR REC 240 Introduction to Therapeutic Recreation. Priority of student enrollment given recreation majors.

Course Description (as it will appear in the next catalog): This course is designed to assist individuals in developing a "safety conscious" attitude toward Recreation, Therapeutic Recreation, and Wellness Services, and Sport, Event, and Hospitality Management and to learn procedures that will aid them in risk management -- planning to reduce the incidence of injuries/lawsuits. Case studies will include international, national, & state case law involving recreation, therapeutic recreation, wellness, sport, events and hospitality.

Purpose/Justification for Proposed Course: Emphasize various laws related to each profession within the recreation department. This class will provide students will base information needed when going into the job market.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)
Upon completion of this course each student will have had the opportunity to:
1. become familiar with various legal resources in the library.
2. demonstrate an understanding of tort law.
3. study and analyze legal issues related to schools, as well as public and private businesses related to health, physical education, and recreation.
4. acquaint the students with appropriate procedures for reducing the incidents of injuries/lawsuits.
5. utilize critical thinking skills in the interpretation of legal issues as they relate to HPER.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]
Course exam, quizzes, and Legal Brief project

Request for New Course- Revised Summer 2013
If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.
Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   0

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

   Please give the rationale for additional student fees:

   ———

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data
   that will be collected to measure these goals:

   ———

   Please realize that it will need to gain approval of the General Education Committee.

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

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
   0
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date \( \frac{3}{21} \)  Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date \( \frac{3}{21} \)  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date \( \frac{3}{21} \)  Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date \( \frac{3}{21} \)  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.
PITTSBURG STATE UNIVERSITY
COLLEGE OF EDUCATION
DEPARTMENT OF HEALTH, HUMAN PERFORMANCE & RECREATION
REC 385 RECREATION, SPORT & HOSPITALITY LAW FOR THE PRACTITIONER

INSTRUCTOR:  Dr. Rick Hardy
INTERNET:  rhardy@pittstate.edu
CLASS TIME:  TBA

OFFICE:  SRC 101-Q
PHONE:  (620) 235-4281

OFFICE HOURS: TBA


HELPFUL RESOURCES:
- Canvas
- Books related to legal concepts in sport, physical education, and parks and recreation by authors such as: Hronek, B. & Spengler, J., Baley, J. & Matthews, D., Peterson, J. & Hronek, B., and van der Smissen, B.
- State and federal case law, legal reference texts.
- Journals and periodicals such as JOPERD, Parks and Recreation Magazine, The Sports Law Reporter, the Parks and Recreation Law Reporter and the library’s legal on-line reference tool.

PURPOSE OF THE COURSE: To assist each student in understanding legal issues related to the fields of health, physical education, and recreation.

COURSE OBJECTIVES: Upon completion of this course each student will have had the opportunity to:
1. become familiar with various legal resources in the library.
2. demonstrate an understanding of tort law.
3. study and analyze legal issues related to schools, as well as public and private businesses related to health, physical education, and recreation.
4. acquaint the students with appropriate procedures for reducing the incidents of injuries/lawsuits.
5. utilize critical thinking skills in the interpretation of legal issues as they relate to HPER.

CONDUCT OF THE CLASS: This course is delivered completely online. Students are not required to attend class at regular times; however, it is important that (1) students need to follow the guidelines for attendance/participation and (2) students need to meet due deadlines for readings, assignments, discussions, and quizzes. Major announcements will be delivered via CANVAS and email. Since the reading is the basis for class material, students will read assigned material ahead of the class scheduled. Please take notes as you read, jot down
questions about terminology and concepts, and be prepared to discuss meanings and implications in the Discussion Board if necessary.

ASSUMPTIONS: Please note that I expect that all students in this course:
1. have High Speed Internet connection and access to PSU-GUS account for using the CANDAS;
2. have basic competencies in library skills and use of a word processor (including e-mail);
3. have a desire to learn and apply information in a real-world setting;
4. will be active learners; will seek clarification and guidance when needed;
5. will spend approximately two hours per class period on homework; and
6. will complete all assignments on the due date.

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<thead>
<tr>
<th>STUDENT EVALUATION</th>
<th>EVALUATION SCALE</th>
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<tbody>
<tr>
<td>Legal Brief (1)</td>
<td>15%</td>
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<tr>
<td>Exam (3)</td>
<td>60%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Participation</td>
<td>5%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

Borderline grades (within two points of next higher grade) will be decided by the student’s class attendance and participation.

ASSIGNMENTS

NOTE: All assignments and postings are due on the dates and times they are specified through Website. All written papers should be typed, double spaced with one inch margins, using a 12 font. Simply put your student number at the top of the first page (no names, please). Papers will be evaluated based on 65% content (depth of examination, reasoning, accuracy, justification, examples, etc.) and 35% composition (grammar, spelling, layout, etc.). Your graded assignments will be returned to the same location. The instructor accepts assignments by email only for an emergency.

LEGAL BRIEF will be submitted once during the semester. This written reaction to legal cases should be a minimum of three (3) pages in length, and reflect critical thinking. Students will select legal cases related to HHPR and respond to the items listed below. The cases should be full length cases pulled either from the state or federal case files. Please note: cases may NOT be taken from previous summaries (e.g., from such sources as journals, periodicals, Parks & Recreation Law Reporter, etc.)—you will need to read the entire case (in its original) for this brief. The case must be related to the HHPR, other cases will not be accepted. If you have any question as to whether or not the case is related to our disciplines, please contact me ahead of time for clarification. Your legal brief should respond to the following items:

- Include a summary of the case including complete legal citation/reference (see APA)—please place this at the top of the paper. In the summary please describe the case, identify the players’ by role (names are not needed), identify the basis for the lawsuit, describe the findings, and explain any dissension.
- Identify and provide a brief explanation of each legal concept or principle utilized in the case.
• Identify the population(s) of HPER-related professionals who could be impacted by this case and explain your reasoning for naming them.
• Describe what was most fascinating to you about this case and explain why.
• Identify specific action steps that YOU (as a future professional) can/will implement to take advantage of the knowledge gained from this case.
• Scan and attach the complete case to your brief.

EXAMS will be given three times—twice at the mid-semester class and once at the last class meeting. Exams will consist of true/false and multiple choice items.

PARTICIPATION This online course relies upon not only the interaction between students and class materials, but also between students and other peers and students and the instructor. All students are expected to log on to this course site at least three (3) times per week (Monday-Sunday span). This online class demands that students must be self-motivated and self-disciplined. Students are responsible to keep up with the course schedule, CANVAS postings, assignments, and exams. Discussion Board—it is students' responsibility to actively participate in each Discussion Board activity. Students will be required to initiate at least one post to each question from the instructor and make at least an 80-word paragraph. A comment on other student’s posting does not required a minimum number of words. The instructor will provide questions focusing on some issues related to the assigned topic(s) to begin a discussion. Every post initiated by each student must be in response to the questions raised by the instructor. Comments on others’ posts must also be relevant to the subject of the assigned topic(s).

COURSE POLICIES (NO EXEMPTIONS FROM THESE POLICIES):

1. Late work is not accepted. All assignments are due on the dates and times they are specified through Website unless otherwise specified by the instructor. Assignment turned in late for any reason will be discounted 20% in grade. For planned absences, know that assignments must be sent to the instructor electronically before the published class time on the date the assignment is due.

2. All written work is required to be typed, double-spaced. In general, assignments should follow the APA format.

3. Plagiarized work will receive zero credit and the student will be subject to disciplinary action, if appropriate. Plagiarism may be defined as the presentation by an author of the work of another author, in such a way as to give one's reader reason to think that the other author's work is one's own.

4. Exams are to be taken during the scheduled time period on the specified date. No make up exams will be given. If an absence from an exam is unavoidable, the student must receive prior approval from the instructor.

ACADEMIC HONESTY POLICY and DUE PROCESS

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit from another's work, falsifying documents or academic records, or any other fraudulent activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. When a student’s grade has been affected, violations of the academic honesty
will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms. The Code of Student’s Rights & Responsibilities is available online:
http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/

Violations of Academic Honesty
Violations of academic honesty include, but are not limited to, the following activities:
1. Copying another person’s work and claiming it as your own;
2. Using the work of a group of students when the assignment requires individual work;
3. Looking at or attempting to look at an examination before it is administered;
4. Using materials during an examination that are not permitted;
5. Allowing another student to take your exam for you;
6. Intentionally imped ing the academic work of others;
7. Using any electronic device to transmit portions of questions or answers on an examination to other students;
8. Using any electronic device to improperly store information for an exam;
9. Knowingly furnishing false information to the University or its representatives;
10. Assisting other students in any of the acts listed above.

STUDENT RECORDING CLASSROOM LECTURES
As a professional courtesy, students are expected to inform an instructor if they plan to make audio or video recordings of a class. However, students should understand that there are times when the instructor may prohibit this activity (e.g., in order to protect patient confidentiality in health-discipline classes, discussions pertaining to protected patient information, etc.).

The redistribution of audio or video recordings of statements or comments from the course to individuals who are not students in the course is prohibited without the express permission of the instructor and of any students who are recorded. Unauthorized distribution of such materials is a violation of academic standards and may violate copyright laws and/or privacy rights. Violations may result in disciplinary action.

HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT
Consistent with its mission, Pittstate seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and University policy prohibit harassment, discrimination and sexual misconduct. Missouri Western encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to someone from the Campus at 620-235-4452 also take a look at http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/ about what happened so they can get the support they need and Pittsburg State can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Pittstate is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I
must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please visit the following website:
http://www.pittstate.edu/office/eoa/t/title-ix/

Students have received information via email regarding training regarding Title IX. Student employees may have additional required training. Please follow the link in the email sent to your PSU student account to complete the training. Students who do not complete the training will receive a hold on their account, prohibiting future semester enrollment until the training is complete. These training courses will ensure that all students are appropriately educated about these important regulations.

STUDENTS WITH DISABILITIES

If any member of this class feels that he/she has a qualified disability and needs special accommodations, he/she should notify the instructor and request verification of eligibility of accommodations from the Center for Student Accommodations. Please advise the instructor of such a disability and the desired accommodations at some point before, during, or immediately after the scheduled class period. The telephone number for the Center for Student Accommodations is 620-235-4309.
Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR       College: Education

Submission Date: 10/19/17

Contact Person: Laura Covert

☑ Faculty member   □ Chair

Is this new course proposal related to, and/or affect, any other department’s/college’s/unit’s curricula or programs at Pittsburg State University?

☐ Yes   ☑ No

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

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Proposed Course:

Course Number: REC 450

Title of Course: Sport Operations

Credit Hours: 3

Date first offered: 2018

(Fall   Spring   Summer)

Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality. Priority of student enrollment given recreation majors OR special permission by instructor.

Course Description (as it will appear in the next catalog): The students will gain an overview of what sport operations is, what it does, and its function within the sport community. The course is intended to demonstrate an understanding of the industry through diversely applying information about sport operations in an unbiased fashion, defining sport operations and guiding the student in obtaining a sense of responsibility to the public, investors and employees when considering all levels of sport. Furthermore, the material should promote an inquisitive interaction between all the students regarding the connection between sports and management. Learners should be able to see sports as part of the management process, not just an athletic event.

Purpose/Justification for Proposed Course: Align with curriculum changes and provide students with base knowledge pertaining to operations within the sport management field.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)

1. Have thought critically about their career and gained perspective on what skills are necessary to succeed in sport management
2. Understand the different options that exist to obtain a career in the sport management field
3. Grow in their knowledge of foundational principles in sport management on which to build through upper level recreation and sport courses
4. Acquire a baseline understanding of the structure and purpose of the sport industry

Request for New Course- Revised Summer 2013
5. Have the ability to apply sound principles and best practices to the management of sport facilities, events and organizations.
6. Be able to discuss the current status and various challenges of sport at the recreational, youth, interscholastic, intercollegiate, and professional levels.

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

Student grades will be determined based on their performance in the following:

- 20% Career Assignment
- 5% Sport Management Resource Assignment-Written
- 5% Sport Management Resource Assignment-Verbal (Presentation)
- 10% Event Shadow and Volunteer Work
- 20% Effort
- 20% Midterm Exam
- 20% Final Exam

Exams: Two exams will be given during the course of the semester to measure each student’s comprehension of the course material. The exams will consist of 50 mostly multiple choice, true/false, and possibly matching questions. You will have one hour to complete each test. Exams are not open notes. Each exam will cover the chapters and supplementary materials noted in the dates outlined in the syllabus. The instructor may adjust the topics to be covered by each exam based upon progress in coverage in class of the materials to be offered. Ample notice will be given to the students should adjustments in covered exam materials be necessary. The Final Exam is not cumulative, but rather will cover materials studied after the Mid-Term examination.

Sport Management Resource Review Assignment Due

This assignment is geared to hone written and verbal reporting skills for the student and make the student aware of available current industry resources that may be helpful in their future careers and current course of study. Students are required to find and appropriately cite five sources from any medium that they consider useful in learning more about sport management, events, organizations, and industry associations. The student will then select one of the sources and write a report, up to one page in length, using APA guidelines noted in this syllabus. The written report should focus on the value of the source in better understanding the sport management field. The written report will be graded and returned to the student to then be used in preparation of a verbal report to be given before the rest of the class.

The verbal report—no longer than five minutes long—will demonstrate the students’ abilities to speak before their peers and demonstrate the value of the source to them.

The resource review assignments (written and verbal) make up 10% of the course grade.

Career Planning Portfolio Assignment

This assignment will force students to think critically about their careers and develop a plan to achieve their individual goals. Students will be required to submit a portfolio that should include the following:

- What are the four most important priorities in your life, how would you rank them and why? How do you feel your career choice could be affected based on your priorities?
- Tell me what career you would choose today if salary and required schooling were not contributing factors in your decision? In other words, what job would you do for free if you could start it tomorrow? What do you think is your ideal career position and how does that career align with the previous question? Why?
- Give at least two strategies (macro), including two tactics (micro) for each strategy to obtain your ideal career position. Tactics should be specific and include deadlines.
- Provide two generic letters recommending you for employment on company letterhead.

Request for New Course: Revised Summer 2013
Current resume (no more than 2 pages) with at least three references and a brief cover letter describing what makes you unique.

The entire assignment should be combined into one single PDF document. This file should be uniquely labeled: Firstname_lastname.pdf and submitted to Canvas website prior to class on the date the assignment is due.

This assignment makes up 20% of the course grade.

Sport Event Working Opportunity-Shadow and Volunteer: TBD

After working the event you will be required to share your experience in one page or less. Have your feelings about your career been altered by this experience in any way? What was the best thing you did all day? What was the worst thing? Was this experience meaningful?

This assignment makes up 15% of the course grade.

Effort (Class Participation and Attendance)

Students are responsible for attending class and making positive contributions in all class discussions. At the end of the semester, each student will be responsible for providing the professor a grade, based out of 100 points, that represents their effort compared to others in the class in the areas of class participation and attendance. This self-evaluation will represent 50% of students' class participation grade for the semester, with the other 50% coming from the professor.

Effort makes up 15% of the course grade.

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

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   0

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

   ______

3. Is this course to be considered for General Education? ☐ Yes ☒ No
   If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   ______
   Please realize that it will need to gain approval of the General Education Committee.

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

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)? 0
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
  Date 1/26/17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 1/26/17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 1/26/17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 1/13/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name.version2.docx” and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

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

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

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013
Syllabus:

Sport Operations

COURSE INFORMATION
Course Number and Section: REC 450
Location: SRC
Time: TBD
Credit Hour(s): 3
Instructor: Dr. Rick Hardy
Office Hours: Tuesday 9:00-11:00 a.m. and by appointment
Telephone: (620)235-4281
E-Mail: rhardy@pittstate.edu

COURSE DESCRIPTION AND OBJECTIVES
The students will gain an overview of what sport operations is, what it does, and its function within the sport community. The course is intended to demonstrate an understanding of the industry through diversely applying information about sport operations in an unbiased fashion, defining sport operations and guiding the student in obtaining a sense of responsibility to the public, investors and employees when considering all levels of sport. Furthermore, the material should promote an inquisitive interaction between all the students regarding the connection between sports and management. Learners should be able to see sports as part of the management process, not just an athletic event.

Upon completion of this course, students will:
1. Have thought critically about their career and gained perspective on what skills are necessary to succeed in sport management
2. Understand the different options that exist to obtain a career in the sport management field
3. Grow in their knowledge of foundational principles in sport management on which to build through upper level recreation and sport courses
4. Acquire a baseline understanding of the structure and purpose of the sport industry
5. Have the ability to apply sound principles and best practices to the management of sport facilities, events and organizations
6. Be able to discuss the current status and various challenges of sport at the recreational, youth, interscholastic, intercollegiate, and professional levels

REQUIRED COURSE MATERIAL
ASSIGNMENTS AND EVALUATION
Students will be required to submit assignments via the Canvas website prior to class on the day they are due. Students should also print the assignment and hand in at the beginning of class on the due date.

Exams: Two exams will be given during the course of the semester to measure each student's comprehension of the course material. The exams will consist of 50 mostly multiple choice, true/false, and possibly matching questions. You will have one hour to complete each test. Exams are not open notes. Each exam will cover the chapters and supplementary materials noted in the dates outlined in the syllabus. The instructor may adjust the topics to be covered by each exam based upon progress in coverage in class of the materials to be offered. Ample notice will be given to the students should adjustments in covered exam materials be necessary. The Final Exam is not cumulative, but rather will cover materials studied after the Mid-Term examination.

The exams make up 40% of the course grade: 20% for the Mid Term and 20% for the Final.

Grammar: The ability to speak and write well is one of the biggest; if not the biggest, learned applications students will need in their careers after college. An obvious grammar mistake on a college assignment is unacceptable and subject to deductions. Students are strongly encouraged to utilize the Writing Center for assistance with proofreading. Unless otherwise instructed, written assignments should be typed or prepared using APA guidelines (most recent edition) which include 12-point font (Arial or Times New Roman only), one-inch margins, double-spaced lines and page numbers. Where appropriate, be sure to use citations to referenced work, and include a reference or bibliography page at the end of an assignment.

Other Assignments: Assignments are given in an effort to go beyond classroom application and help equip students with the tools necessary to succeed in their career. These assignments include:

Sport Management Resource Review Assignment Due
This assignment is geared to hone written and verbal reporting skills for the student and make the student aware of available current industry resources that may be helpful in their future careers and current course of study.

Students are required to find and appropriately cite five sources from any medium that they consider useful in learning more about sport management, events, organizations, and industry associations. The student will then select one of the sources and write a report, up to one page in length, using APA guidelines noted in this syllabus. The written report should focus on the value of the source in better understanding the sport management field. The written report will be graded and returned to the student to then be used in preparation of a verbal report to be given before the rest of the class.

The verbal report—no longer than five minutes long—will demonstrate the students' abilities to speak before their peers and demonstrate the value of the source to them.

The resource review assignments (written and verbal) make up 10% of the course grade.
Career Planning Portfolio Assignment
This assignment will force students to think critically about their careers and develop a plan to achieve their individual goals. Students will be required to submit a portfolio that should include the following:

What are the four most important priorities in your life, how would you rank them and why? How do you feel your career choice could be affected based on your priorities?

Tell me what career you would choose today if salary and required schooling were not contributing factors in your decision? In other words, what job would you do for free if you could start it tomorrow? What do you think is your ideal career position and how does that career align with the previous question? Why?

Give at least two strategies (macro), including two tactics (micro) for each strategy to obtain your ideal career position. Tactics should be specific and include deadlines.

Provide two generic letters recommending you for employment on company letterhead.

Current resume (no more than 2 pages) with at least three references and a brief cover letter describing what makes you unique.

The entire assignment should be combined into one single PDF document. This file should be uniquely labeled: Firstname_lastname.pdf and submitted to Canvas website prior to class on the date the assignment is due.

This assignment makes up 20% of the course grade.

Sport Event Working Opportunity-Shadow and Volunteer: TBD

After working the event you will be required to share your experience in one page or less. Have your feelings about your career been altered by this experience in any way? What was the best thing you did all day? What was the worst thing? Was this experience meaningful?

This assignment makes up 15% of the course grade.

Effort (Class Participation and Attendance)
Students are responsible for attending class and making positive contributions in all class discussions. At the end of the semester, each student will be responsible for providing the professor a grade, based out of 100 points, that represents their effort compared to others in the class in the areas of class participation and attendance. This self-evaluation will represent 50% of students’ class participation grade for the semester, with the other 50% coming from the professor.

Effort makes up 15% of the course grade.

Attendance and Make Up Policy: Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at:
GRADING

Grading Scale
A = 93 – 100%
A- = 90 – 92.9%
B+ = 87 – 89.9%
B = 83 – 86.9%
B- = 80 – 82.9%
C+ = 77 – 79.9%
C = 73 – 76.9%
C- = 70 – 72.9%
D+ = 67 – 69.9%
D = 60 – 66.9%
E = 59.9 or lower

Student grades will be determined based on their performance in the following:
20% Career Assignment
5% Sport Management Resource Assignment-Written
5% Sport Management Resource Assignment-Verbal (Presentation)
10% Event Shadow and Volunteer Work
20% Effort
20% Midterm Exam
20% Final Exam

SCHEDULE

Date Chapter

22-Aug Course Introduction; Syllabus Review
Chapter 1: Do You Really Want to Work in the Sport Industry
Sport Management Resource Review Assignment Overview-Written/Verbal

27-Aug Chapter 2: Socio-Cultural Aspects of Sport

29-Aug Chapter 3: The United States Sports Industry
Sport Management Resource Review Assignment Due-Written

3-Sep Introduction to Sport Tourism in the United States

5-Sep Chapter 4: Sport in the Global Marketplace
Events: Olympic and Pan American Sport Governing Bodies

10-Sep Events: Youth, Traditional and Nontraditional Sport Organizations

12-Sep Sport Tourism and Sport Commissions
17-Sep
Events: Sport for Persons with Disabilities
Career Planning Portfolio Assignment; Sport Management Resource Review Assignment Graded Written Assignment Returned

19-Sep
Chapter 5: Ethics and Ethical Decision Making
Chapter 6: Legal Aspects of Sport

24-Sep
Chapter 7: Strategic Management

26-Sep
Sport Management Resource Review Assignment-Presentation
Group A Sport Management Resource Review Assignment-Presentation Group B

1-Oct
Sport Management Resource Review Assignment-Presentation
Group C

3-Oct
Sport Management Resource Review Assignment-Presentation
Group D
MATERIAL REVIEW

8-Oct
MID-TERM EXAM: Chapters 1-7 and Supplementary Material

10-Oct
Chapter 8: Sport Marketing
Chapter 8: Sport Marketing

11-Oct
Sport Event Working Opportunity-Shadow and Volunteer: TBA

12-Oct
Sport Event Working Opportunity-Shadow and Volunteer: TBA

13-Oct
Sport Event Working Opportunity-Shadow and Volunteer: TBA

15-Oct
Career Planning Portfolio Due
Case Studies Available Online

17-Oct
Chapter 9: Sport-Sales and Revenue Generation

22-Oct
Chapter 9: Sport-Sales and Revenue Generation

24-Oct
Chapter 10: Sport Communication
Chapter 10: Sport Communication
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
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<tbody>
<tr>
<td>29-Oct</td>
<td>Chapter 11: Facility Management</td>
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<tr>
<td>31-Oct</td>
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<tr>
<td>5-Nov</td>
<td>Chapter 12: Sport Finance</td>
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<td>7-Nov</td>
<td>Chapter 12: Sport Finance</td>
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<td></td>
<td>Chapter 12: Sport Finance</td>
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<tr>
<td>12-Nov</td>
<td>Discussion about Volunteer Experience</td>
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<td>Graded Career Planning Portfolio Returned to Students</td>
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<tr>
<td>14-Nov</td>
<td>Managing Events: Using a Planning, Monitoring, and Evaluation Model Based Upon Objectives Discussion: Case Studies</td>
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<tr>
<td>19-Nov</td>
<td>Managing a Nonprofit Sports Commission</td>
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<td>21-Nov</td>
<td>Discussion: Case Studies</td>
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<td>26-Nov</td>
<td>MATERIAL REVIEW</td>
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<td>28-Nov</td>
<td>THANKSGIVING-NO CLASS</td>
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<td>MATERIAL REVIEW</td>
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<td>10-Dec</td>
<td>FINAL EXAM ALTERNATE DATE</td>
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<tr>
<td>12-Dec</td>
<td>FINAL EXAM: Chapters 8-12 and Supplementary Material</td>
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Request for New Course
(Undergraduate Course Numbers through Course Number 699)

Department: HHPR  College: Education  Submission Date: 4/21/17

Contact Person: Laura Covert  □ Faculty member  □ Chair

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

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Proposed Course:
Course Number: REC 455

Title of Course: Sport Policy and Governance

Credit Hours: 3

Date first offered: 2019  □ Fall  □ Spring  □ Summer
(Semester/Year)  (check all that apply)

Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality. Priority of student enrollment given recreation majors OR special permission by instructor.

Course Description (as it will appear in the next catalog): This course is an examination of sport organizations focused on both professional and amateur governance structures and processes. The study of policy in educational, non-profit, professional and international sport venues will also be addressed.

Purpose/Justification for Proposed Course: Align with curriculum changes and provide students with knowledge related to sport policies.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)
1. Discuss and understand governance issues facing the different levels of sport; including scholastic and intercollegiate athletics, international sport, and professional sport.
2. Understand and discuss sport governing bodies; such as the NCAA and IOC.
3. Understand and discuss ethical theories, and apply them to sport and recreation.
4. Identify and investigate ethical and social issues in sport and recreation.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]
EVALUATION
Class Assignments (4 x 20 pts.) 80 pts.
Class Discussion/Participation (4 x 15 pts.) 60 pts.
Quizzes (5 x 20 pts.) 100 pts.
Governing Body Report 100 pts.

Request for New Course- Revised Summer 2013
CLASS ASSIGNMENTS
Students are responsible for obtaining all materials presented online and assigned readings. All assignments (discussion questions, class assignments/papers, quizzes) will be posted in eCollege. You are responsible for making sure that all assignments/discussions/quizzes are completed and submitted on time. For each course “Assignment”, most questions will come directly from the textbook. Students are to type (Word, 12-pt. font) their response and submit it through the appropriate “Canvas Dropbox” basket (tab at top of course webpage) or the corresponding “Week”. Please ATTACH all assignments to your Dropbox submission in Word.doc format. This is the only format I can read. If you do not have Word, please let me know. There is no limit on your response, but you should answer the question completely and to the best of your ability.

CLASS DISCUSSIONS
Students will be responsible for participating in weekly “online discussions”. Although this is an online course, students are still required to interact with each other and this will be accomplished through class discussions. Interpersonal communication serves an important educational purpose. For each course “Discussion” there will be an open-ended question proposed to the class. Each student is responsible for answering the initial question and posting their own related question and comments to their classmates. For each discussion, you will need to initially respond to the discussion question (using both personal opinion and outside resources) AND post a reply to at least one classmate. Your reply should be more than just “I agree” or “Great point!” It should be like you are having an actual conversation. Both your initial post to the discussion question AND your ability to reply to your classmates’ questions will be taken into account when graded. See each “Discussion” for specific instructions. You should post your initial response at least two days before the due date, so that your classmates have a chance to reply.

All class assignments and discussion topics will be posted within their specific week on Canvas.

QUIZZES
There will be five (5) multiple choice, true-false “style” quizzes throughout the course (one quiz per week). Questions will cover content directly from the lectures and textbook readings. Quizzes are open note, book, internet, but not open friend. Be sure to save and submit your answers when finished. Each quiz will have a time limit.

ATHLETIC GOVERNING BODY REPORT
Each student will research two international-level sport governing bodies. You will find basic organizational information for each (e.g. mission statement, organizational structure, responsibilities and duties, constitution, etc.), and then compare and contrast the two organizations. Detailed instructions are posted in “Week 3”, and should be submitted to the appropriate “Dropbox”. This assignment is due TBA.

ATHLETIC ADMINISTRATOR INTERVIEW
Each student is to set up, and conduct, an interview with a athletic administrator (either high school or college). Try to set up a face-to-face interview, but if you are unable you may schedule a phone interview. Begin by explaining the purpose of the assignment and why you are interested in their organization. You may ask general questions about their job duties and responsibilities, BUT the majority of the interview should focus on questions related to the different governance and ethical issues that they face in their job/career. Be creative and ask questions that are related to course content, but that are of interest to you. A minimum of twelve questions related to “governance and ethics” should be asked, and the more thorough your interviewee’s answer are, the better! Please type your interview in “question/answer” format, rather than essay style (see instructions). Detailed instructions are posted in “Week 2”, and should be submitted to the appropriate “Dropbox This assignment is due on TBA.
You must include the name, school/organization, position/title the person holds, and their contact information (phone and email).

*Because you will need to get in-touch with someone from the industry, I would recommend reading the instructions and getting started as soon as possible.*

ETHICS ESSAY

Students will be given three ethical dilemmas, in which they will respond to by presenting, and defending, their personal viewpoint on the situation. Students should incorporate ethical theories, research and statistics, personal experience, and other creative thinking to argue their viewpoint. The “correctness” of your argument is based on your understanding of the ethical theories, and your ability to apply them correctly and demonstrate your understanding of them to each situation. Arguments which rely too heavily on personal experience will be graded lower; therefore, you will need to do some research on the topic. Detailed instructions are posted in “Week 4”, and should be submitted to the appropriate “Dropbox”. This assignment is due on TBA.

If you have questions about any of the assignments, please do not hesitate to contact me or come talk to me. The best, most reliable form of contact is email.

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

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   0

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

   Please give the rationale for additional student fees:
   
   
   
   
   
3. Is this course to be considered for General Education? [ ] Yes   [x] No

   If "yes," please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   [ ] Please realize that it will need to gain approval of the General Education Committee.

4. Will this course be required of any education majors? [ ] Yes   [x] No

   If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
   0
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 4/21/17  Signature, Department Chairperson
   [Signature]

☑ Approved: College Curriculum Committee
   Date 5/31/17  Signature, College Curriculum Committee Chair
   [Signature]

☑ Approved: Dean of College
   Date 5/21/17  Signature, Dean
   [Signature]

☐ Approved: General Education Committee (if applicable)
   Date ______  Signature, General Education Committee Chair
   [Signature]

☐ Approved: Council for Teacher Education (if applicable)
   Date ______  Signature, Council for Teacher Education Chair
   [Signature]

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/3/17  Signature, Undergraduate Curriculum Committee Chair
   [Signature]

☐ Approved: Faculty Senate
   Date ______  Signature, Recording Secretary, Faculty Senate
   [Signature]

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.
COURSE INFORMATION
Instructor: Dr. Rick Hardy
Office: SRC 101-Q
Office Hours: By appointment
Office Phone: 620-235-4281
Email: rhardy@pittstate.edu

COURSE DESCRIPTION
Various governing agencies in sport, including those at the high school, collegiate, professional, and international levels will be studied, emphasizing investigation of the organizational structure, authority, membership, and influence of these sport governing bodies. The course will also focus on ethical and social problems in the contemporary sport industry and theoretical models available for analyzing these problems.

COURSE MATERIALS
Textbook (required)

COURSE OBJECTIVES
After completion of this course, the student should be able to:

1. Discuss and understand governance issues facing the different levels of sport; including scholastic and intercollegiate athletics, international sport, and professional sport.
2. Understand and discuss sport governing bodies; such as the NCAA and IOC.
3. Understand and discuss ethical theories, and apply them to sport and recreation.
4. Identify and investigate ethical and social issues in sport and recreation.

COURSE POLICIES (NO EXEMPTIONS FROM THESE POLICIES):

1. Late work is not accepted. All assignments are due on the dates and times they are specified through Website unless otherwise specified by the instructor. Assignment turned in late for any reason will be discounted 20% in grade. For planned absences, know that assignments must be sent to the instructor electronically before the published class time on the date the assignment is due.
2. All written work is required to be typed, double-spaced. In general, assignments should follow the APA format.
3. Plagiarized work will receive zero credit and the student will be subject to disciplinary action, if appropriate. Plagiarism may be defined as the presentation by an author of the
work of another author, in such a way as to give one’s reader reason to think that the other author’s work is one’s own.

4. Exams are to be taken during the scheduled time period on the specified date. No make up exams will be given. If an absence from an exam is unavoidable, the student must receive prior approval from the instructor.

ACADEMIC HONESTY POLICY and DUE PROCESS

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit from another’s work, falsifying documents or academic records, or any other fraudulent activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. When a student’s grade has been affected, violations of the academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms. The Code of Student’s Rights & Responsibilities is available online:

http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/

Violations of Academic Honesty

Violations of academic honesty include, but are not limited to, the following activities:

1. Copying another person’s work and claiming it as your own;
2. Using the work of a group of students when the assignment requires individual work;
3. Looking at or attempting to look at an examination before it is administered;
4. Using materials during an examination that are not permitted;
5. Allowing another student to take your exam for you;
6. Intentionally impeding the academic work of others;
7. Using any electronic device to transmit portions of questions or answers on an examination to other students;
8. Using any electronic device to improperly store information for an exam;
9. Knowingly furnishing false information to the University or its representatives;
10. Assisting other students in any of the acts listed above.

STUDENT RECORDING CLASSROOM LECTURES

As a professional courtesy, students are expected to inform an instructor if they plan to make audio or video recordings of a class. However, students should understand that there are times when the instructor may prohibit this activity (ex., in order to protect patient confidentiality in health-discipline classes, discussions pertaining to protected patient information, etc.).

The redistribution of audio or video recordings of statements or comments from the course to individuals who are not students in the course is prohibited without the express permission of the instructor and of any students who are recorded. Unauthorized distribution of such materials is a violation of academic standards and may violate copyright laws and/or privacy rights. Violations may result in disciplinary action.
HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT

Consistent with its mission, Pittstate seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and University policy prohibit harassment, discrimination and sexual misconduct. Missouri Western encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to someone from the Campus at 620-235-4452 also take a look at http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/ about what happened so they can get the support they need and Pittsburg State can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Pittstate is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please visit the following website:
http://www.pittstate.edu/office/eooa/title-ix/

Students have received information via email regarding training regarding Title IX. Student employees may have additional required training. Please follow the link in the email sent to your PSU student account to complete the training. Students who do not complete the training will receive a hold on their account, prohibiting future semester enrollment until the training is complete. These training courses will ensure that all students are appropriately educated about these important regulations.

STUDENTS WITH DISABILITIES

If any member of this class feels that he/she has a qualified disability and needs special accommodations, he/she should notify the instructor and request verification of eligibility of accommodations from the Center for Student Accommodations. Please advise the instructor of such a disability and the desired accommodations at some point before, during, or immediately after the scheduled class period. The telephone number for the Center for Student Accommodations is 620-235-4309.

GRADING SCALE
90% - 100% A
80% - 89% B
70% - 79% C
60% - 69% D
0% - 59% F
EVALUATION
Class Assignments (4 x 20 pts.) 80 pts.
Class Discussion/Participation (4 x 15 pts.) 60 pts.
Quizzes (5 x 20 pts.) 100 pts.
Governing Body Report 100 pts.
Athletic Administrator Interview 80 pts.
Ethics Essay 80 pts.
TOTAL 500 pts.

CLASS ASSIGNMENTS
Students are responsible for obtaining all materials presented online and assigned readings. All assignments (discussion questions, class assignments/papers, quizzes) will be posted in eCollege. You are responsible for making sure that all assignments/discussions/quizzes are completed and submitted on time. For each course “Assignment”, most questions will come directly from the textbook. Students are to type (Word, 12-pt. font) their response and submit it through the appropriate “Canvas Dropbox” basket (tab at top of course webpage) or the corresponding “Week”. Please ATTACH all assignments to your Dropbox submission in Word.doc format. This is the only format I can read. If you do not have Word, please let me know. There is no limit on your response, but you should answer the question completely and to the best of your ability.

CLASS DISCUSSIONS
Students will be responsible for participating in weekly “online discussions”. Although this is an online course, students are still required to interact with each other and this will be accomplished through class discussions. Interpersonal communication serves an important educational purpose. For each course “Discussion” there will be an open-ended question proposed to the class. Each student is responsible for answering the initial question AND posting their own related question and comments to their classmates. For each discussion, you will need to initially respond to the discussion question (using both personal opinion and outside resources) AND post a reply to at least one classmate. Your reply should be more than just “I agree” or “Great point!” It should be like you are having an actual conversation. Both your initial post to the discussion question AND your ability to reply to your classmates’ questions will be taken into account when graded. See each “Discussion” for specific instructions. You should post your initial response at least two days before the due date, so that your classmates have a chance to reply.
All class assignments and discussion topics will be posted within their specific week on Canvas.

QUIZZES
There will be five (5) multiple choice, true-false “style” quizzes throughout the course (one quiz per week). Questions will cover content directly from the lectures and textbook readings. Quizzes are open note, book, Internet, but not open friend. Be sure to save and submit your answers when finished. Each quiz will have a time limit.
ATHLETIC GOVERNING BODY REPORT
Each student will research two international-level sport governing bodies. You will find basic organizational information for each (e.g. mission statement, organizational structure, responsibilities and duties, constitution, etc.), and then compare and contrast the two organizations. Detailed instructions are posted in “Week 3”, and should be submitted to the appropriate “Dropbox”. This assignment is due TBA.

ATHLETIC ADMINISTRATOR INTERVIEW
Each student is to set up, and conduct, an interview with a athletic administrator (either high school or college). Try to set up a face-to-face interview, but if you are unable you may schedule a phone interview. Begin by explaining the purpose of the assignment and why you are interested in their organization. You may ask general questions about their job duties and responsibilities, BUT the majority of the interview should focus on questions related to the different governance and ethical issues that they face in their job/career. Be creative and ask questions that are related to course content, but that are of interest to you. A minimum of twelve questions related to “governance and ethics” should be asked, and the more thorough your interviewee’s answer are, the better! Please type your interview in “question/answer” format, rather than essay style (see instructions). Detailed instructions are posted in “Week 2”, and should be submitted to the appropriate “Dropbox” This assignment is due on TBA. You must include the name, school/organization, position/title the person holds, and their contact information (phone and email).

*Because you will need to get in-touch with someone from the industry, I would recommend reading the instructions and getting started as soon as possible.*

ETHICS ESSAY
Students will be given three ethical dilemmas, in which they will respond to by presenting, and defending, their personal viewpoint on the situation. Students should incorporate ethical theories, research and statistics, personal experience, and other creative thinking to argue their viewpoint. The “correctness” of your argument is based on your understanding of the ethical theories, and your ability to apply them correctly and demonstrate your understanding of them to each situation. Arguments which rely too heavily on personal experience will be graded lower; therefore, you will need to do some research on the topic. Detailed instructions are posted in “Week 4”, and should be submitted to the appropriate “Dropbox”. This assignment is due on TBA.

If you have questions about any of the assignments, please do not hesitate to contact me or come talk to me. The best, most reliable form of contact is email.
COURSE SCHEDULE

Week 1 - Introduction to Sport Governance

Week 2 - What is Sport Governance? (Hums, ch. 1-2)

Week 3 - Foundations of Sport Policy Development (Hums, ch. 3)

  Assignment, Discussion, Quiz – Due .... (12:00pm CST)

Week 4 - Educational Institutions and Athletics

Week 5 - Amateur and Scholastic Sport (Hums, ch. 5 & 6)

Week 6 - Intercollegiate Athletics (Hums, ch. 8)

  Assignment, Discussion, Quiz – Due .... by noon (12:00pm CST)

Week 7 - Professional and International Sport

Week 8 - International Sport and the Olympic Games (Hums, ch. 9-11)

Week 9 - Professional Sport in North America and the World (Hums, ch. 12-13)

  Assignment, Discussion, Quiz – Due .... (12:00pm CST)
  Governing Body Report – .... (12:00pm CST)

Week 10 - Ethics and Sport

Week 11 - What are Ethics? Understanding Ethical Theories (Lecture)

Week 12 - Ethical Decision-Making (Hums, ch. 4)

Week 13 - Ethical and Social Issues in Sport (Eitzen)

  Assignment, Discussion, Quiz – Due .... (12:00pm CST)
  Ethics Essay – Due .... (12:00pm CST)
  Athletic Administrator Interview – Due .... (12:00pm CST)

Week 14 - Paralympics and Special Olympics

Week 15 - Professional Referees/Officials

  Quiz – Due .... (12:00pm CST)

Week 16 - Finals
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: HHPR  College: Education

Contact Person: Laura Covert  ☒ Faculty member  ☐ Chair

Revision Effective: Fall 2018 (Semester/Year)

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

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

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Purpose/Justification for Revision to Course: Name changed to align with curriculum changes.

Existing Course:
Course Number: REC 470

Title of Course: Administration of Recreation

Credit Hours: 3

Prerequisite: REC 280 Recreation Methods and Leadership and REC 320 Management Strategies and Financing in Recreation

Course Description (as it appears in the current catalog): Recent trends in organization of recreation at federal, state, and local levels. Attention is given to legislative provisions, governmental control, financing, budget, personnel, and administrative practices.

Proposed Course:
Course Number: REC 470

Title of Course: Administration of Recreation, Sport and Hospitality

Credit Hours: 3

Prerequisite: REC 160 Introduction to Recreation and Leisure OR REC 240 Introduction to Therapeutic Recreation. Priority of student enrollment given to recreation majors.
Course Description (as it will appear in the next catalog): Administration, finance and management as applies to recreation, therapeutic recreation, and wellness services, and sport, event, and hospitality management organizations of at federal, state and local levels. Attention is given to finance, budget, personnel, policy and best practices.
Additional Questions
1. Is this course to be considered for General Education? ☐ Yes  ☒ No
   If "yes," please indicate the University's General Education Goals met by this course AND the assessment data
   that will be collected to measure these goals:
   
   Please realize that it will need to gain approval of the General Education Committee.

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

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? ☐
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
Date 03/24/17 Signature, Department Chairperson

☐ Approved: College Curriculum Committee
Date 03/24/17 Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
Date 03/24/17 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/3/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name.version2.docx” and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

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

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

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013

4
Request for Revision to Curriculum

Revision for:  
- Major  
- Minor  
- Emphasis  
- Certificate

Department: HHPR  
College: Education

Submission Date: 10/18/17  
Revision Effective: Fall, 2018 (Year)

Contact Person: Laura Covert  
- Faculty member  
- Chair

Name of Existing Major or Minor/Emphasis/Certificate: Recreation

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

Degree Name Change: Recreation Services, Sport and Hospitality Management

Description of Change: Name of the major has been changed; Recreation Administration emphasis name has been changed; Community, Corporate and Hospital Wellness emphasis name has been changed; description of new Recreation Administration emphasis has changed; and choices of minors for each emphasis have been changed.

Rationale for Change (include changes to curriculum objectives): Name of the major has been changed to better meet the needs of the students and to improve recognizing the versatility of the major. This change would reflect the current department name changes across the nation. The PSU recreation program is the only nationally accredited general recreation degree program in Kansas.

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

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

The PSU recreation program is the only nationally accredited general recreation degree program in Kansas with a variety of emphases options. All changes are internal changes to the recreation degree program.

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

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

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus. Emails and meeting notes are attached.

Existing Major or Minor/Emphasis/Certificate

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

Core (39 hours)
REC 160: Introduction to Recreation and Leisure 3
REC 240: Introduction to Therapeutic Recreation 3
HHP 260: First Aid and CPR 2
REC 270: Field Study in Recreation Leisure and Fitness 2
or REC 275: Recreation Practicum 2
REC 280: Recreation Methods and Leadership 3
REC 311: Recreation Program Design and Leadership 3

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013
REC 317: Camping and Outdoor Education 3
REC 320: Management Strategies and Financing in Recreation 3
REC 461: Professional Conference 1
REC 462: Pre-Internship Seminar 1
REC 470: Administration of Recreation 3
or REC 770: Administration of Recreation 3
REC 498: Internship in Recreation 12

Areas of Emphases
An emphasis must be completed in either Recreation Administration, Therapeutic Recreation or Community, Corporate and Hospital Wellness. A select minor relative to the emphasis area is required. ***

Recreation Administration Emphasis
The Recreation Administration emphasis provides students with the skills needed to serve leadership, supervisory, and management roles in city, park and recreation capacities and other leisure service agencies. Upon completion of the program, students are encouraged to take the Certified Park and Recreation Professional (CPRP) Exam offered by the National Recreation and Park Association.

COMM 277: Introduction to Public Relations 3
REC 419: Survey Research Techniques in Recreation 3
REC 430: Commercial Recreation 3
REC 435: Design and Maintenance of Recreation/Leisure Facilities 3
REC 438: Issues in Recreation 3
HRD 706: Personnel Development in Business and Industry 3
or PSYCH 575: Industrial and Organizational Psychology 3

***Recreation Administration Emphasis requires a minor in Business Administration, Dance, Marketing, or Natural History (21 hours).
HRD 706 to be taken during senior year.

Therapeutic Recreation Emphasis
This emphasis prepares students for supervisory and leadership positions in various private and community-based health care facilities delivering care to individuals with various disabilities. Students completing the Therapeutic Recreation emphasis qualifies them to sit for the National Council on Therapeutic Recreation Certification (NCTRC) Exam.

BIOL 257: Anatomy and Physiology 3
and BIOL 258: Anatomy and Physiology Laboratory 2
PSYCH 263: Developmental Psychology 3
REC 419: Survey Research Techniques in Recreation 3
HHP 462: Adapted Physical Education 2
REC 465: Assessment and Documentation in Therapeutic Recreation 3
REC 469: Intervention in Therapeutic Recreation 3
REC 471: Theory of Therapeutic Recreation Program Service and Development 3
REC 480: Professional Trends and Issues in Therapeutic Recreation Services 3
PSYCH 571: Abnormal Psychology 3

***Therapeutic Recreation Emphasis requires a minor in Psychology, Interdisciplinary Gerontology, or Public Health (21 hours).
PSYCH 263 and PSYCH 571 can be counted toward Psychology Minor.

Community, Corporate and Hospital Wellness Emphasis
This emphasis prepares students for supervisory and leadership positions in the wellness field in community, corporate (private), and hospital-based settings. Students completing the emphasis will be encouraged to take the Certified Personal Trainer & Group Fitness Exams offered by ACE, NSCA, ACSM or a similar agency.

FCS 203: Nutrition and Health 3

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013
or FCS 301: Nutrition 3
BIOL 257: Anatomy and Physiology 3
and BIOL 258: Anatomy and Physiology Laboratory 2
HHP 349: Group Fitness Instruction 2
REC 425: Personal Training and Fitness Management 3
REC 430: Commercial Recreation 3
HHP 460: Kinesiology 3
HHP 464: Physiology of Exercise 3

***Community, Corporate and Hospital Wellness Emphasis requires a minor in Business Administration, Dance, Marketing, Public Health, or Exercise Science (21 hours).
FCS 203 Nutrition and Health will satisfy a portion of the general education Health and Well-Being area.

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

CORE 39 hours
REC 160: Introduction to Professions in Recreation, Sport and Hospitality .......3
HHP 260: First Aid and CPR..............................................2
REC 270: Field Study in Recreation Leisure and Fitness......2
or REC 275: Recreation Practicum.................................2 - 6*
REC 280: Methods and Leadership....................................3
REC 311: Program Design and Leadership............................3
REC 317: Camping and Outdoor Education..........................3
REC 320: Promotion in Recreation, Sport and Hospitality.3
REC 419: Research in Recreation......................................3
REC 461: Professional Conference....................................1
REC 462: Pre-Internship Seminar.....................................1
REC 470: Administration in Recreation, Sport and Hospitality......3
or REC 770: Administration of Recreation.........................3
REC Law of the Professions in Recreation, Sport and Hospitality......3
REC 498: Internship in Recreation......................................9

*Recreation Services, Sport and Hospitality Management majors are to select the TWO hour REC 275. Students ONLY seeking the Hospitality Management Certificate are to select SIX hours for REC 275.

Areas of Emphases
An emphasis must be completed in either Recreation and Sport Management, Therapeutic Recreation, Community and Worksite Wellness or Hospitality Management. A selected minor relative to the emphasis area is required. ***

RECREATION AND SPORT MANAGEMENT EMPHASIS
The Recreation and Sport Management emphasis provides students with the skills needed to serve leadership, supervisory, and management roles in city, park and recreation capacities, other leisure service agencies and sport industries. Upon completion of the program, students are encouraged to take one or more of the following exams: the Certified Park and Recreation Professional (CPRP) offered by the National Recreation and Park Association, Certified Sports Event Executive (CSEE), Certified Sports Administrator (CSA) through National Council of Youth Sports and/or Certified Sports Field Manager (CSFM) through Sports Turf Managers Association.
REC 430: Commercial Recreation.........................3
REC 435: Facility Design and Operations......3
REC 438: Current Issues in the Professions..3
REC 325: History of Sport........................................3
REC 450: Sport Operations.................................3
REC 455: Sport Policy and Governance........3

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013
Plus one course from the following Sport Electives:
ECON 433: Sports Economics..............3
SOC 410: Sociology of Sport................3
MKTG 420: Services Marketing.............3
MKTG 460: Social Media Marketing........3


THERAPEUTIC RECREATION EMPHASIS
This emphasis prepares students for supervisory and leadership positions in various private and community-based health care facilities delivering care to individuals with various disabilities and ability levels. Students completing the Therapeutic Recreation emphasis qualifies them to sit for the National Council on Therapeutic Recreation Certification (NCTRC) Exam

REC 240: Introduction to Therapeutic Recreation.........3
PSYCH 263: Developmental Psychology 3
HHP 462: Adapted Physical Education 2
REC 465: Assessment and Documentation in Therapeutic Recreation 3
REC 469: Intervention in Therapeutic Recreation 3
REC 471: Theory of Therapeutic Recreation Program Service and Development 3
REC 480: Professional Trends and Issues in Therapeutic Recreation Services 3
PSYCH 571: Abnormal Psychology 3

***Therapeutic Recreation emphasis requires elective: BIOL 257 & 258. A minor is to be completed in Psychology, Interdisciplinary Gerontology, Public Health, Exercise Science, or Substance Abuse Services.

COMMUNITY AND WORKSITE WELLNESS EMPHASIS
This emphasis prepares students for supervisory and leadership positions in the wellness field in community, corporate (private), and hospital-based settings. Students completing the emphasis will be encouraged to take the Certified Personal Trainer & Group Fitness Exams offered by ACE, NSCA, ACSM or a similar agency.

REC 350: Promoting Community and Worksite Wellness.................3
FCS 203: Nutrition and Health 3
or FCS 301: Nutrition 3
HHP 349: Group Fitness Instruction 2
REC 425: Personal Training and Fitness Management 3
REC 430: Commercial Recreation 3
HHP 460: Kinesiology 3
HHP 464: Physiology of Exercise 3

*** Community and Worksite Wellness emphasis requires elective: BIOL 257 & 258. A minor is to be completed in Dance, Exercise Science, Business Administration, Marketing, Public Health, Gerontology, Spanish, or International Business.

HOSPITALITY MANAGEMENT EMPHASIS
The Hospitality Management emphasis provides students with the skills needed to be professionals in the hospitality field. Students completing this emphasis will be able to plan, execute, and evaluate events and meetings as well as begin the management track in casinos, resorts, spas, and other related travel and tourism enterprises. Upon completion of the program, students will be granted either a Hospitality Management Certificate or a degree (major or minor)
indicating that they have met academic requirements making them eligible to practice as a professional in the hospitality field. Students will also be encouraged to take one or more of the following exams: Certified Hotel Administrator (CHA®), Certified Hotel Concierge (CHC), Certification in Hotel Industry Analytics (CHIA), Certified Master Hotel Supplier (CMHS®), and/or Certified Spa Supervisor (CSS).

REC 400: Event Planning and Management..................................3
REC 402: Event Entertainment and Technology.........................3
REC 404: Event Design................................................................3
REC 406: Resort, Spa, & Lodging Operations.........................3
REC 408: Casino, Food, and Beverage Operations...............3
REC 410: Tourism Planning Development...............................3
REC 275: Recreation Practicum**...........................................6

** The SIX hours are only to be taken by those who are not Recreation Services, Sport and Hospitality majors

Additional Questions

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

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

   Please give the rationale for additional student fees:

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

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

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)? 
   □ Yes  □ No

Additional Questions for certificate only:

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

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

   If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 03/17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 03/17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 03/17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 03/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name.version2.docx” and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

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

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

Revision for: □ Major □ Minor □ Emphasis □ Certificate

Department: HHPR       College: Education

Submission Date: 10/16/17

Contact Person: Laura Covert       □ Faculty member □ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Recreation Administration

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

Description of Change: The title of the emphasis area, names of current courses and new courses have been completed.

Rationale for Change (include changes to curriculum objectives): Such an emphasis has long been requested by students. Sport Management is often housed in Recreation departments and this emphasis aligns well with the recreation management emphasis already established within the department.

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

Whether a “yes” or “no” response, please provide an explanation. The only changes being completed involve revisions to the established emphasis.

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

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

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus. See meeting notes attached.

Existing Major or Minor/Emphasis/Certificate

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

Recreation Administration Emphasis

The Recreation Administration emphasis provides students with the skills needed to serve leadership, supervisory, and management roles in city, park and recreation capacities and other leisure service agencies. Upon completion of the program, students are encouraged to take the Certified Park and Recreation Professional (CPRP) Exam offered by the National Recreation and Park Association.

COMM 277: Introduction to Public Relations 3
REC 419: Survey Research Techniques in Recreation 3
REC 430: Commercial Recreation 3
REC 435: Design and Maintenance of Recreation/Leisure Facilities 3
REC 438: Issues in Recreation 3
HRD 706: Personnel Development in Business and Industry 3
or PSYCH 575: Industrial and Organizational Psychology 3

Pittsburg State University

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013
Recreation Administration Emphasis requires a minor in Business Administration, Dance, Marketing, or Natural History (21 hours). HRD 706 to be taken during senior year.

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

RECREATION AND SPORT MANAGEMENT Emphasis
The Recreation and Sport Management emphasis provides students with the skills needed to serve leadership, supervisory, and management roles in city, park and recreation capacities, other leisure service agencies and sport industries. Upon completion of the program, students are encouraged to take one or more of the following exams: the Certified Park and Recreation Professional (CPRP) offered by the National Recreation and Park Association, Certified Sports Event Executive (CSEE), Certified Sports Administraor (CSA) through National Council of Youth Sports and/or Certified Sports Field Manager (CSFM) through Sports Turf Managers Association.

REC 325: History of Sport.........................3
REC 430: Commercial Recreation................3
REC 435: Facility Design and Operations.........3
REC 438: Current Issues in the Professions......3
REC 450: Sport Operations........................3
REC 455: Sport Policy and Governance..........3

Plus one course from the following Sport Electives:
ECON 433: Sports Economics..................3
SOC 410: Sociology of Sport...................3
MKTG 420: Services Marketing..................3
MKTG 460: Social Media Marketing.............3

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   0

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? □ Yes  ❌ No
   If “yes,” please realize that it will need to gain approval of the President’s Council.
   Please give the rationale for additional student fees:

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

4. Will this revision affect any education majors? □ Yes  ❌ No
   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)? 0

Additional Questions for certificate only:

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

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

   If “yes,” to both questions, it is the department’s responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.
PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET  

☑ Approved: Department Chairperson  
Date 10/26/17  Signature, Department Chairperson  

☑ Approved: College Curriculum Committee  
Date 10/26/17  Signature, College Curriculum Committee Chair  

☑ Approved: Dean of College  
Date 10/26/17  Signature, Dean  

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 11/13/17  Signature, Undergraduate Curriculum Committee Chair  

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

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

Notification to CCAO/Kansas Board of Regents (if required):  
Date: _______  

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name.version2.docx” and uploaded as well.  

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.  

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

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

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013
Request for New Minor/Emphasis/Certificate

Proposal for a New: □ Minor □ Emphasis □ Certificate

Department: HHPR College: Education

Submission Date: 10/19/17

Effective: Fall, 2018 (Year)

Contact Person: Laura Covert □ Faculty member □ Chair

Title of Proposed Minor/Emphasis/Certificate: Hospitality Management

Purpose/Justification for Minor/Emphasis/Certificate: Such an emphasis has long been requested by students. Hospitality is often housed in Recreation departments and this emphasis aligns well with the strengths of two faculty members. One has a degree (with prior experience) specializing in Hospitality Management and the other a degree (with prior experience) in Event Planning and Management.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?
□ Yes □ No

Whether a “yes” or “no” response, please provide an explanation. At this time, there is no other university offering a certificate in hospitality management.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any other department’s/college’s/unit’s curricula or programs at Pittsburg State University?
□ Yes □ No

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred. All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Please complete the Kansas Board of Regent forms located at http://www.kansasregents.org/academic_affairs/new_program_approval and list the proposed curriculum for the minor/emphasis/concentration, in section 3 (III) of the forms. Please input the proposed curriculum as you wish it to appear in the next catalog. If you have any questions about the KBOR forms, please contact the Provost’s administrative officer at x4113.
Additional Questions

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

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
   - No
   - If "yes," please realize that it will need to gain approval of the President's Council.
   
   Please give the rationale for additional student fees:

3. Will this minor/emphasis/certificate have specific General Education courses required?
   - No
   - Please realize that it will need to gain approval of the General Education Committee.

4. Will this minor/emphasis/certificate affect any education majors?
   - No
   - If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this minor/emphasis/certificate (e.g. staffing, equipment, etc.)?
   - No

Additional Questions for certificate only:

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

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

   If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 10/30/17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 10/24/17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 11/1/17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/13/17 Signature, Undergraduate Curriculum Committee Chair

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

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

Notification to COCAO/Kansas Board of Regents (If required):

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

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Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2013
January 4, 2007

Kansas Board of Regents

APPLICATION FOR APPROVAL
OF CERTIFICATE

Pittsburg State University
(NAME OF INSTITUTION)

1701 S. Broadway, Pittsburg Kansas 66762
(ADDRESS)

620-235-4665 (HHPR Department)
(TELEPHONE)

Certificate:
Hospitality Management
(Title and CIP)

_x_ New
_____ Derived from Existing Program

10/18/17
(DATE SUBMITTED)

(Signature of Vice-President
/or Provost)
PROPOSAL FOR MINOR/CONCENTRATION
Kansas Board of Regents

Submitted by Dr. John Oppliger/Dr. Laura Covert

College of Education

Division of Health, Human Performance and Recreation

I. Indicate major in which concentration will be located: BS in Recreation Services, Sport and Hospitality Management

II. Give the name and describe the purpose of the proposed concentration:

Name: Hospitality Management

Description of Purpose: The Hospitality Management emphasis provides students with the skills needed to be professionals in the hospitality field. Students completing this emphasis will be able to plan, execute, and evaluate events and meetings as well as begin the management track in casinos, resorts, spas, and other related travel and tourism enterprises. Upon completion of the program, students will be granted either a Hospitality Management Certificate or a degree (major or minor) indicating that they have met academic requirements making them eligible to practice as a professional in the hospitality field.

III. Provide curriculum for the major and indicate courses required for each concentration:

<table>
<thead>
<tr>
<th>Hospitality Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Certificate</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses:</td>
<td></td>
</tr>
</tbody>
</table>

| N/A |              |
|     |              |
|     |              |
|     |              |
|     |              |

| Electives:       |               |
|                 |               |

| N/A |               |
|     |               |
|     |               |
|     |               |

| Research:       |               |
|                |               |

| N/A |               |
|     |               |
|     |               |
|     |               |
|     |               |

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Practica:

__________________________________________  
__________________________________________  

Total:  

Hospitality Management

Course Name & Number  Credit Hours

Concentration:

REC 400: Event Planning and Management 3
REC 402: Event Entertainment and Technology 3
REC 404: Event Design 3
REC 406: Resort, Spa, & Lodging Operations 3
REC 408: Casino, Food, and Beverage Operations 3
REC 410: Tourism Planning Development 3
REC 275: Recreation Practicum** 6

**only taken by certificate seeking/nonmajors

Total: 24

Note: By Board of Regents definition concentrations are established within existing programs and are:
1. 24 hours or less at the undergraduate level
2. 12 hours or less at the master's level
3. 18 hours or less at the doctoral level

IV. Faculty resources:

A. Number of FTE faculty who teach in the major, including all concentrations:
# 4 ________________

B. Rank of faculty:
Instr. ____; Asst. Prof. ____3____; Assoc. Prof. ____1____; Prof. ________;
GTAs _______.

C. Preparation of faculty;
Indicate level of degrees:Bach. _______; Masters____1____; Doctors____3____.

D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors): All of the proposed courses have been integrated into each professor's teaching load. This certificate is within the Recreation Services, Sport and Hospitality Management department. It will not increase the teaching burden of the professors.
emphasize / certificate

From: Eric Harris <eharris@pittstate.edu>  
Subject: emphasize / certificate  
To: Laura Covert <lcovert@pittstate.edu>, Rick Hardy <rhardy@pittstate.edu>, Lynn Murray <lmurray@pittstate.edu>

Laura / Rick -

Lynn and I just met with Paul. He is fine with your emphasis title "Recreation and Sports Management" (or vice versa). We can show to AACSB that we clearly are targeting two different student populations.

Thanks! That was a good meeting. Thanks for your work.

Eric

Eric G. Harris, Ph.D.
Professor of Marketing & Esch Family Faculty Fellow
Kelce College Director of Research & Engagement
Editor-in-Chief, Journal of Managerial Issues
Kelce College of Business
Pittsburg State University
Pittsburg, KS 66762
Subject: Fwd: Checking back ...

From: Ricky Hardy <rhardy@pittstate.edu>  Thu, Oct 19, 2017 04:07 PM

To: Laura Covert <lcovert@pittstate.edu>, Janice Jewett <jjewett@pittstate.edu>, Sarah Ball <sball@pittstate.edu>
Cc: joppliger <joppliger@pittstate.edu>, Rick Hardy <rhardy@pittstate.edu>

YES!!!!!!!!!!!! Kelce just signed off to allow us to have management in the title of the Major!!!!!!!!!!!!!

Recreation Services, Sport and Hospitality Management!

Rick

From: "Eric Harris" <eharris@pittstate.edu>
To: "Rick Hardy" <rhardy@pittstate.edu>
Sent: Thursday, October 19, 2017 3:39:46 PM
Subject: Re: Checking back ...

Paul said he's OK with it, so I think you can move forward.

Thanks!
Eric

Eric G. Harris, Ph.D.
Professor of Marketing & Esch Family Faculty Fellow
Kelce College Director of Research & Engagement
Editor-in-Chief, Journal of Managerial Issues
Kelce College of Business
Pittsburg State University
Pittsburg, KS 66762

From: "Rick Hardy" <rhardy@pittstate.edu>
To: "Eric Harris" <eharris@pittstate.edu>
Sent: Wednesday, October 18, 2017 11:39:29 AM
Subject: Re: Checking back ...

Thanks Eric. You were on my call/email list for today.
Rick
From: Eric Harris <eharris@pittstate.edu>
Date: October 18, 2017 at 11:13:55 CDT
To: Rick Hardy <rhardy@pittstate.edu>
Subject: Re: Checking back ...

Sorry, Rick. This slipped past me.

I'm checking with Paul and will get back ASAP.
Eric

Eric G. Harris, Ph.D.
Professor of Marketing & Esch Family Faculty Fellow
Kelce College Director of Research & Engagement
Editor-in-Chief, Journal of Managerial Issues
Kelce College of Business
Pittsburg State University
Pittsburg, KS 66762

From: "Rick Hardy" <rhardy@pittstate.edu>
To: "Eric Harris" <eharris@pittstate.edu>
Sent: Monday, October 16, 2017 12:38:49 PM
Subject: Checking back ...

Eric-
I am checking back with you on the possibility of adding management back into the name of our major. Again, we are coming from the emphasis areas of TR clinical management, sport management from a high school or college athletic director, state park manager, or city parks and rec manager/director angles.

Rick

Rick Hardy, Ph.D.
Assistant Professor
Health, Human Performance, and Recreation
Student Recreation Center, RM 101-Q
Pittsburg State University
1701 S. Broadway
Pittsburg, KS 66762
620-235-4281
rhardy@pittstate.edu

"Do your little bit of good where you are; it's those little bits of good put together that overwhelm the world." - Desmond Tutu
Simple. Safe. Smart. You are receiving this email because you are a Pittsburg State University student, employee, or other University community member. If you have questions or concerns regarding the validity of this email, please contact the individual or department that sent this email.

--
Rick Hardy, Ph.D.
Assistant Professor
Health, Human Performance, and Recreation
Student Recreation Center, RM 101-Q
Pittsburg State University
1701 S. Broadway
Pittsburg, KS 66762
620-235-4281
rhardy@pittstate.edu

"Do your little bit of good where you are; it's those little bits of good put together that overwhelm the world." - Desmond Tutu

Simple. Safe. Smart. You are receiving this email because you are a Pittsburg State University student, employee, or other University community member. If you have questions or concerns regarding the validity of this email, please contact the individual or department that sent this email.

--
Rick Hardy, Ph.D.
Assistant Professor
Health, Human Performance, and Recreation
Student Recreation Center, RM 101-Q
Pittsburg State University
1701 S. Broadway
Pittsburg, KS 66762
620-235-4281
rhardy@pittstate.edu

"Do your little bit of good where you are; it's those little bits of good put together that overwhelm the world." - Desmond Tutu

Simple. Safe. Smart. You are receiving this email because you are a Pittsburg State University student, employee, or other University community member. If you have questions or concerns regarding the validity of this email, please contact the individual or department that sent this email.
Recreation Meeting with Business  
9/18/17  
Present: Ms. Sarah Ball, Dr. Rick Hardy, Dr. John Oppliger, Dr. Lynn Murray, Dr. Eric Harris, Dr. Paul Grimes & Dr. Laura Covert

Appear to be business program/any issues with those classes  
What programs to review- institutional control over those programs?  
Biggest hurdle  
Can ask for certain programs to exempt from review, but still have the authority to review  
Do want to have us have to come into review  
HHRD-development-that way can exclude  
Keywords – leadership, marketing, management, administration

If we are in 25% of courses – can fall into possible if decide not to exclude

Asking - Use terminology that does not make it fall into accreditation

Recreation and Sport Planning??

Combine the courses to make it work – work together – cross disciplinary work  
Minor/certificate

Can still have emphasis in our area – if take our track  
Minor on business end – if go through their track

Can look at what else could we offer ourselves if willing to work together

Work together – meet up to discuss the opportunities  
First – rec meet together

Eric – lead on business side  
Laura – lead on recreation side

REC 426: Law of Professions – ok  
REC 470: Go back to Recreation Admin  
REC 325: Sport Management – reword the description  
REC 406: change to Operations  
REC 408: can keep  
REC 320: Management Strategies and Finance in Recreation

Hospitality emphasis – OK! 😊
Sport Management Meeting w/ COB
10/9/17

Present: Dr. Rick Hardy, Dr. Laura Covert, Dr. Lynn Murray, & Dr. Eric Harris

Dr. Hardy proposed revised Recreation and Sport Management emphasis.
Changed REC 325 to History of Sport
Changed REC 450 to Sport Operations

Included electives to choose from within the COB
   MKTG 420
   MKTG 460
Included electives: SOC 410 & ECON 433

Approved using Management within the emphasis area
Request for Deletion of Curriculum

Deletion of: □ Major □ Minor □ Emphasis □ Certificate

Department: Psychology and Counseling College: Education

Submission Date: September 5, 2017 Revision Effective: Fall, 2017
(Year)

Contact Person: David P. Hurford, Chair □ Faculty member □ Chair

Name of Existing Major or Minor/Emphasis/Certificate: B.S. Psychology with an Emphasis in Case Management

Rationale for Deletion: Low number of students enrolled in this emphasis.

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

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
The Case Management concentration was one of seven different concentration areas within the BS degree in the department. The number of students who have selected this concentration area has been quite small. Although this concentration area requires courses from outside of the department, due to the low number of students in this concentration, elimination of it will have no effect on any other department or program.

Will this deletion involve specific General Education courses? □ Yes □ No

If “yes,” please realize that it will need to gain approval of the General Education Committee.

Will this deletion affect any education majors? □ Yes □ No

If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 4/5/17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 10/5/17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 10/5/17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/3/17 Signature, Undergraduate Curriculum Committee Chair

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

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

Notification to COCAO/Kansas Board of Regents: Date:

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name.version2.docx” and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form and a memo on department letterhead, apply the appropriate signatures, and forward to the Office of the Registrar.

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

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

Proposal for a New: ☐ Minor ☐ Emphasis ☑ Certificate

Department: TCHLS College: Education

Submission Date: September 6, 2017 Effective: Fall, 2018 (Year)

Contact Person: Alice C. Sagehorn, PhD □ Faculty member ☑ Chair

Title of Proposed Minor/Emphasis/Certificate: Technological Literacy

Purpose/Justification for Minor/Emphasis/Certificate: The purpose of the Technological Literacy Certificate is to provide better prepared Elementary Teachers for students in K-6 schools. The content of the program is designed to teach Elementary Education candidates to integrate STEM concepts across the general education curriculum.

The Department of Teaching and Leadership has a Technological Literacy minor in conjunction with the Technology and Engineering Education program in the College of Technology. Candidates have not been able to complete the minor due to course load and the timing of when some candidates decide to add a minor. Students requested a Technological Literacy Certificate so they can complete the shorter program and earn a certificate.

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

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

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any other department’s/ college’s/ unit’s curricula or programs at Pittsburg State University?
☑ Yes ☐ No

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This is an interdisciplinary certificate with courses offered by both the College of Education and the College of Technology. Tracey Rampy and Alice Sagehorn worked with Dr. Andy Kelenke and Mr. Byron McKay to create the certificate. Please see Dr. Klenke’s letter (attached to these documents) concerning the certificate.

Please complete the Kansas Board of Regent forms located at http://www.kansasregents.org/academic_affairs/new_program_approval and list the proposed curriculum for the minor/emphasis/concentration, in section 3 (III) of the forms. Please input the proposed curriculum as you wish it to appear in the next catalog. If you have any questions about the KBOR forms, please contact the Provost’s administrative officer at x4113.

Request for New Minor/Emphasis/Certificate- Revised Summer 2013
Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.): 

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
   □ Yes  □ No  If "yes," please realize that it will need to gain approval of the President's Council.
   Please give the rationale for additional student fees:  
   N/A

3. Will this minor/emphasis/certificate have specific General Education courses required?  
   □ Yes  □ No  
   Please realize that it will need to gain approval of the General Education Committee.

4. Will this minor/emphasis/certificate affect any education majors?  □ Yes  □ No  
   If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

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

Additional Questions for certificate only:

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

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?  □ Yes  □ No
   
   If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.
Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.): N/A

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

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

3. Will this minor/emphasis/certificate have specific General Education courses required?
   □ Yes  ☒ No  Please realize that it will need to gain approval of the General Education Committee.

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

☑ Approved: Department Chairperson
   Date 9/11/17 Signature, Department Chairperson
   ____________________________

☑ Approved: College Curriculum Committee
   Date 10/13/17 Signature, College Curriculum Committee Chair
   ____________________________

☑ Approved: Dean of College
   Date 10/13/17 Signature, Dean
   ____________________________

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/3/17 Signature, Undergraduate Curriculum Committee Chair
   ____________________________

☐ Approved: Faculty Senate
   Date _______ Signature, Recording Secretary, Faculty Senate
   ____________________________

☐ Final approved packet forwarded to Provost’s office.
   Date _______ Signature, Recording Secretary, Faculty Senate
   ____________________________

Approval at Kansas Board of Regents level:

☐ COCAO
   Date: ______

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name.version2.docx” and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an
additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.
January 4, 2007

Kansas Board of Regents

APPLICATION FOR APPROVAL
OF MINOR/CONCENTRATION

Pittsburg State University
(NAME OF INSTITUTION)

1701 S. Broadway, Pittsburg, Kansas 66762
(ADDRESS)

620-231-7000
(TELEPHONE)

Concentration or Major:
Technological Literacy Certificate
(Title and CIP)

__X__ Derived from Existing Program

(DATE SUBMITTED)

(Signature of Vice-President /or Provost)
PROPOSAL FOR MINOR/CONCENTRATION
Kansas Board of Regents

Submitted by  Alice C. Sagehorn, PhD

College of  Education

Division of  Teaching and Leadership

I. Indicate major in which concentration will be located:

  ____________________________________________
  Elementary Education (K-6)

II. Give the name and describe the purpose of the proposed concentration:

  Name:  Technological Literacy Certificate

  Description of Purpose: The purpose of the Technological Literacy Certificate is to provide better prepared Elementary Teachers for students in K-6 schools. The content of the program is designed to teach Elementary Education candidates to integrate STEM concepts across the general education curriculum.

  The Department of Teaching and Leadership has a Technological Literacy minor in conjunction with the Technology and Engineering Education program in the College of Technology. Candidates have not been able to complete the minor due to course load and the timing of when some candidates decide to add a minor. Students requested a Technological Literacy Certificate so they can complete the shorter program and earn a certificate.

(Use other sheets as needed)

III. Provide curriculum for the major and indicate courses required for each concentration:


Research:

Course Name & Number
Credit Hours

Practica:

Total:

Technological Literacy Certificate

Course Name & Number
Credit Hours

Concentration:

TE 301 STEM Experiences for EI Educ. 1
TE 331 Overview of Tech and Engineering in STEM Education 3
EDUC 345 Topics in STEM Integrations 3
TE 551 Integrated Technology for Educators 3
EDTH 551 Instruction Technology for Educators 3

Total: 13

Note: By Board of Regents definition concentrations are established within existing programs and are:
1. 24 hours or less at the undergraduate level
2. 12 hours or less at the master’s level
3. 18 hours or less at the doctoral level

IV. Faculty resources:

A. Number of FTE faculty who teach in the major, including all concentrations:
# 4

B. Rank of faculty:
Instr. 2; Asst. Prof. 1; Assoc. Prof. 1; Prof. ; GTAs

C. Preparation of faculty;
Indicate level of degrees: Bach.; Masters 2; Doctors 2.

D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors):
1 faculty member teaches graduate online courses for MS in Technology Education.
1 faculty member teaches undergraduate courses in the BS Ed Elementary Ed program
1 faculty member teaches in the graduate and undergraduate programs in Technology and Engineering program.
1 faculty member teaches in the undergraduate program in Technology and Engineering program.
March 10, 2017

Dr. Alice Sagehorn, Chair, Teaching and Leadership
Ms. Tracy Rampy, Teaching and Leadership
Hughes Hall
Pittsburg State University
Pittsburg, KS 66762

Dear Dr. Sagehorn and Ms. Rampy,

Based on a discussion with Debbie Greve, Registrar and Janet Hoyer, Degree Checking regarding offering an emphasis in STEM, it was discussed and decided in this morning’s meeting, a certificate in STEM would be a better option for the students and for our programs. Here are some bullet points and action items from our discussion to ensure we all have the same goal in mind.

- It would require a minimum of 12 hours. Suggested unique courses below would equate to 13 hours for a certificate.
  - TE301 1HR
  - TE331 3HR
  - TE551 3HR
  - EDUC345 3HR
  - EDTH551 3HR

- Because the coursework is part of the Minor in Technological Literacy, if a student wished to complete the minor, it would only be an additional 8 hours. For those students who may not have met requirements for acceptance into teacher education, this would be a viable option for them.
- Proposed certificate would mirror the current minor. Certificate in Technological Literacy; STEM Emphasis. This would avoid an issue of ownership of Science and Mathematics.
- The certificate would be placed on the official transcript of those who complete the requirements.
- Hard copy certificates will be available, but will need to be processed from the department level and a request sent to Debbie Greve.
- Courses may be taken by graduates at undergraduate costs to earn the certificate.
- Future enhancements may include a summer program for undergraduates working with local school’s summer programs. Additionally, the emphasis may be part of a mobile STEM program to larger districts in the KC Metro area. This could be done over two summers utilizing a modified or hybrid on-line course, where part of the course is delivered in the KC Metro area. The course may be paid for by the district or the students could take the courses as part of the MST program.

➢ The Teaching and Leadership Department will coordinate implementing the certificate though the appropriate curriculum approval process. Develop a cooperative letter for both the College of Education and College of Technology to indicate collaboration between units.
The Technology & Engineering Education program will revise/update the flyer for the minor and new certificate program. A proof will be provided for approval by both programs prior to printing.

Ms. Rampy will coordinate the video process of minor courses after initial contact is made from Dr. Sagehorn to the videographer.

Undecided who would contact the Kansas City district for a possible recruiting statement for STEM graduates.

Hopefully I did not leave anything out and if I did please let me know so I can revise the letter. This is an exciting opportunity for PSU students and has the potential to reach well beyond the classrooms of PSU. Thank you for participating but actively pursuing this opportunity.

Sincerely,

Andrew M. Klenke, Ed.D
Associate Professor, Technology & Engineering Education
Pittsburg State University
1701 S. Broadway, W105b KTC
Phone: (W) 620-235-4372  (C) 620-249-8715
Email: aklenke@pittstate.edu
Course Syllabus

1. Course Information
   - Course Number: TE301
   - Credit Hours: 1
   - Time Schedule: M or W 3:00-4:15
   - Lecture: W103 KTC
   - Lab: W104 KTC

2. Instructor Information
   - Instructor: Mr. Byron McKay
   - Office: W105a KTC
   - Email: bmckay@pittstate.edu
   - Phone: (620)235-4379 Office
             (417)425-6926 Cell
             (620)235-4212 Lab
   - Office Hours: MW 10-12, 1-2:30 TTh 9:30-11:30
                  Other times by appointment

3. Course Description
   This introductory course in technological literacy education focuses on the development and introduction of technology and engineering-based activities to support science and mathematics instruction in the elementary classroom. Through hands-on, problem-based learning activities, students will develop an understanding of and how technology and engineering can be integrated into the elementary classroom to enhance the curriculum and engage students in meaningful activities.

4. Prerequisite/Co-Requisite
   None

5. Purpose of the Course
   The purpose of this course is to provide future teachers with information and experiences that will support the understanding and delivery of technological literacy and STEM concepts at the elementary level.

6. Course Objectives

   Upon completion of the course, students should be able to:
   1. Understand the concepts of STEM integration
   2. Understand the design loop concept
   3. Complete a variety of STEM-based projects that can be used in elementary STEM classrooms
   4. Demonstrate an awareness of collaborative instruction in STEM education between science, technology and engineering, and mathematics
   5. Work with other students to complete STEM projects and activities
   6. Demonstrate an ability to follow technical drawings and technical instructions to complete a task
   7. Develop a portfolio of ideas and projects to be used to teach STEM concepts in an elementary classroom
   8. Demonstrate an ability to plan, organize, and integrate STEM concepts into the elementary classroom
Course Syllabus

7. REQUIRED TEXT AND MATERIALS

1. No required text, reading provided by instructor as web link or through AXE library
2. Internet access
3. 1" 3 ring binder
4. 1 - mass storage device (disk on key)

NOTE: There will be a $20.00 lab fee charged for this course.

8. INSTRUCTIONAL RESOURCES

1. Selected Internet Websites
2. Instructional Handouts and Supplements
3. Study Guides and Reference Materials
4. STEM-based Projects and Activities
5. Guest Presentations

9. TEACHING STRATEGIES

A. Lectures and Demonstrations
B. Selected readings from text books or other printed materials
C. Individual and team projects
D. Student activity assignments
E. Research and problem solving activities
F. Tours (if time permits)

10. EVALUATION

Overall Evaluation

1. The student is graded on his or her ability to answer questions on objective and essay tests. (PSU-Knowledge Base 11)
2. The student is graded on the completion and quality of assigned work. (PSU-Knowledge Base 11)
3. The student is judged on the basis of his or her participation and cooperation in class activities. (PSU-Knowledge Base 1, 2, 6)
4. ACADEMIC DISHONESTY: Each student is expected to complete his/her own work as prescribed by each lesson. Academic integrity is important and expected. To review the Academic Dishonesty and Integrity Policy please go the following link.
   http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot
5. CELL PHONES: Cell phones are not allowed for any reason during testing. Leave the phone in your backpack. If you are observed, either live or on video, using a cell phone during a quiz or exam, you will be given an “F” for the course.
Course Syllabus

Evaluation Criteria

<table>
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<td>1. Lab assignments</td>
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TOTAL 100%

*NOTES:
Class grade is based on class participation, cooperation, ability to follow instructions, and completion of lab/written assignments. The class grade is a subjective grade as determined by the instructor. Assignments cannot be submitted late. The type of assignment is at the discretion of the instructor.

11. GRADING SYSTEM

A= 90%-100%
B= 80% - 89.99%
C= 70% - 79.99%
D= 60% - 69.99%
F= 59.99% and lower

Regular attendance is important, expected and required. More than two absences is considered excessive and will result in a reduction in your final grade. 10% will be deducted from your final grade for each absence over three, no matter what the reason might be. Additionally, tardies are considered unacceptable unless prior arrangements are made for the class, therefor 2 tardies will be considered the same as an absence. Be sure to be ready for class at 8:00am. For example, a student who missed 4 classes, and has earned a 93% would receive a 73% or a "C" for the two absences beyond the three allowed. Any assignments missed DUE to an absence are the responsibility of the student to inquire about and turn in on time. (PSU Knowledge Base 1,7)
If you are going to be late for or miss class, inform the instructor prior to the tardy or absence so you do not impact the learning of others.

12. SAFETY

A. All safety procedures and rules outlined in the Technology Education Laboratory Safety Manual are applicable to all members of this class.
B. Approved eye protection devices must be worn at all times in the fabrication area or while using any tools or machines. No tinted safety glasses are allowed in the fabrication area.
C. No one is allowed to work in the Technology & Engineering Education laboratory unless authorized personnel are present, (instructors, graduate assistants or lab assistants) and under no circumstances are any machines to be used with only one person present.
D. No one is allowed to operate equipment or tools without prior approval by the instructor.
Course Syllabus

13. STUDENTS WITH SPECIAL NEEDS

All students have different learning styles. If you have a particular disabling condition that would inhibit your ability to succeed in the Technology & Engineering Education program, please notify the instructor and appropriate accommodations will be made. Students with special needs should contact the Center for Student Accommodations in 218 Russ Hall (620-235-4309) to ensure that your needs are considered and documented at PSU.

14. PSU SYLLABUS SUPPLEMENT

The supplement is updated for each semester and the summer session and includes information for students about campus resources, notifications (including the required, aforementioned Academic Integrity Policy and the approved Dead Week Policy), expectations, grades, etc. To review the supplement please go to the following link:

http://www.pittstate.edu/office/registrar/syllabus-supplement.dot
Course Syllabus

1. Course Information

Course Number: TE331
Credit Hours: 3
Time Schedule: TTh 12:30-2:20
Lecture: W103 KTC
Lab: W104 KTC

2. Instructor Information

Instructor: Mr. Byron McKay
Office: W105a KTC
Email: bmckay@pittstate.edu
Phone: (620)235-4379 Office
(417)425-6926 Cell
(620)235-4212 Lab
Office Hours: MW 10-12, 1-2:30 TTh 9:30-11:30
Other times by appointment

3. Course Description

This course is designed to introduce K-12 Education majors to applied STEM education concepts and methodologies. Students will gain valuable experiences through the completion of a variety of STEM projects and activities that are designed to integrate science, technology and engineering, and math concepts. This course is designed to combine instruction from the College of Education (EDUC 345.04) and the College of Technology (TE 331) to support the Technological Literacy Minor for Elementary and Secondary Education Majors.

4. Co-Requisite

EDUC 345 - TP: STEM Education

5. Purpose of the Course

The purpose of this course is to provide a variety of highly motivational “hands-on” learning experiences for future K-12 STEM teachers. Education majors will be able to understand and implement various STEM concepts through collaborative teaching across the curriculum.

6. Course Objectives

Upon completion of the course, students should be able to:

1. Understand the philosophy and rationale for collaborative STEM educational concepts and how to integrate them into the curriculum.
2. Understand the engineering design process and be able to apply it to problem solving situations.
3. Work collaboratively with teachers from other disciplines, including science, technology and engineering and mathematics.
4. Demonstrate the ability to identify specific STEM concepts and apply them to “hands-on” projects and experiences for students.
5. Identify a variety of engineering materials and processes used in STEM projects and activities.
6. Present professional portfolio/journal entries for each STEM project or activity in the course.
7. Use different commercial educational building systems to design and develop interesting and relevant STEM projects and activities.
Course Syllabus

8. Demonstrate an ability to plan and present professional level STEM instruction to elementary students on a designated work session with area elementary schools.

7. REQUIRED TEXT AND MATERIALS

A. No required text, reading provided by instructor as web link or through AXE library
B. Internet access
C. 2 - 2” three ring binder
D. 1 - mass storage device (disk on key)

NOTE: There will be a $20.00 lab fee charged for this course.

8. INSTRUCTIONAL RESOURCES

A. Multiple reference books
B. Resource manuals
C. Testing and laboratory equipment and visual aids
D. Video presentations and visual aids
E. Field trips and/or outside resource speakers

9. TEACHING STRATEGIES

A. Lectures and Demonstrations
B. Selected readings from text books or other printed materials
C. Individual and team projects
D. Student activity assignments
E. Research and problem solving activities
F. Tours (if time permits)

10. EVALUATION

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Course Syllabus

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13. STUDENTS WITH SPECIAL NEEDS

All students have different learning styles. If you have a particular disabling condition that would inhibit your ability to succeed in the Technology & Engineering Education program, please notify the instructor and appropriate accommodations will be made. Students with special needs should contact the Center for Student Accommodations in 218 Russ Hall (620-235-4309) to ensure that your needs are considered and documented at PSU.

14. PSU SYLLABUS SUPPLEMENT

The supplement is updated for each semester and the summer session and includes information for students about campus resources, notifications (including the required, aforementioned Academic Integrity Policy and the approved Dead Week Policy), expectations, grades, etc. To review the supplement please go to the following link:

http://www.pittstate.edu/office/registrar/syllabus-supplement.dot
1. COURSE DESCRIPTION
   
   This introductory topics course integrates teaching and learning experiences for a variety of engaging, relevant and hands-on activities supporting cross-curricular STEM (Science, Technology, Engineering, and Math) concepts for the classroom setting. This course is designed to combine instruction from the College of Education (EDUC 345.04) and the College of Technology (TE 331) to support the Technological Literacy Minor. PREREQUISITE: EDTH 330 or Instructor permission.

2. PURPOSE
   
   The purpose of this introductory topics course is to provide education majors with hands-on activities discovering, developing and supporting cross-curricular STEM concepts, educational technologies and integrated teaching and learning experiences within an active collaborative learning environment.

3. OBJECTIVES
   
   Students will:
   • Utilize emerging technologies in various teaching and learning settings.
   • Apply STEM concepts to create introductory lesson plans and team teach the lessons within area school districts.
   • Collaborate with students, educators, and community members to further innovative teaching practices supporting student learning.
   • Exhibit skills that encourages, supports and develops the cross-curricular infusion of STEM (Science, Technology, Engineering, and Math) activities throughout an active collaborative learning environment.

   Kansas Elementary Education Standards
   Standard 3: Mathematics. The teacher candidate understands and uses the central concepts, tools of inquiry, and structures of mathematics to plan, implement, and assess mathematical learning experiences that engage all students in critical thinking, creativity, and collaborative problem solving.

   Standard 4: Science. The kindergarten through sixth grade teacher knows, understands, and uses fundamental concepts in the subject matter of science including—physical, life, and earth and space
sciences—as well as concepts in science and technology, science in personal and social perspectives, the history and nature of science, the unifying concepts of science, and the inquiry processes scientists use in discovery of new knowledge to build a base for scientific and technological literacy for all students.

Kansas Professional Education Standards
Standard 3: Learning Environment. The teacher works with others to create environments that support individual and collaborative learning, includes teacher and student use of technology, and encourages positive social interaction, active engagement in learning, and self-motivation. 3.2.1

Standard 5: Application of Content. The teacher understands how to engage learners through interdisciplinary lessons that utilize concept based teaching and authentic learning experiences to engage students in effective communication and collaboration, and in critical and creative thinking. 5.3.3

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Standard 8: Instructional Strategies. The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in relevant ways. 8.1.4, 8.2.2

ISTE Standards for Educators, ©2017, ISTE® (International Society for Technology in Education), iste.org. All rights reserved.
Empowered Professional:
Learner. Educators continually improve their practice by learning from and with others and exploring proven and promising practices that leverage technology to improve student learning.
Learning Catalyst:
Collaborator. Educators dedicate time to collaborate with both colleagues and students to improve practice, discover and share resources and ideas, and solve problems.

PSU College of Education Professional Knowledge Base
See Appendix A within Syllabus

4. REQUIRED TEXTBOOKS
No textbook is required for this course. Readings will be assigned by the instructor and can be found as a PDF or a link through the internet or Axe library.

5. ADDITIONAL REQUIRED MATERIALS
Internet Browser
You will need the latest version of Chrome, Firefox, or Safari for an Internet browser, latest plug-ins for commonly used functions and ability to access the PSU Canvas, PSU student email, PSU Google Drive. Chrome and Firefox are preferred browsers.
High Speed Internet Access – Primary and Back-up Connections
You MUST have access to a high-speed Internet connection. If your personal device is not working you MUST have a back-up plan. Not having access to a device, experiencing any technical issues/failures or not having access to the Internet is NOT an excuse for missing deadlines for your course work.


Additional Hardware and Software
Data storage (Cloud storage)
Access to, including but not limited to, the following:
1. Device (laptop, Chromebook, tablet) MUST have access to a device and internet. If your device is not working or has limited capabilities, you MUST have a device back-up plan. There will be access to device carts available during class.
2. Canvas
3. Google Drive via student email: UN@gus.pittstate.edu
4. Microsoft Office (Can obtain Microsoft Office 365 free via GUS portal)
5. Various Web Applications
6. Creating online accounts to various free online resources that will be required throughout the semester.
7. YouTube Account
8. Social Media account (Twitter)

6. TECHNICAL PREREQUISITES
1. Basic computer skills, including navigating the Internet, using education applications, and viewing multimedia objects.
2. Canvas navigation skills

7. ATTENDANCE, COMMUNICATION, PARTICIPATION, AND EVALUATION
Class Attendance
Attending class is an expectation; attendance will be taken each class session. Communicate all absences (excused or unexcused) to instructor via Canvas. Initiation of any discussion about missed work due to an absence (excused or unexcused) is the responsibility of the student. Refrain from asking, “can you tell me what I missed in class” or “did we do anything important.”

Much of our work is hands-on and/or team projects that require attendance. Three absences (excused or unexcused) will require meeting with instructor to discuss dropping the course. Withdrawing or dropping this course for whatever reason is the responsibility of the student.

Communication - Effective communication is essential for success in the course.
Please note my contact information. Do not hesitate to contact me with any questions or concerns throughout the semester. Preferred method of communication is email via Canvas. My phone contacts are also listed if needed.

Active Participation
Active participation is a vital part of your learning experience during this course. Students are expected to actively participate and contribute during class discussions, team projects, and discussion posts within Canvas; access course materials via Canvas; complete assignments per due dates; and be positive and “present” during class.
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Each week, you will be required to complete specific assignments; quizzes; actively participate in class discussions, discussion posts within Canvas and individual and/or group projects; and evaluations/reflections. Dates of assignments to be determined by instructor.

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Expectation of Positive Teamwork: There will be opportunities for collaboration and small team projects. In this class, students will be asked on a regular basis to participate in activities, such as engaging in teamwork/projects, presenting to the class, moving around the classroom without personal properties in close proximity, and performing short skits or role-playing scenarios. These activities may require students to either be separated from their bags or be prepared to keep their bags with them at all times during such activities. Students are encouraged to read the online weapons policy (http://pittstate.edu/dotAsset/ca5f2c95-67c7-426d-8da9-b42f5d00a936.pdf) to ensure they understand the requirements related to concealed carry.

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APPENDIX A
PITTSBURG STATE UNIVERSITY
COLLEGE OF EDUCATION
PROFESSIONAL KNOWLEDGE BASE

THE LEARNER AND LEARNING
Professional educators must understand that learning and development patterns vary among individuals, that learners bring unique individual differences to the learning process and that learners need supportive and safe learning environments to thrive.

1. The candidate knows how learning occurs (how learners construct knowledge, acquire skills and develop disciplined thinking processes) and how to use instructional strategies that promote individual growth.

2. The candidate understands that cognitive, linguistic, social, emotional and physical development influences learning.

3. The candidate understands and identifies differences in approaches to learning and performance and designs experiences that incorporate individuals’ strengths to promote growth.

4. The candidate understands students with exceptional needs and knows how to use strategies and resources to meet these needs.

5. The candidate knows how to access information about the values of diverse cultures and communities and how to incorporate languages, experiences, cultures and community resources into practice.

6. The candidate understands how to manage the learning environment by organizing, allocating and coordinating the resources of time and space.

7. The candidate knows how to design experiences using strategies that enhance learner motivation and engagement.

8. The candidate understands the processes needed to foster a respectful learning community.

CONTENT
Professional educators must have a deep and flexible understanding of the field and be able to draw upon the central concepts and structures of their discipline as they work with learners. They integrate cross-disciplinary skills (e.g., critical thinking, problem solving, creativity and communication) to help learners apply content to propose solutions, forge new understandings, solve problems and imagine possibilities. Professional educators connect information to local, state, national and global issues.

9. The candidate understands that learners should question, analyze and understand concepts from diverse perspectives.

10. The candidate has a deep knowledge of student content standards and learning progressions in the discipline(s).

11. The candidate knows how to use supplementary resources and technologies effectively to ensure accessibility and relevance for all.
12. The candidate understands how disciplinary knowledge can be applied as a lens to address local and global issues.

13. The candidate realizes that content knowledge is not a fixed body of facts but is complex, culturally situated and ever evolving. S/he keeps abreast of new ideas and best practices in the field.

14. The candidate knows major concepts, assumptions and debates that are central to the discipline.

**INSTRUCTIONAL PRACTICE**

Professional educators understand and integrate assessment, planning and instructional strategies in coordinated and engaging ways for effective practice. They understand how to design, implement, interpret and communicate results from a range of assessments.

15. The candidate knows how to engage learners in multiple ways of demonstrating knowledge and skills as part of the assessment process.

16. The candidate understands the positive impact of effective descriptive feedback and knows a variety of strategies for communicating this feedback.

17. The candidate knows how to engage learners actively in the assessment process and to develop each learner’s capacity to reflect on and communicate about their individual progress.

18. The candidate understands the theories and processes of curriculum design (appropriate sequencing, developmentally appropriate instruction, builds on learners’ prior knowledge and experiences).

19. The candidate understands the process for aligning instruction and assessment with learning targets.

20. The candidate understands how theory, research and best practices impact ongoing planning and instructional practice.

21. The candidate knows how to engage learners in using technology tools and a range of skills to access, interpret, evaluate and apply information.

22. The candidate knows how to incorporate a variety of strategies that stimulate the cognitive processes associated with various kinds of learning (e.g., critical and creative thinking, problem framing and problem solving, invention, memorization and recall).

23. The candidate knows how to apply a variety of developmentally, culturally and linguistically appropriate instructional strategies to achieve learning targets.

24. The candidate knows how to analyze assessment data to understand patterns and gaps in learning, to guide planning and instruction and to provide meaningful feedback.

**PROFESSIONAL RESPONSIBILITY**

Professional educators create and support safe, productive learning environments. They must engage in meaningful and intensive professional learning and self-renewal by regularly examining practice through ongoing study, self-reflection and collaboration. Professional educators contribute to accomplishing their school’s mission and goals and demonstrate leadership by modeling ethical behavior, contributing to positive changes in practice and advancing their profession.
25. The candidate knows how to use information and technology ethically, legally and safely.

26. The candidate understands and knows how to use a variety of self-assessment and problem-solving strategies to analyze and reflect on his/her practice and to plan for adaptations/adjustments.

27. The candidate understands laws related to learners’ rights and teacher responsibilities (e.g., IDEA, FERPA, mandated reporting, etc.).

28. The candidate understands schools as organizations within a historical, cultural, political and social context and knows how to work with others across the system to support learners.

29. The candidate knows how to contribute to a common culture that supports high expectations for student learning.

30. The candidate understands the expectations of the profession including codes of ethics, professional standards of practice and relevant law and policy.

31. The candidate knows how to communicate effectively with all members of the learning community.
Course Syllabus

1. Course Information

Course Number: TE551
Credit Hours: 3
Time Schedule: T Th 9:30-11:20
Lecture: W103 KTC
Lab: W104 KTC

2. Instructor Information

Instructor: Mr. Byron McKay
Office: W105a KTC
Email: bmckay@pittstate.edu
Phone: (620)235-4379 Office
(417)425-6926 Cell
(620)235-4212 Lab
Office Hours: MW 10-12, 1-2:30 TTh 9:30-11:30
Other times by appointment

3. Course Description

Reflects Standards for Technological Literacy: Content for the Study of Technology, essential core of technological knowledge and skills that K-12 students should acquire. Content addresses today's technological systems in communication, transportation, production and bio-related technologies. Provides instructional strategies for enhancing technological literacy-critical thinking, design and problem solving. Laboratory activities, integration of academics, and development of thematic units and teaching tools are primary means for learning.

4. Prerequisite/Co-Requisite

None

5. Purpose of the Course

The purpose of this course is to provide STEM teachers with information and experiences that will support the understanding and delivery of technological literacy concepts at the elementary, middle, and secondary levels through the use of hands-on projects and innovative instructional methods. Thematic and Immersion Learning concepts will be integrated throughout the course and future teachers will leave with a portfolio of ideas, projects, and activities that enhance the learning of STEM concepts at all levels.

6. Course Objectives

Upon completion of the course, students should be able to:

1. Describe and practice basic design and problem solving techniques
2. Identify current and emerging educational tools and devices and effectively incorporate these into creative and innovative curriculum models.
3. Understand basic engineering principles
4. Understand the application of physics to practical scenarios and projects
5. Apply basic math concepts to applied learning scenarios and demonstrate the ability to formulate problems using the tools of mathematics.
6. Select a variety of lesson plans and activities that incorporate basic design and engineering principles
Course Syllabus

7. Identify a problem and using appropriate sources, develop a logical and reasonable response to the problem.
8. Apply generalizations, principles, theories, or rules to new situations and/or the real world.
9. Apply the principles of effective writing.
10. Design and develop appropriate projects, activities, and challenges that reinforce cognitive information.
11. Recognize the value of diverse cultural, national, and ethnic backgrounds.
12. Demonstrate the ability to communicate ideas and facts using equations, graphs, and symbolic tools.
13. Identify the interdisciplinary elements of the arts in a thematic format.

7. REQUIRED TEXT AND MATERIALS

1. 1 1/2" 3 ring binder
2. 1 - mass storage device (disk on key)

NOTE: There will be a $20.00 lab fee charged for this course.

8. INSTRUCTIONAL RESOURCES

A. Selected reference books
B. Resource manuals
C. Testing and laboratory equipment
D. Video presentations and visual aids
E. Field trips and/or outside resource speakers

9. TEACHING STRATEGIES

A. Lectures and Demonstrations
B. Selected readings from text books or other printed materials
C. Individual and team projects
D. Student activity assignments
E. Research and problem solving activities
F. Tours

10. EVALUATION

Overall Evaluation

1. The student is graded on his or her ability to answer questions on objective and essay tests. (PSU-Knowledge Base 11)
2. The student is graded on the completion and quality of assigned work. (PSU-Knowledge Base 11)
3. The student is judged on the basis of his or her participation and cooperation in class activities. (PSU-Knowledge Base 1, 2, 6)
4. ACADEMIC DISHONESTY: Each student is expected to complete his/her own work as prescribed by each lesson. Academic integrity is important and expected. To review the Academic Dishonesty and Integrity Policy please go the following link.
http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot

5. CELL PHONES: Cell phones are not allowed for any reason during testing. Leave the phone in your backpack. If you are observed, either live or on video, using a cell phone during a quiz or exam, you will be given an “F” for the course.

Evaluation Criteria

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<thead>
<tr>
<th></th>
<th>Undergrad</th>
<th>Grad</th>
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<tbody>
<tr>
<td>1. Lab assignments</td>
<td>40%</td>
<td>25%</td>
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<tr>
<td>2. Written work*</td>
<td>15%</td>
<td>15%</td>
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<tr>
<td>3. Exams and Quizzes</td>
<td>20%</td>
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<tr>
<td>4. Class Grade*</td>
<td>10%</td>
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<td>5. Final Exam</td>
<td>15%</td>
<td>15%</td>
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<td>6. Graduate Assignment</td>
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<td>20%</td>
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<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
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*NOTES:
Class grade is based on class participation, cooperation, ability to follow instructions, and completion of lab/written assignments. The class grade is a subjective grade as determined by the instructor. Assignments cannot be submitted late. The type of assignment is at the discretion of the instructor.

11. GRADING SYSTEM

A= 90% - 100%
B= 80% - 89.99%
C= 70% - 79.99%
D= 60% - 69.99%
F= 59.99% and lower

Regular attendance is important, expected and required. **More than two absences is considered excessive and will result in a reduction in your final grade. 10% will be deducted from your final grade for each absence over three, no matter what the reason might be. Additionally, tardies are considered unacceptable unless prior arrangements are made for the class, therefore 2 tardies will be considered the same as an absence, be sure to be ready for class at 8:00am.** For example, a student who missed 4 classes and has earned a 93% would receive a 73% or a “C” for the two absences beyond the three allowed. Any assignments missed DUE to an absence are the responsibility of the student to inquire about and turn in on time. (PSU Knowledge Base 1,7)

If you are going to be late for or miss class, inform the instructor prior to the tardy or absence so you do not impact the learning of others.

12. SAFETY
Course Syllabus

A. All safety procedures and rules outlined in the Technology Education Laboratory Safety Manual are applicable to all members of this class.
B. Approved eye protection devices must be worn at all times in the fabrication area or while using any tools or machines. No tinted safety glasses are allowed in the fabrication area.
C. No one is allowed to work in the Technology & Engineering Education laboratory unless authorized personnel are present, (instructors, graduate assistants or lab assistants) and under no circumstances are any machines to be used with only one person present.
D. No one is allowed to operate equipment or tools without prior approval by the instructor.

13. STUDENTS WITH SPECIAL NEEDS

All students have different learning styles. If you have a particular disabling condition that would inhibit your ability to succeed in the Technology & Engineering Education program, please notify the instructor and appropriate accommodations will be made. Students with special needs should contact the Center for Student Accommodations in 218 Russ Hall (620-235-4309) to ensure that your needs are considered and documented at PSU.

14. PSU SYLLABUS SUPPLEMENT

The supplement is updated for each semester and the summer session and includes information for students about campus resources, notifications (including the required, aforementioned Academic Integrity Policy and the approved Dead Week Policy), expectations, grades, etc. To review the supplement please go to the following link:

http://www.pittstate.edu/office/registrar/syllabus-supplement.dot
1. COURSE DESCRIPTION
This course is designed to provide a broad approach to designing hands-on activities supporting STEM (Science, Technology, Engineering, and Math) concepts and problem solving skills; integrating educational technologies; and implementing team teaching concepts into real world teaching practices and experiences. The course will focus on educational technology concepts and devices which will reinforce selected curricular projects coordinated with area school districts and educators. This course combines instruction, courses, and instructors from the College of Education (EDTH 551.01) and the College of Technology (TE 551.01). PREREQUISITE: EDTH 330 or Instructor Permission.

2. PURPOSE
The purpose of this course is to provide students with hands-on, classroom experiences that encourages, supports and develops the cross-curricular infusion of educational technology within a collaborative learning environment. Students will build on information and skills learned in EDTH 330-Technology for the Classroom for creating lessons that they will present to educators and students in area school districts.

3. OBJECTIVES
Students will:
- Explore, discuss and research educational and emerging technologies in various teaching and learning settings.
- Plan, design, create and demonstrate appropriate teaching materials for various learning experiences.
- Exhibit leadership skills that encourages, supports and develops the cross-curricular infusion of STEM (Science, Technology, Engineering, and Math) concepts and activities throughout a collaborative learning environment.
- Collaborate with students, peers, educators, and community members to support student success and innovation.
- Engage students in exploring real-world issues and solving authentic problems using digital tools and resources.

The instructor retains the right to change the syllabus, schedule and assignments at any time.
• Utilize best practices of information literacy in locating, analyzing, and evaluating authentic resources on the Internet.

**Kansas Elementary Education Standards**

**Standard 3: Mathematics.** The teacher candidate understands and uses the central concepts, tools of inquiry, and structures of mathematics to plan, implement, and assess mathematical learning experiences that engage all students in critical thinking, creativity, and collaborative problem solving.

**Standard 4: Science.** The kindergarten through sixth grade teacher knows, understands, and uses fundamental concepts in the subject matter of science including—physical, life, and earth and space sciences—as well as concepts in science and technology, science in personal and social perspectives, the history and nature of science, the unifying concepts of science, and the inquiry processes scientists use in discovery of new knowledge to build a base for scientific and technological literacy for all students.

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The instructor retains the right to change the syllabus, schedule and assignments at any time.
APPENDIX A

PITTSBURG STATE UNIVERSITY
COLLEGE OF EDUCATION
PROFESSIONAL KNOWLEDGE BASE

THE LEARNER AND LEARNING
Professional educators must understand that learning and development patterns vary among individuals, that learners bring unique individual differences to the learning process and that learners need supportive and safe learning environments to thrive.

1. The candidate knows how learning occurs (how learners construct knowledge, acquire skills and develop disciplined thinking processes) and how to use instructional strategies that promote individual growth.

2. The candidate understands that cognitive, linguistic, social, emotional and physical development influences learning.

3. The candidate understands and identifies differences in approaches to learning and performance and designs experiences that incorporate individuals' strengths to promote growth.

4. The candidate understands students with exceptional needs and knows how to use strategies and resources to meet these needs.

5. The candidate knows how to access information about the values of diverse cultures and communities and how to incorporate languages, experiences, cultures and community resources into practice.

6. The candidate understands how to manage the learning environment by organizing, allocating and coordinating the resources of time and space.

7. The candidate knows how to design experiences using strategies that enhance learner motivation and engagement.

8. The candidate understands the processes needed to foster a respectful learning community.

CONTENT
Professional educators must have a deep and flexible understanding of the field and be able to draw upon the central concepts and structures of their discipline as they work with learners. They integrate cross-disciplinary skills (e.g., critical thinking, problem solving, creativity and communication) to help learners apply content to propose solutions, forge new understandings, solve problems and imagine possibilities. Professional educators connect information to local, state, national and global issues.

9. The candidate understands that learners should question, analyze and understand concepts from diverse perspectives.

10. The candidate has a deep knowledge of student content standards and learning progressions in the discipline(s).

11. The candidate knows how to use supplementary resources and technologies effectively to ensure accessibility and relevance for all.
12. The candidate understands how disciplinary knowledge can be applied as a lens to address local and global issues.

13. The candidate realizes that content knowledge is not a fixed body of facts but is complex, culturally situated and ever evolving. S/he keeps abreast of new ideas and best practices in the field.

14. The candidate knows major concepts, assumptions and debates that are central to the discipline.

**INSTRUCTIONAL PRACTICE**

Professional educators understand and integrate assessment, planning and instructional strategies in coordinated and engaging ways for effective practice. They understand how to design, implement, interpret and communicate results from a range of assessments.

15. The candidate knows how to engage learners in multiple ways of demonstrating knowledge and skills as part of the assessment process.

16. The candidate understands the positive impact of effective descriptive feedback and knows a variety of strategies for communicating this feedback.

17. The candidate knows how to engage learners actively in the assessment process and to develop each learner’s capacity to reflect on and communicate about their individual progress.

18. The candidate understands the theories and processes of curriculum design (appropriate sequencing, developmentally appropriate instruction, builds on learners’ prior knowledge and experiences).

19. The candidate understands the process for aligning instruction and assessment with learning targets.

20. The candidate understands how theory, research and best practices impact ongoing planning and instructional practice.

21. The candidate knows how to engage learners in using technology tools and a range of skills to access, interpret, evaluate and apply information.

22. The candidate knows how to incorporate a variety of strategies that stimulate the cognitive processes associated with various kinds of learning (e.g., critical and creative thinking, problem framing and problem solving, invention, memorization and recall).

23. The candidate knows how to apply a variety of developmentally, culturally and linguistically appropriate instructional strategies to achieve learning targets.

24. The candidate knows how to analyze assessment data to understand patterns and gaps in learning, to guide planning and instruction and to provide meaningful feedback.

**PROFESSIONAL RESPONSIBILITY**

Professional educators create and support safe, productive learning environments. They must engage in meaningful and intensive professional learning and self-renewal by regularly examining practice through ongoing study, self-reflection and collaboration. Professional educators contribute to accomplishing their school’s mission and goals and demonstrate leadership by modeling ethical behavior, contributing to positive changes in practice and advancing their profession.
25. The candidate knows how to use information and technology ethically, legally and safely.

26. The candidate understands and knows how to use a variety of self-assessment and problem-solving strategies to analyze and reflect on his/her practice and to plan for adaptations/adjustments.

27. The candidate understands laws related to learners' rights and teacher responsibilities (e.g., IDEA, FERPA, mandated reporting, etc.).

28. The candidate understands schools as organizations within a historical, cultural, political and social context and knows how to work with others across the system to support learners.

29. The candidate knows how to contribute to a common culture that supports high expectations for student learning.

30. The candidate understands the expectations of the profession including codes of ethics, professional standards of practice and relevant law and policy.

31. The candidate knows how to communicate effectively with all members of the learning community.
Request for New Course
(Undergraduate Course Numbers through Course Number 699)

Department: ETECH College: Technology Submission Date: 5/11/17

Contact Person: Brock Skaggs Faculty member □ Chair

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

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

Due to the nature of the course, similarities will exist with other courses taught in the area of computer information systems. The new course will be different and not conflicting with existing courses due to its focus on applications in the engineering technology discipline. This shall involve using Visual Basic for Applications (VBA) code in Microsoft Excel to perform technical calculations relevant to engineering technology students in addition to interfacing with common Computer Aided Design (CAD) software packages. Email correspondance is attached.

Proposed Course:
Course Number: MECET 314

Title of Course: Engineering Technology Programming Applications

Credit Hours: 3

Date first offered: SP/2018 Fall ☐ Spring ☑ Summer ☐
(Semester/Year) (check all that apply)

Prerequisite: PHYS 100 College Physics I or PHYS 104 Engineering Physics I, CIS 230 Visual Basic Programming, and MECET 121 Engineering Graphics I

Course Description (as it will appear in the next catalog): Introduction to object-oriented programming with emphasis in solving problems within the engineering technology discipline. Utilization of programming techniques to interface with existing applications such as Microsoft Excel and other CAD software packages.

Purpose/Justification for Proposed Course: The focus of this course will be to enhance the programming abilities of students within the engineering technology major. The proposal for such a course was discussed during the SP17 Mechanical Industrial Advisory Board meetings where the board members were in favor of the creation of such a course as an elective for current students.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)
See attached syllabus.

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

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

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   Minimal resources will be required for the proposed course. The course is intended to be taught in existing computer labs within the Kansas Technology Center and software already in use by the Engineering Technology Department.

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
   □ Yes  ❌ No   If “yes,” please realize that it will need to gain approval of the President’s Council.
   Please give the rationale for additional student fees:

3. Is this course to be considered for General Education? □ Yes  ❌ No
   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:
   Please realize that it will need to gain approval of the General Education Committee.

4. Will this course be required of any education majors? □ Yes  ❌ No
   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
   This course should not require any additional costs as it will be utilizing existing staff, equipment and software.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 9/15/17 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
   Date 9/29/17 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
   Date 9/29/17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/13/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.
Pittsburg State University
Department of Engineering Technology
Mechanical Engineering Technology Program
(Prepared by: Brock Skaggs, 5/10/17)

COURSE TITLE: MECET 314.01: Engineering Technology Programming Applications

COURSE SCHEDULE: Face-to-Face, MWF 1:00-1:50, Room S106

INSTRUCTORS: Brock Skaggs
Office: W224b, KTC
Phone: (620) 235-4355
Office Hours: Posted on Canvas
E-mail: Canvas Communication
(fskaggs@pittstate.edu)

COURSE DESCRIPTION: Introduction to object-oriented programming with emphasis in solving problems within the engineering technology discipline. Utilization of programming techniques to interface with existing applications such as Microsoft Excel and other CAD software packages. Prerequisite: PHYS 100 College Physics I or PHYS 104 Engineering Physics I, CIS 230 Visual Basic Programming and MECET 121 Engineering Graphics I

TEXTBOOK/MATERIALS REQUIRED
- Method to store digital files (flash drive, Google Drive, Dropbox, etc.)
- Access to the following software packages
  - Microsoft (MS) Excel 2016
  - AutoCAD 2016
  - SolidWorks 2016

COURSE OBJECTIVES
- Review of fundamental programming concepts
- Introduction to classes and object-oriented programming
- Introduction to the Visual Basics for Applications (VBA) language
- Exposure to application programming interfaces (APIs) of commercial software packages
- Develop the ability to solve problems through the use of programming

COURSE TOPICS
1. Fundamental Programming Concepts
2. Classes & Object Oriented Programming
3. Programming with VBA in MS Excel
4. AutoCAD API
5. SolidWorks API

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

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>70%</td>
<td>100 - 90 (A)</td>
</tr>
<tr>
<td>Quizzes</td>
<td>30%</td>
<td>89 - 80 (B)</td>
</tr>
<tr>
<td></td>
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<td>79 - 70 (C)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>69 - 60 (D)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>59 - 00 (F)</td>
</tr>
</tbody>
</table>

MECET 314 Engineering Technology Programming Applications
ETECH New Course

From: Brock Skaggs <fskaggs@pittstate.edu>  
Subject: ETECH New Course

To: Pete Rosen <prosen@pittstate.edu>

Dr. Pete Rosen:

My name is Brock Skaggs and I am an instructor within the Engineering Technology department. This semester I have been teaching ETECH 401.05 Applications Programming. The course has focused on extending the programming abilities of our students who currently are required to take a single programming class for their degree. Specifically the course has covered programming in the VBA language primarily within MS Excel. In the second half of the semester we have also touched on interfacing with the common CAD packages of AutoCAD and SolidWorks. To my knowledge, this is the first time that such a course has been offered in our department. In hearing positive feedback from our industrial advisory committee, I am thinking about starting the process of officially creating a new course. Since this course would be tangent to the work of your department, do you foresee any conflicts from your area with this potentially new course?

Thanks,
Brock Skaggs
Fwd: MECET 314 Proposal Documents 2

From: David Miller <djmillerpittstate.edu>
Subject: Fwd: MECET 314 Proposal Documents 2
To: Brock Skaggs <fskaggs@pittstate.edu>

Fri, May 12, 2017 08:41 AM
See Jacob's comment below.

From: "Jacob Lehman" <jlehman@pittstate.edu>
To: "djmillerpittstate.edu"
Cc: "Clark Shaver" <cdshaver@pittstate.edu>, "Greg Murray" <gmurray@pittstate.edu>,
"Ronny Galloway" <rgalloway@pittstate.edu>, "Bob Susnik" <rsusnik@pittstate.edu>
Sent: Friday, May 12, 2017 8:41:04 AM
Subject: Re: MECET 314 Proposal Documents 2

I have no problems, and I think that for electromechanical emphasis students this
would be a very useful course. I did notice that there weren't any CAD
prerequisites, it seems to me that they would want to at least have engineering
graphics if they are going to be interfacing programming within CAD packages.

Jacob

From: "David Miller" <djmillerpittstate.edu>
To: "cdshaver" <cdshaver@pittstate.edu>, "Greg Murray" <gmurray@pittstate.edu>, "jlehman@pittstate.edu", "rgalloway" <rgalloway@pittstate.edu>, "rsusnik" <rsusnik@pittstate.edu>
Sent: Friday, May 12, 2017 8:32:16 AM
Subject: Fwd: MECET 314 Proposal Documents 2

All--
Brock taught a new course this semester as an ETECH 401, and he would like to start the
legislation process to get it on the schedule permanently. In an effort to get it legislated in
time to be listed for Spring '18, can we approve it at our level now so that it can move up to
the College Curriculum Committee first thing next semester? His application documents are
attached.

--DM

From: "Brock Skaggs" <fskaggs@pittstate.edu>
To: "djmillerpittstate.edu"
Sent: Thursday, May 11, 2017 9:24:10 AM
Subject: MECET 314 Proposal Documents 2
Attached are the changed documents. These should match the hard copies provided this morning.

Thanks,
Brock Skaggs
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: **TWL**  College: **COT**  Submission Date: _____

Contact Person: **John Ivey**  □ Faculty member  □ Chair

Revision Effective: **Fall 2017** (Semester/Year)

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

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

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

Purpose/Justification for Revision to Course: Change of prefix to better align with correct discipline.

**Existing Course:**
Course Number: **TM 555**

Title of Course: **Diversity in Technology Management**

Credit Hours: **3**

Prerequisite: **None**

Course Description (as it appears in the current catalog): An analysis of how educational, social, cultural, political, and psychological events have and will continue to impact the manufacturing and technology-based workforce and the human resource department. The relationship of workforce diversity to employee recruitment, development, and utilization will be emphasized.

**Proposed Course:**
Course Number: **HRD 555**

Title of Course: **Diversity in Technology Management**

Credit Hours: **3**

Prerequisite: **None**

Course Description (as it will appear in the next catalog): An analysis of how educational, social, cultural, political, and psychological events have and will continue to impact the manufacturing and technology-based workforce and the
human resource department. The relationship of workforce diversity to employee recruitment, development, and utilization will be emphasized.
Additional Questions

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
  Date 9.5.17  Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 9.29.17  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 9.29.17  Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 11/3/17  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

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

Request for Revision to Course- Revised Summer 2013
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: ____

Contact Person: John Iley  □ Faculty member  □ Chair

Revision Effective: Fall 2017 (Semester/Year)

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

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

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
Concentration in BS in Psychology, emphasis in BS Technology Environmental and Safety Management

Purpose/Justification for Revision to Course: Change of prefix to better align with correct discipline.

Existing Course:
Course Number: TM 653

Title of Course: Workforce Preparation

Credit Hours: 3

Prerequisite: None

Course Description (as it appears in the current catalog): Familiarizes students with modern innovative methods for developing and preparing employees. The course provides examples of employee empowerment and problem-solving techniques used in preparing the workforce.

Proposed Course:
Course Number: HRD 653

Title of Course: Workforce Preparation

Credit Hours: 3

Prerequisite: None

Course Description (as it will appear in the next catalog): Familiarizes students with modern innovative methods for developing and preparing employees. The course provides examples of employee empowerment and problem-solving techniques used in preparing the workforce.
Additional Questions

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 9.5.17  Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 9.29.17  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 9.29.17  Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/13/17  Signature, Undergraduate Curriculum Committee Chair

☑ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: Technology & Workforce Learning      College: Technology
Submission Date: 08/17/17

Contact Person: Greg Belcher  ☐ Faculty member ☑ Chair

Revision Effective: 18/SP (Semester/Year)

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

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

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
The course change from 2 credit hours to three credit hours only impacts the BS in CTE and MS in CTE programs, which are both housed in the TWL department.

Purpose/Justification for Revision to Course: Due to expanding technologies in education, additional classroom time is needed to cover all necessary topics for this course. In increasing classroom time, credit hours should be increased as well.

Existing Course:
Course Number: TTED 695

Title of Course: Using Technology as an Instructional Tool

Credit Hours: 2

Prerequisite: None

Course Description (as it appears in the current catalog): An applied course as to how technical teachers can use technology to enhance instruction in the classroom and laboratory. Includes how to use computers, presentations softwares, scanners, HTML, projectors and other emerging technology as an instructional tool.

Proposed Course:
Course Number: TTED 695

Title of Course: Using Technology as an Instructional Tool

Credit Hours: 3

Prerequisite: None
Course Description (as it will appear in the next catalog): An applied course as to how technical teachers can use technology to enhance instruction in the classroom and laboratory. Includes how to use computers, presentations, softwares, scanners, HTML, projectors and other emerging technology as an instructional tool.
**Additional Questions**

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

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

   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
   Date 11.9.17 Signature, Department Chairperson

☐ Approved: College Curriculum Committee
   Date 11.9.17 Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
   Date 11.9.17 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/13/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL   College: COT

Contact Person: John Ilev   ☐ Faculty member  ☒ Chair

Revision Effective: Spring 2018 (Semester/Year)

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

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

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same—this is simply “re-branding”. Emails to administration, regarding “re-branding” and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 103

Title of Course: Experiences in Wood Technology ( ) (1-3 hours)

Credit Hours: 1-3

Prerequisite: None

Course Description (as it appears in the current catalog): Competency-based learning experiences in wood technology. May be repeated if subject matter is different for a maximum of six hours. Permission of instructor.

Proposed Course:
Course Number: AMMT 103

Title of Course: Experiences in Architectural Manufacturing Technology ( ) (1-3 hours)

Credit Hours: 1-3

Prerequisite: None
Course Description (as it will appear in the next catalog): Competency-based learning experiences in architectural or wood product manufacturing. May be repeated if subject matter is different for a maximum of six hours. Permission of instructor.

Additional Questions

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

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

Please realize that it will need to gain approval of the General Education Committee.

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

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

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

None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 11.9.17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 11.9.17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 11.9.17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/9/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL    College: COT    Submission Date: August 2017

Contact Person: John Iley    Faculty member    Chair

Revision Effective: Spring 2018 (Semester/Year)

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

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

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same–this is simply “re-branding”. Emails to administration, regarding “re-branding” and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 181

Title of Course: Introduction to Woodwork (3 hours)

Credit Hours: 3

Prerequisite: None

Course Description (as it appears in the current catalog): Basic hand and machine tool operations associated with fine woodworking. Emphasis on individual craftsmanship. Class appropriate for any individual interested in learning basic woodworking.

Proposed Course:
Course Number: AMMT 181

Title of Course: Introduction to Woodwork (3 hours)

Credit Hours: 3

Prerequisite: None
Course Description (as it will appear in the next catalog): Basic hand and machine tool operations associated with fine woodworking. Emphasis on individual craftsmanship. Class appropriate for any individual interested in learning basic woodworking.

Additional Questions

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

   If "yes," please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

   If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 11.9.17   Signature, Department Chairperson

☑ Approved: College Curriculum Committee
   Date 11.9.17   Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 11.9.17   Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/3/17   Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Iley  □ Faculty member  ☑ Chair

Revision Effective: Spring 2018 (Semester/Year)

Offered: (check all that apply)
☑ Fall
□ Spring
□ Summer

Is this revision related to, and/or affect, any other department’s/college’s/unit’s curricula or programs at Pittsburg State University?
□ Yes  ☑ No

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Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 182

Title of Course: Wood Science (3 hours)

Credit Hours: 3

Prerequisite: None

Course Description (as it appears in the current catalog): Basic structure of wood, its anatomy, and the identification of the various commercial woods used in the United States. Wood moisture relationships.

Proposed Course:
Course Number: AMMT 182-

Title of Course: Wood Science (3 hours)

Credit Hours: 3

Prerequisite: None
Course Description (as it will appear in the next catalog): Basic structure of wood, its anatomy, and the identification of the various commercial woods used in the United States. Wood moisture relationships.
Additional Questions

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 11.9.17  Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 11.9.17  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 11.9.17  Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/3/17  Signature, Undergraduate Curriculum Committee Chair

☑ Approved: Faculty Senate
Date  Signature, Recording Secretary, Faculty Senate

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Iley  ☐ Faculty member  ☑ Chair

Revision Effective: Spring 2018 (Semester/Year)

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

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

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Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 185

Title of Course: Fundamentals of Wood Technology (3 hours)

Credit Hours: 3

Prerequisite: None

Course Description (as it appears in the current catalog): Wood technology fundamentals including wood as a manufacturing material, basic machine processes, assembly and finishing practices, and computer applications in secondary wood manufacturing. Also provides wood technology majors an orientation to overall wood program, laboratories, safety, and operating procedures.

Proposed Course:
Course Number: AMMT 185-

Title of Course: Fundamentals of Architectural Manufacturing (3 hours)

Credit Hours: 3

Prerequisite: None
Course Description (as it will appear in the next catalog): Architectural manufacturing technology fundamentals including wood as a manufacturing material, basic machine processing, assembly and finishing practices, and computer applications in architectural manufacturing. Also provides architectural manufacturing management and technology majors an orientation to overall program, laboratories, safety, and operating procedures.

Additional Questions

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

   If "yes," please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

   If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
Date 11.9.17  Signature, Department Chairperson

☐ Approved: College Curriculum Committee
Date 11.9.17  Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
Date 11.9.17  Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/31/17  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017
Contact Person: John Iley  Faculty member  Chair

Revision Effective: Spring 2018  (Semester/Year)

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

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

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Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 226

Title of Course: CAD for Wood Product Development (3 hours)

Credit Hours: 3

Prerequisite: None

Course Description (as it appears in the current catalog): Introduction to drafting/design and use of CAD software (e.g., AutoCAD) in wood product design and development

Proposed Course:
Course Number: AMMT 226

Title of Course: CAD for Architectural Product Development (3 hours)

Credit Hours: 3

Prerequisite: None
Course Description (as it will appear in the next catalog): Introduction to drafting/design and use of CAD software (e.g., AutoCAD) in architectural product design and development.
Additional Questions

1. Is this course to be considered for General Education?  □ Yes  ☒ No

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors?  □ Yes  ☒ No

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?  
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
  Date 11.9.17  Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 11.9.17  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 11.9.17  Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 4/3/17  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: **TWL**  College: **COT**  Submission Date: **August 2017**

Contact Person: **John Iley**  √ Faculty member  × Chair

Revision Effective: **Spring 2018** (Semester/Year)

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

Is this revision related to, and/or affect, any other department’s/college’s/unit’s curricula or programs at Pittsburg State University?
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Purpose/Justification for Revision to Course: **Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.**

Existing Course:
Course Number: **WT 282**

Title of Course: **Machine Woodworking (3 hours)**

Credit Hours: **3**

Prerequisite: **None**

Course Description (as it appears in the current catalog): Use and care of major stationary and portable woodworking equipment. Introduction to mass production concepts of product design and fixtures. Prerequisite or corequisite: WT 185 Fundamentals of Wood Technology or permission of instructor.

Proposed Course:
Course Number: **AMMT 282**

Title of Course: **Machine Processes in Architectural Manufacturing (3 hours)**

Credit Hours: **3**

Prerequisite: **None**

Request for Revision to Course- Revised Summer 2013
Course Description (as it will appear in the next catalog): Use and care of major stationary and portable woodworking equipment used in architectural manufacturing. Introduction to mass production concepts of product design and fixtures. Prerequisite AMMT 185 Fundamentals of Architectural Manufacturing or permission of instructor.

Additional Questions

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

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3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 11.9.17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 11.9.17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 11.9.17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/13/17 Signature, Undergraduate Curriculum Committee Chair

☑ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017
Contact Person: John Ivey  ☐ Faculty member  ☒ Chair
Revision Effective: Spring 2018 (Semester/Year)

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

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

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Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 286
Title of Course: Primary Wood Processing (3 hours)
Credit Hours: 3
Prerequisite: None

Course Description (as it appears in the current catalog): The study of primary wood processing techniques including: harvesting, log grading and scaling, lumber yield, and wood seasoning practices. Applications, properties, grades and purchasing of composite materials.

Proposed Course:
Course Number: AMMT 286
Title of Course: Primary Wood Processing (3 hours)
Credit Hours: 3
Prerequisite: None
Course Description (as it will appear in the next catalog): The study of primary wood processing techniques including: harvesting, log grading and scaling, lumber yield, and wood seasoning practices. Applications, properties, grades and purchasing of composite materials.

Additional Questions

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 11.9.17  Signature, Department Chairperson

☑ Approved: College Curriculum Committee
   Date 11.9.17  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 11.9.17  Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/07/17  Signature, Undergraduate Curriculum Committee Chair

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

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

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Request for Revision to Course- Revised Summer 2013
Request for Revision to Course

(Pittsburg State University)

Department: TWL College: COT

Contact Person: John Ivey  □ Faculty member  □ Chair

Submission Date: August 2017

Revision Effective: Spring 2018 (Semester/Year)

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

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

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

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Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 300
Title of Course: Wood Internship (____) (3-6 hours).
Credit Hours: 3-6
Prerequisite: Permission of instructor.

Course Description (as it appears in the current catalog): A planned work experience in a wood industry or business. The student will be employed by a wood industry or business, and both parties will submit reports and evaluations of experiences to the department coordinator. May be repeated for up to six credit hours. Offered on a Pass/Fail basis only. Prerequisite: Permission of instructor.

Proposed Course:
Course Number: AMMT 300
Title of Course: Architectural Manufacturing Internship (____) (3-6 hours)
Credit Hours: 3-6
Prerequisite: Permission of instructor.

Request for Revision to Course- Revised Summer 2013
Course Description (as it will appear in the next catalog): A planned work experience in an architectural manufacturing industry or business. The student will be employed by an industry or business, and both parties will submit reports and evaluations of experiences to the department coordinator. May be repeated for up to six credit hours. Offered on a Pass/Fail basis only. Prerequisite: Permission of instructor.

Additional Questions

1. Is this course to be considered for General Education? □ Yes  ☒ No
   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:
   
   Please realize that it will need to gain approval of the General Education Committee.

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

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ Approved: Department Chairperson
Date 11.9.17 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 11.9.17 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 11.9.17 Signature, Dean

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/3/17 Signature, Undergraduate Curriculum Committee Chair

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Lley  ☐ Faculty member  ☑ Chair

Revision Effective: Spring 2018 (Semester/Year)

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

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

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branding". Emails to administration, regarding "re-branding" and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from
old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 301

Title of Course: Finishing (3 hours)

Credit Hours: 3

Prerequisite: None

Course Description (as it appears in the current catalog): Use, application, and rubbing of all kinds of transparent and
opaque finishes that are applied by brush, spray, and the wipe-on methods for wood. Special attention is given modern
techniques and finishing procedures.

Proposed Course:
Course Number: AMMT 301

Title of Course: Finishing (3 hours)

Credit Hours: 3

Prerequisite: None
Course Description **(as it will appear in the next catalog):** Selection, use, and application—wipe-on, brush, spray of transparent and opaque finishes associated with architectural manufacturing. Special attention is given modern techniques and finishing procedures.

**Additional Questions**

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   
   None
PIZZBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
  Date 11.9.17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 11.9.17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 11.9.17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 11/13/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Ivey  Faculty member  Chair

Revision Effective: Spring 2018  (Semester/Year)

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

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

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same--this is simply "re-branding". Emails to administration, regarding "re-branding" and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 326

Title of Course: CAD for Wood Product Development II (3 hours)

Credit Hours: 3

Prerequisite: None

Course Description (as it appears in the current catalog): A continuation of WT 226 CAD for Wood Product Development, advancing the user level of AutoCAD. Exposure to 3-D modeling and other engineering software. Prerequisite: WT 226 CAD for Wood Product Development or GT 360 Computer Aided Drafting.

Proposed Course:
Course Number: AMMT 326

Title of Course: CAD for Architectural Product Development II (3 hours)

Credit Hours: 3

Prerequisite: None
Course Description (as it will appear in the next catalog): Advanced user level of AutoCAD. Exposure to 3-D modeling and other engineering software associated with architectural product design and development. Prerequisite: AMMT 226 CAD for Wood Product Development

Additional Questions

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

X Approved: Department Chairperson
Date 11-9-17 Signature, Department Chairperson

X Approved: College Curriculum Committee
Date 11-9-17 Signature, College Curriculum Committee Chair

X Approved: Dean of College
Date 11-9-17 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/13/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Iley  □ Faculty member  □ Chair

Revision Effective: Spring 2018 (Semester/Year)

Offered: (check all that apply)
☑ Fall  □ Spring  □ Summer

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

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same–this is simply "re-branding". Emails to administration, regarding "re-branding" and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 333

Title of Course: Tool Technology (3 hours)

Credit Hours: 3

Prerequisite: None

Course Description (as it appears in the current catalog): Basic machine maintenance, setup and adjustment, including electrical, lubrication, cleaning and precision measurement. Tooling materials and tooling for specific machines. Tool design and tooling variances related to wood species, chip load, quality of cut and manufacturing method

Proposed Course:
Course Number: AMMT 333

Title of Course: Tool Technology (3 hours)

Credit Hours: 3

Prerequisite: None

Course Description (as it will appear in the next catalog): Basic machine maintenance, setup and adjustment, including electrical, lubrication, cleaning and precision measurement. Tooling materials and tooling for specific machines. Tool
design and tooling variances related to wood species and other engineered materials, including chip load, quality of cut and manufacturing method.

Additional Questions

1. Is this course to be considered for General Education? □ Yes ☒ No

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? □ Yes ☒ No

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 11.9.17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
   Date 11.9.17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 11.9.17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/13/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.
Request for Deletion of Course
(Undergraduate Course Numbers through Course Number 699)

Department: **TWL**  College: **COT**  Submission Date: **August 2017**

Contact Person: **John Iley**  □ Faculty member  □ Chair

Will this deletion affect, any other department’s/college’s/unit’s curricula or programs at Pittsburg State University?
□ Yes  □ No

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

N/A - Course was for Wood Tech Majors only and not offered for 5+ years

Purpose/Justification for Course Deletion: **Course was part of Wood Technology--Residential Construction Emphasis, which is no longer going to be offered and being deleted as of January 2017, so course is no longer necessary. Course has not been offered for 5+ years because of low enrollments in emphasis. School of Construction now has a residential construction emphasis, so a similar emphasis in Wood Technology is redundant and unnecessary.**

Course to be Deleted:

Course Number: **WT 382**

Title of Course: **Construction Methods and Materials**

Credit Hours: **3**

Deletion Effective: **Spring 2018**  (Semester/Year)

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

Was this course a part of the General Education package? □ Yes  □ No

Is there a departmental course that will be proposed as a substitute? □ Yes  □ No

*Please realize that it will need to gain approval of the General Education Committee.*

Was this course required of any education majors? □ Yes  □ No

*If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.*
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 9.5.17   Signature, Department Chairperson

☑ Approved: College Curriculum Committee
   Date 9.29.17   Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 9.29.17   Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 1.3.17   Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Iley  □ Faculty member  □ Chair

Revision Effective: Spring 2018  (Semester/Year)

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

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

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same--this is simply “re-branding”. Emails to administration, regarding “re-branding” and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 383

Title of Course: Computer-Aided Manufacturing in Wood Technology (3 hours)

Credit Hours: 3

Prerequisite: None

Course Description (as it appears in the current catalog): Focus on CAM software to develop CNC programs for the wood industry. Emphasis on manual programming, tooling considerations, speed and feed rates, post-processors and transferring data from CAD, CAM and CNC.

Proposed Course:
Course Number: AMMT 383

Title of Course: Computer-Aided Manufacturing (CAM) in Architectural Manufacturing Technology (3 hours)

Credit Hours: 3

Prerequisite: None
Course Description (as it will appear in the next catalog): Focus on CAM software to develop CNC programs for the architectural manufacturing industry. Emphasis on manual programming, tooling considerations, speed and feed rates, post-processors and transferring data from CAD, CAM and CNC.

Additional Questions

1. Is this course to be considered for General Education? □ Yes ☒ No

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? □ Yes ☒ No

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 11.9.17 Signature, Department Chairperson

☐ Approved: College Curriculum Committee
   Date 11.9.17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 11.9.17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/13/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Levy  □ Faculty member  □ Chair

Revision Effective: Spring 2018  (Semester/Year)

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

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

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

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Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 399
Title of Course: Wood Technology Professional Development (2 hours)
Credit Hours: 2

Prerequisite: Permission of instructor

Course Description (as it appears in the current catalog): Preparation of students for employment in wood technology internships and full-time positions. Emphasis is placed on academic planning, certification opportunities and procedures, resume content, job search skills, job interview, business etiquette, time management and goal setting. Prerequisite: Permission of instructor.

Proposed Course:
Course Number: AMMT 399
Title of Course: Architectural Manufacturing Technology Professional Development (2 hours)
Credit Hours: 2

Prerequisite: Permission of instructor
Course Description (as it will appear in the next catalog): Preparation of students for employment in architectural manufacturing technology internships and full-time positions. Emphasis is placed on academic planning, certification opportunities and procedures, resume content, job search skills, job interview, business etiquette, time management and goal setting. Prerequisite: Permission of instructor.

Additional Questions

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 11.9.17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
   Date 11.9.17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 11.9.17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/3/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Iley  ☐ Faculty member  ☑ Chair

Revision Effective: Spring 2018 (Semester/Year)

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

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

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Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 400

Title of Course: Wood Internship (____) (3-6 hours)

Credit Hours: 3-6

Prerequisite: Permission of instructor.

Course Description (as it appears in the current catalog): A planned work experience in a wood industry or business. The student will be employed by a wood industry or business, and both parties will submit reports and evaluations of experiences to the department coordinator. May be repeated for up to six credit hours. Offered on a Pass/Fail basis only. Prerequisite: Permission of instructor.

Proposed Course:
Course Number: AMMT 400

Title of Course: Architectural Manufacturing Internship (____) (3-6 hours)

Credit Hours: 3-6

Prerequisite: Permission of instructor.
Course Description (as it will appear in the next catalog): A planned work experience in an architectural manufacturing industry or business. The student will be employed by an industry or business, and both parties will submit reports and evaluations of experiences to the department coordinator. May be repeated for up to six credit hours. Offered on a Pass/Fail basis only. Prerequisite: Permission of instructor.

Additional Questions
1. Is this course to be considered for General Education? ☐ Yes ☒ No

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

   Please realize that it will need to gain approval of the General Education Committee.

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

   If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 11.9.17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
   Date 11.9.17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 11.9.17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11.9.17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT

Submission Date: August 2017

Contact Person: John Iley  □ Faculty member  □ Chair

Revision Effective: Spring 2018 (Semester/Year)

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

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

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

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Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 403

Title of Course: Current Topics in Wood Technology (____) (1-3 hour)

Credit Hours: 1-3

Prerequisite: Permission of instructor

Course Description (as it appears in the current catalog): Current technical and managerial topics related to wood business and industry are presented. Guest lecturers and presenters from industry may be utilized. May be repeated if subject matter is different for a maximum of nine credit hours. Prerequisite: Permission of instructor.

Proposed Course:
Course Number: AMMT 403

Title of Course: Current Topics in Architectural Manufacturing Technology (____) (1-3 hour)

Credit Hours: 1-3

Prerequisite: Permission of instructor
Course Description (as it will appear in the next catalog): Current technical and managerial topics related to architectural manufacturing business and industry are presented. Guest lecturers and presenters from industry may be utilized. May be repeated if subject matter is different for a maximum of nine credit hours. Prerequisite: Permission of instructor

Additional Questions

1. Is this course to be considered for General Education? □ Yes  □ No

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? □ Yes  □ No

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
Date 11.9.17 Signature, Department Chairperson

☐ Approved: College Curriculum Committee
Date 11.9.17 Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
Date 11.9.17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/19/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: **TWL**  
College: **COT**  
Submission Date: **August 2017**

Contact Person: **John Iley**  
☐ Faculty member  ☒ Chair

Revision Effective: **Spring 2018**  
(Semester/Year)

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

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

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

This course change **ONLY** affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same--this is simply "re-branding". Emails to administration, regarding "re-branding" and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: **Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.**

Existing Course:  
Course Number: **WT 412**

Title of Course: **Overlay and Laminate Materials (3 hours)**

Credit Hours: **3**

Prerequisite: WT 282 Machine Woodworking or permission of instructor.

Course Description (as it appears in the current catalog): Characteristics, processes, applications of decorative laminates and other overlay materials utilized in wood industries. Emphasis on overlays, adhesives, substrates, and fabrication techniques. Industrial applications and trade standards for materials and products manufactured. Prerequisite: WT 282 Machine Woodworking or permission of instructor.

Proposed Course:  
Course Number: **AMMT 412**

Title of Course: **Overlay and Laminate Materials (3 hours)**

Credit Hours: **3**

Prerequisite: AMMT 282 Machine Processes in Architectural Manufacturing or permission of instructor
Course Description (as it will appear in the next catalog): Characteristics, processes, applications of decorative laminates and other overlay materials utilized in architectural manufacturing industries. Emphasis on overlays, adhesives, substrates, and fabrication techniques. Industrial applications and trade standards for materials and products manufactured. Prerequisite: AMMT 282 Machine Processes in Architectural Manufacturing or permission of instructor.

Additional Questions

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Submission Date: August 2017

Department: TWL  College: COT

Contact Person: John Ivey  [] Faculty member  [x] Chair

Revision Effective: Spring 2018 (Semester/Year)

Offered: (check all that apply)

[ ] Fall  [x] Spring  [ ] Summer

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

[ ] Yes  [x] No

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same--this is simply "re-branding". Emails to administration, regarding "re-branding" and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 426

Title of Course: Millwork and Casework (3 hours)

Credit Hours: 3

Prerequisite: WT 282 Machine Woodworking and WT 301 Finishing

Course Description (as it appears in the current catalog): Architectural woodwork quality standards, blueprint reading, woodworking plant layout, selection and justification of equipment and flow of materials. Prerequisites: WT 282 Machine Woodworking and WT 301 Finishing.

Proposed Course:
Course Number: AMMT 426

Title of Course: Architectural Millwork and Casework (3 hours)

Credit Hours: 3

Prerequisite: AMMT 282 Machine Processes in Architectural Manufacturing and AMMT 301 Finishing or permission of instructor.
Course Description (as it will appear in the next catalog): Architectural woodwork quality standards, blueprint reading, plant layout, selection and justification of equipment and flow of materials. Prerequisites: AMMT 282 Machine Processes in Architectural Manufacturing and AMMT 301 Finishing

Additional Questions

1. Is this course to be considered for General Education? □ Yes  ☒ No
   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:
   
   Please realize that it will need to gain approval of the General Education Committee.

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

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSGURB STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
  Date 11.9.17  Signature, Department Chairperson

☐ Approved: College Curriculum Committee
  Date 11.9.17  Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
  Date 11.9.17  Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 11/12/17  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Iley  □ Faculty member  □ Chair

Revision Effective: Spring 2018 (Semester/Year)

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

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

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same—this is simply “re-branding”. Emails to administration, regarding “re-branding” and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 454

Title of Course: CNC Application for Wood Industry (3 hours)

Credit Hours: 3

Prerequisite: WT 383 Computer-Aided Manufacturing in Wood Technology

Course Description (as it appears in the current catalog): Learn the use of CNC routers emphasizing manufacturing methods found in the wood industry. Use of 3 axis and 5 axis routers to construct projects. Prerequisite: WT 383 Computer-Aided Manufacturing in Wood Technology.

Proposed Course:
Course Number: AMMT 454

Title of Course: CNC Applications for Architectural Manufacturing Industry (3 hours)

Credit Hours: 3

Prerequisite: AMMT 383 Computer-Aided Manufacturing in Architectural Manufacturing Technology
Course Description (as it will appear in the next catalog): Learn the use of CNC routers emphasizing manufacturing methods found in the architectural manufacturing industry. Use of 3 axis and 5 axis routers to construct projects. Prerequisite: AMMT 383 Computer-Aided Manufacturing in Architectural Manufacturing Technology.

Additional Questions

1. Is this course to be considered for General Education? □ Yes  □ No

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? □ Yes  □ No

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
  Date 11.9.17  Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 11.9.17  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 11.9.17  Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 11.9.17  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Iley  □ Faculty member  □ Chair

Revision Effective: Spring 2018 (Semester/Year)

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

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

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same--this is simply "re-branding". Emails to administration, regarding "re-branding" and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 511

Title of Course: Production Techniques in Woods (3 hours)

Credit Hours: 3

Prerequisite: WT 454 CNC Application for Wood Industry and WT 426 Millwork and Casework

Course Description (as it appears in the current catalog): Explorations of various techniques used in mass production. Analyze plant layouts, selection and justification of equipment and evaluate production processes, through group production project. Prerequisites: WT 454 CNC Application for Wood Industry and WT 426 Millwork and Casework.

Proposed Course:
Course Number: AMMT 511

Title of Course: CNC Application for Architectural Manufacturing Industry (3 hours)

Credit Hours: 3

Prerequisite: AMMT 454 CNC Application for Architectural Manufacturing Industry and AMMT 426 Millwork and Casework.
Course Description (as it will appear in the next catalog): Explorations of various techniques used in mass production. Analyze plant layouts, selection and justification of equipment and evaluate production processes, through group production project. Prerequisites: AMMT 454 CNC Application for Architectural Manufacturing Industry and AMMT 426 Millwork and Casework.

Additional Questions

1. Is this course to be considered for General Education? □ Yes  □ No

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? □ Yes  □ No

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

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

   None

Request for Revision to Course- Revised Summer 2013
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 11.9.17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
   Date 11.9.17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 11.9.17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/9/17 Signature, Undergraduate Curriculum Committee Chair

☑ Approved: Faculty Senate
   Date ______ Signature, Recording Secretary, Faculty Senate

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017
Contact Person: John Iley  □ Faculty member  □ Chair
Revision Effective: Spring 2018  (Semester/Year)

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

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

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

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Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 523
Title of Course: Computer Applications in Cabinetmaking (3 hours)
Credit Hours: 3
Prerequisite: Co-requisite: WT 525 CABINETS AND FIXTURES

Course Description (as it appears in the current catalog): Applications of computer software in the cabinetmaking industry. Setup and use of popular computer software used in the manufacture of kitchen cabinets. Applications of such software as applied to custom furniture design and CNC applications. Corequisite: WT 525 CABINETS AND FIXTURES.

Proposed Course:
Course Number: AMMT 523
Title of Course: Computer Applications in Cabinetmaking (3 hours)
Credit Hours: 3
Prerequisite: Co-requisite: AMMT 525 CABINETS AND FIXTURES
Course Description (as it will appear in the next catalog): Applications of computer software in the cabinetmaking industry. Setup and use of industry-standard software used in the manufacture of kitchen cabinets. Applications of such software as applied to custom furniture design and CNC applications. Corequisite: AMMT 525 Cabinets and Fixtures.

Additional Questions

1. Is this course to be considered for General Education? □ Yes   ☒ No

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? □ Yes   ☒ No

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 11.9.17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 11.9.17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 11.9.17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 6/13/17 Signature, Undergraduate Curriculum Committee Chair

☑ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Iley  □ Faculty member  □ Chair

Revision Effective: Spring 2018  (Semester/Year)

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

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

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Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program. Hours reduced from 3-5 to 3, because no one has taken it for 5 hours in 20+ years.

Existing Course:
Course Number: WT 525

Title of Course: Cabinets and Fixtures (3-5 hours)
Credit Hours: 3-5

Prerequisite: WT 282 Machine Woodworking and WT 301 Finishing

Course Description (as it appears in the current catalog): Practical production problems involving contemporary materials and production techniques used in cabinet fixtures. Planning, layout and design, terminology, estimating, production sequence, types of construction, surface decorations, plastic laminates and installations. Prerequisites: WT 282 Machine Woodworking and WT 301 Finishing.

Proposed Course:
Course Number: AMMT 525

Title of Course: Cabinets and Fixtures (3 hours)
Credit Hours: 3

Prerequisite: AMMT 282 Machine Processes in Architectural Manufacturing and AMMT 301 Finishing.
Course Description (as it will appear in the next catalog): Practical production problems involving contemporary materials and production techniques used in cabinet fixtures, Planning, layout and design, terminology, estimating, production sequence, types of construction, surface decorations, plastic laminates and installations. Prerequisites: AMMT 282 Machine Processes in Architectural Manufacturing and AMMT 301 Finishing.

Additional Questions

1. Is this course to be considered for General Education? □ Yes ☒ No

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?  
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 11.9.17  Signature, Department Chairperson

☐ Approved: College Curriculum Committee
   Date 11.9.17  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 11.9.17  Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/3/17  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Iley  □ Faculty member  □ Chair

Revision Effective: Spring 2018 (Semester/Year)

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

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

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same—this is simply "re-branding". Emails to administration, regarding "re-branding" and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 585

Title of Course: Wood Production Estimating (3 hours)

Credit Hours: 3

Prerequisite: WT 380 Production Techniques in Woods

Course Description (as it appears in the current catalog): Survey of the estimating techniques commonly used by secondary wood product manufacturers with emphasis on computer applications. Prerequisite: WT 380 Production Techniques in Woods.

Proposed Course:
Course Number: AMMT 585

Title of Course: Architectural Product Production Estimating (3 hours)

Credit Hours: 3

Prerequisite: AMMT 511 Production Techniques in Architectural Product Manufacturing

Request for Revision to Course- Revised Summer 2013
Course Description (as it will appear in the next catalog): Survey of the estimating techniques commonly used by architectural product manufacturers with emphasis on computer applications. Prerequisite: AMMT 511 Production Techniques in Architectural Product Manufacturing.

Additional Questions

1. Is this course to be considered for General Education? □ Yes  ☒ No  
   
   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:
   
   Please realize that it will need to gain approval of the General Education Committee.

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

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?  
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ Approved: Department Chairperson
Date 11.9.17  Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 11.9.17  Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 11.9.17  Signature, Dean

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/15/17  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017
Contact Person: John Iley  Faculty member  Chair
Revision Effective: Spring 2018  (Semester/Year)
Offered: (check all that apply)
☐ Fall  ☑ Spring  ☐ Summer

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

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same—this is simply “re-branding”. Emails to administration, regarding “re-branding” and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 602
Title of Course: Manufacturing Facility Maintenance and Management (3 hours)
Credit Hours: 3
Prerequisite: WT 333 Tool Technology

Course Description (as it appears in the current catalog): A study of manufacturing facility systems. Management of maintenance programs and personnel. Design, inspection, and maintenance of electrical, pneumatic, hydraulic, and environmental systems. The wood manufacturing industry is the primary focus of this course. Prerequisite: WT 333 Tool Technology.

Proposed Course:
Course Number: AMMT 602
Title of Course: Manufacturing Facility Maintenance and Management (3 hours)
Credit Hours: 3
Prerequisite: AMMT 333 Tool Technology

Pittsburg State University
Course Description (as it will appear in the next catalog): A study of manufacturing facility systems, Management of maintenance programs and personnel. Design, inspection, and maintenance of electrical, pneumatic, hydraulic, and environmental systems. The architectural wood manufacturing industry is the primary focus of this course. Prerequisite: AMMT 333 Tool Technology.

Additional Questions
1. Is this course to be considered for General Education? ☐ Yes ☒ No
   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?  
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
   Date 11.9.17  Signature, Department Chairperson

☐ Approved: College Curriculum Committee
   Date 11.9.17  Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
   Date 11.9.17  Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/13/17  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.
Request for Deletion of Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Iley  □ Faculty member  □ Chair

Will this deletion affect, any other department’s/college’s/unit’s curricula or programs at Pittsburg State University?
□ Yes  □ No

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
N/A - Course was for Wood Tech Majors only and not offered for 5+ years

Purpose/Justification for Course Deletion: Course was part of Wood Technology—Residential Construction Emphasis, which is no longer going to be offered and being deleted as of January 2017, so course is no longer necessary. Course has not been offered for 5+ years because of low enrollments in emphasis. School of Construction now has a residential construction emphasis, so a similar emphasis in Wood Technology is redundant and unnecessary.

Course to be Deleted:
Course Number: WT 682

Title of Course: Residential Construction Software: Planning and Management

Credit Hours: 3

Deletion Effective: Spring 2018  (Semester/Year)

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

Was this course a part of the General Education package? □ Yes  □ No

Is there a departmental course that will be proposed as a substitute? □ Yes  □ No
Please realize that it will need to gain approval of the General Education Committee.

Was this course required of any education majors? □ Yes  □ No
If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ Approved: Department Chairperson
Date 9.5.17  Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 9.29.17  Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 9.29.17  Signature, Dean

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/13/17  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Iley  Faculty member  Chair

Revision Effective: Spring 2018  (Semester/Year)

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

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

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same--this is simply "re-branding". Emails to administration, regarding "re-branding" and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 691

Title of Course: Furniture Design and Development (3 hours)

Credit Hours: 3

Prerequisite: None

Course Description (as it appears in the current catalog): (2 hours lecture, 2 hours laboratory). Study of the design phase (both historical and futuristic) of furniture design. Design prototypes, create conceptual drawings of furniture, develop and interpret sets of production drawings.

Proposed Course:
Course Number: AMMT 691

Title of Course: Architectural Product Design and Development (3 hours)

Credit Hours: 3

Prerequisite: None
Course Description (as it will appear in the next catalog): (2 hours lecture, 2 hours laboratory). Study of the design phase (both historical and futuristic) of architectural products and furniture design, and styles of architectural environments. Design prototypes, create conceptual drawings of furniture or architectural products for a specific environment, develop and interpret sets of production drawings.

Additional Questions

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

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
  Date 11.9.17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 11.9.17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 11.9.17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 11/15/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT  Submission Date: August 2017

Contact Person: John Iley  Faculty member  Chair

Revision Effective: Spring 2018  (Semester/Year)

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

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

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same--this is simply "re-branding". Emails to administration, regarding "re-branding" and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program. Hours reduced from 3-5 to 3, because no one has taken it for 5 hours in 20+ years.

Existing Course:
Course Number: WT 692
Title of Course: Furniture Manufacturing (3-5 hours)
Credit Hours: 3-5
Prerequisite: WT 691 Furniture Design and Development and WT 511 Production Techniques in Woods

Course Description (as it appears in the current catalog): Development, fabrication and finish a prototype piece of furniture. Prerequisites: WT 691 Furniture Design and Development and WT 511 Production Techniques in Woods.

Proposed Course:
Course Number: AMMT 692
Title of Course: Architectural Manufacturing Capstone Project (3 hours)
Credit Hours: 3
Prerequisite: AMMT 691 Architectural Product Design and Development, and AMMT 511 Production Techniques in Architectural Manufacturing
Course Description (as it will appear in the next catalog): Engineer, fabricate, and finish a prototype architectural product. Prerequisites: AMMT 691 Architectural Product Design and Development, and AMMT 511 Production Techniques in Architectural Manufacturing.

Additional Questions
1. Is this course to be considered for General Education? □ Yes ☒ No
   
   If "yes," please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:
   
   Please realize that it will need to gain approval of the General Education Committee.

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

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

Request for Revision to Course: Revised Summer 2013
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ Approved: Department Chairperson
Date 11/9/17  Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 11/9/17  Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 11/9/17  Signature, Dean

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/13/17  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: TWL  College: COT
Contact Person: John Ivey  ☐ Faculty member  ☑ Chair
Submission Date: August 2017

Revision Effective: Spring 2018 (Semester/Year)

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

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

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

This course change ONLY affects AAS, BST, BAST degrees and Minor associated with the Architectural Manufacturing Management and Technology program, and course is not part of any other degree program on campus. Content of course is essentially the same--this is simply "re-branding". Emails to administration, regarding "re-branding" and approval are available, but not attached because of no. of change forms (32).

Purpose/Justification for Revision to Course: Change of prefix and description to better align with program change from old Wood Technology program to new Architectural Manufacturing Management and Technology program.

Existing Course:
Course Number: WT 699
Title of Course: Wood Technology Senior Seminar (1 hour)
Credit Hours: 1
Prerequisite: Senior or second semester junior standing

Course Description (as it appears in the current catalog): A capstone wood course simulating situations students encounter in employment and assessment of personal, professional, and technological competencies. Authentic assessments such as portfolios will be used. Prerequisite: Senior or second semester junior standing.

Proposed Course:
Course Number: AMMT 699
Title of Course: Architectural Manufacturing Senior Seminar (1 hour)
Credit Hours: 1
Prerequisite: Senior or second semester junior standing
Course Description (as it will appear in the next catalog): A capstone architectural manufacturing management and technology course simulating situations students encounter in employment; and assessment of personal, professional, and technological competencies. Authentic assessments such as portfolios will be used. Prerequisite: Senior or second semester junior standing.

Additional Questions

1. Is this course to be considered for General Education? □ Yes  ☒ No

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   Please realize that it will need to gain approval of the General Education Committee.

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

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
   Date 11.9.17 Signature, Department Chairperson

☐ Approved: College Curriculum Committee
   Date 11.9.17 Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
   Date 11.9.17 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/1/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Program

Department: TWL  College: COT  Submission Date: August 2017
Contact Person: John Iley  Faculty member  Chair
Revision Effective: Spring 2018 (Semester/Year)
Offered: (check all that apply)
☒ Fall
☒ Spring
☒ Summer

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

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

Program changes ONLY affects AAS with the major in Architectural Manufacturing Technology program, and does not affect any other degree program on campus. Program is essentially the same—this is simply "re-branding". Emails to administration, regarding "re-branding" and approval are available, but not attached because of no. of change forms (32).

Existing Program and Program Name:
Associate of Applied Science Degree with a Major in Wood Technology

Proposed Program and Program Name:
Associate of Applied Science Degree with a Major in Architectural Manufacturing Technology

[Comparison of Existing Program and Proposed Program are Shown by Table on Next Page]

Purpose/Justification for Revision to Program/Rationale:
The purpose of this change is to rebrand the Wood Technology program. The proposed new name is Architectural Manufacturing Management and Technology. The above recommendation is based on the efforts of the PSU Wood Technology Advisory Board, a national council of leaders from architectural manufacturing industries and constituents.
Rebranding is done for the following reasons:
1. Rebranded name better reflects of today's architectural manufacturing industries—architectural millwork, store fixture, cabinetry, and manufacturing industries.
2. New name better describes the program and its curriculum. Several courses utilize Architectural Woodworking Institute (AWI) Standards as a required text for the course.
3. Wood Technology (old name) is perceived by constituents as being detrimental to recruitment efforts and marketing of the program and its graduates. It is very challenging to explain the Wood Technology program to students, parents, and industry constituents. It is routinely described in terms of architectural product manufacturing and professional positions—managers, product engineers, etc. associated with it. The words "wood" and "woodworking" are perceived as primary offenders for turning parents away from the program and consequently potential students.
4. Results of recruitment efforts should be better with the rebranded name. Successful recruitment for this program is critical because the demand for graduates dwarfs the supply.
5. Marketing the program and its graduates to other companies, that previously did not recruit at PSU, should improve.
6. Rebranded name is a product of PSU Wood Technology Advisory Board's research efforts and initiative.
The Residential Construction emphasis was also deleted, because similar emphasis is offered by School of Construction.
<table>
<thead>
<tr>
<th>Current Program: AAS in Wood Technology</th>
<th>Proposed Program: AAS in Architectural Manufacturing Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL EDUCATION REQUIREMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>Basic Skills (12 hours)</td>
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<tr>
<td>COMM 207 Speech Communication</td>
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<tr>
<td>ENGL 101 English Composition</td>
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</tr>
<tr>
<td>MATH 113 College Algebra or approved substitute</td>
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<tr>
<td>CSIS Computer Information Systems or demonstrated computer proficiency</td>
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<tr>
<td>Core Course (3 hours)</td>
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<tr>
<td>PSYCH 155 General Psychology</td>
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<tr>
<td>Approved electives (3-4 hours)</td>
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<tr>
<td>MATH 122 Plane Trigonometry or</td>
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<tr>
<td>ACCT 201 Financial Accounting or</td>
<td></td>
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<tr>
<td>CHEM 105 and 106 Introductory Chemistry and Lab or</td>
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<tr>
<td>Electives approved by advisor</td>
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<td>Total</td>
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<tr>
<td><strong>Technical Courses (33 hours)</strong></td>
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<tr>
<td>Wood Technology Area</td>
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<tr>
<td>WT-182: Wood Science</td>
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<tr>
<td>WT-185: Fundamentals of Wood Technology</td>
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<tr>
<td>WT-282: Machine Woodworking</td>
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<td>WT-286: Primary Wood Processing</td>
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<td>WT-300: Wood Internship ( )</td>
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<tr>
<td>WT-301: Finishing</td>
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<tr>
<td>WT-333: Tool Technology</td>
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<td>WT-383: Computer-Aided Manufacturing in Wood Technology</td>
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<tr>
<td>WT-412: Overlay and Laminate Materials</td>
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<tr>
<td>WT-511: Production Techniques in Woods</td>
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<tr>
<td>WT-525: Cabinets and Fixtures</td>
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<tr>
<td><strong>At Least One of the Following Emphasis Areas Must Be Completed</strong></td>
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<tr>
<td>Emphasis Area One: Wood Product Manufacturing (15 hours)</td>
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<td>WT-326: CAD for Wood Product Development II</td>
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<tr>
<td>WT-454: CNC Application for Wood Industry</td>
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<tr>
<td>WT-585: Wood Production Estimating</td>
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<td>WT-691: Furniture Design and Development</td>
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<td>WT-692: Furniture Manufacturing</td>
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<td>Emphasis Area Two: Residential Construction (15 hours)</td>
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<td>CM CET 133: Construction Graphics</td>
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<td>WT-382: Construction Methods and Materials</td>
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<tr>
<td>CM CET 631: Construction Estimating I</td>
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<td>WT-682: Residential Construction Software: Planning and Management</td>
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<td>Total</td>
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</table>

Total hours for Associate of Applied Science Degree with a Major in Wood Technology (66-67 hours).

**Additional Questions**

1. Is this program to be considered for General Education?  
   - Yes  
   - No

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

   Please realize that it will need to gain approval of the General Education Committee.

2. Will this program be required of any education majors?  
   - Yes  
   - No

   If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

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

Request for Revision to Course- Revised Summer 2013
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 11.9.17  Signature, Department Chairperson

☑ Approved: College Curriculum Committee
   Date 11.9.17  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 11.9.17  Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/17/17  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Program

Department: TWL  College: COT  Submission Date: August 2017
Contact Person: John Iley  □ Faculty member  □ Chair
Revision Effective: Spring 2018 (Semester/Year)
Offered: (check all that apply)
□ Fall  □ Spring  □ Summer

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

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

Program changes ONLY affects BST with the major in Architectural Manufacturing Management and Technology program, and does not affect any other degree program on campus. Program is essentially the same--this is simply “re-branding”. Emails to administration, regarding “re-branding” and approval are available, but not attached because of no. of change forms (32).

Existing Program and Program Name:
Bachelor of Science in Technology with a Major in Wood Technology

Proposed Program and Program Name:
Bachelor of Science in Technology with a Major in Architectural Manufacturing Management and Technology

[Comparison of Existing Program and Proposed Program are Shown by Table on Next Page]

Purpose/Justification for Revision to Program/Rationale:
The purpose of this change is to rebrand the Wood Technology program. The proposed new name is Architectural Manufacturing Management and Technology. The above recommendation is based on the efforts of the PSU Wood Technology Advisory Board, a national council of leaders from architectural manufacturing industries and constituents.
Rebranding is done for the following reasons:
1. Rebranded name better reflects of today’s architectural manufacturing industries—architectural millwork, store fixture, cabinet and manufacturing industries.
2. New name better describes the program and its curriculum. Several courses utilize Architectural Woodworking Institute (AWI) Standards as a required text for the course.
3. Wood Technology (old name) is perceived by constituents as being detrimental to recruitment efforts and marketing of the program and its graduates. It is very challenging to explain the Wood Technology program to students, parents, and industry constituents. It is routinely described in terms of architectural product manufacturing and professional positions—managers, product engineers, etc. associated with it. The words “wood” and “woodworking” are perceived as primary offenders for turning parents away from the program and consequently potential students.
4. Results of recruitment efforts should be better with the rebranded name. Successful recruitment for this program is critical because the demand for graduates dwarfs the supply (e.g., In a recent year, approximately 40 companies came to specifically recruit Wood Tech graduates and interns. Program had only 12 graduates and 50 majors.)
5. Marketing the program and its graduates to other companies, that previously did not recruit at PSU, should improve.
6. Rebranded name is a product of PSU Wood Technology Advisory Board’s research efforts and initiative.
7. This program is the ONLY four-year program related to architectural manufacturing management and technology in the United States. Its name should reflect what it is.

The Residential Construction emphasis was also deleted, because similar emphasis is offered by School of Construction.
## Existing Program and Proposed Program:

<table>
<thead>
<tr>
<th>Current Program</th>
<th>Proposed Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students in this program will also complete 46-53 hours of general education course work.</strong></td>
<td><strong>Students in this program will also complete 46-53 hours of general education course work.</strong></td>
</tr>
<tr>
<td><strong>Support Courses (12 hours)</strong></td>
<td><strong>Support Courses (12 hours)</strong></td>
</tr>
<tr>
<td>MATH-122: Plane Trigonometry</td>
<td>MATH-122: Plane Trigonometry</td>
</tr>
<tr>
<td>OR MATH-143: Elementary Statistics</td>
<td>OR MATH-143: Elementary Statistics</td>
</tr>
<tr>
<td>ECON-200: Principles of Microeconomics</td>
<td>ECON-200: Principles of Microeconomics</td>
</tr>
<tr>
<td>ENGL-301: Technical/Professional Writing</td>
<td>ENGL-301: Technical/Professional Writing</td>
</tr>
<tr>
<td><strong>Technical Courses</strong></td>
<td><strong>Technical Courses</strong></td>
</tr>
<tr>
<td><strong>Wood Technology Area</strong></td>
<td><strong>Wood Technology Area</strong></td>
</tr>
<tr>
<td>WT-182: Wood Science</td>
<td>AMMT-182: Wood Science</td>
</tr>
<tr>
<td>WT-228: CAD for Wood Product Development</td>
<td>AMMT-326: CAD for Architectural Product Development</td>
</tr>
<tr>
<td>OR GT-360: Computer Aided Drafting</td>
<td>AMMT-282: Machine Processes in Architectural Manufacturing</td>
</tr>
<tr>
<td>OR GT-361: Technical Graphics with AutoCAD</td>
<td>AMMT-286: Primary Wood Processing</td>
</tr>
<tr>
<td>AND GT-362: AutoCAD Applications</td>
<td>AMMT-301: Finishing</td>
</tr>
<tr>
<td></td>
<td>AMMT-333: Tool Technology</td>
</tr>
<tr>
<td>WT-285: Primary Wood Processing</td>
<td>AMMT-399: Architectural Manufacturing Tech Professional Development</td>
</tr>
<tr>
<td>WT-301: Finishing</td>
<td>AMMT-412: Overlay and Laminate Materials</td>
</tr>
<tr>
<td>WT-334: Tool Technology</td>
<td>AMMT-426: Architectural Millwork and Casework</td>
</tr>
<tr>
<td>WT-335: Wood Technology Professional Development</td>
<td>AMMT-523: Computer Applications in Cabinetmaking</td>
</tr>
<tr>
<td>WT-412: Overlay and Laminate Materials</td>
<td>AMMT-525: Cabinets and Funitures</td>
</tr>
<tr>
<td>WT-426: Millwork and Casework</td>
<td>AMMT-602: Manufacturing Facility Maintenance and Management</td>
</tr>
<tr>
<td>WT-511: Production Techniques in Woods</td>
<td>AMMT-699: Architectural Manufacturing Senior Seminar</td>
</tr>
</tbody>
</table>
| WT-523: Computer Applications in Cabinetmaking | | 1
| WT-525: Cabinets and Funitures | | 1
| WT-602: Manufacturing Facility Maintenance and Management | | 1
| WT-699: Wood Technology Senior Seminar | | 1
| WT-525 Cabinets and Funitures must be taken for three hours. | | 1
| **Technical Courses** | **Technical Courses** |
| **Wood Technology Area** | **Wood Technology Area** |
| AMMT-282: Machine Processes in Architectural Manufacturing | AMMT-286: Primary Wood Processing |
| AMMT-301: Finishing | AMMT-333: Tool Technology |
| AMMT-426: Architectural Millwork and Casework | AMMT-511: Production Techniques in Architectural Product Manufacturing |
| AMMT-523: Computer Applications in Cabinetmaking | AMMT-525: Cabinets and Funitures |
| AMMT-525: Cabinets and Funitures | AMMT-602: Manufacturing Facility Maintenance and Management |
| | | | 1
| **General Technology Support Courses** | **General Technology Support Courses** |
| Choose between Wood Product Manufacturing or Residential Construction Emphasis or Wood Teacher Training- Technical Education Emphasis. | Choose between Wood Product Manufacturing or Teacher Training Education Emphasis. |
| **Wood Product Manufacturing or Residential Construction Emphasis** | **Wood Product Manufacturing or Residential Construction Emphasis** |
| **Estimation** | **Estimation** |
| EST-393: Introduction to Industrial Safety | EST-393: Introduction to Industrial Safety |
| EST-395: Introduction to Construction Safety | EST-395: Introduction to Construction Safety |
| MFGET-405: Quality Control | MFGET-405: Quality Control |
| TM-605: Industrial Supervision | TM-605: Industrial Supervision |
| WT-400: Wood Internship | WT-400: Wood Internship |
| | | | 3-6
| **Wood Teacher Training- Technical Education Emphasis** | **Wood Teacher Training- Technical Education Emphasis** |
| TTED-479: Techniques for Teaching Career and Technical Education | TTED-479: Techniques for Teaching Career and Technical Education |
| TTED-699: Using Technology as an Instructional Tool | TTED-699: Using Technology as an Instructional Tool |
| | | | 3-6
| **At Least One of the Following Emphasis Areas Must Be Completed** | **At Least One of the Following Emphasis Areas Must Be Completed** |
| **Emphasis Area One: Wood Product Manufacturing (18 hours)** | **Emphasis Area One: Wood Product Manufacturing (18 hours)** |
| WT-300: Wood Internship | AMMT-330: Architectural Manufacturing Internship |
| WT-326: CAD for Wood Product Development II | AMMT-326: CAD for Architectural Product Development II |
| WT-454: CNC Application for Wood Industry | AMMT-454: CNC Applications for Architectural Manufacturing Industry |
| WT-692: Furniture Manufacturing | | 3-5
| WT-300 Internship should be taken as Product Manufacturing. | WT-692 Furniture Manufacturing must be taken for three hours. |
| **Emphasis Area Two: Residential Construction (15 hours)** | **Emphasis Area Two: Residential Construction (15 hours)** |
| WT-300: Wood Internship | AMMT-330: Architectural Manufacturing Internship |
| WT-306: Construction Methods and Materials | AMMT-326: CAD for Architectural Product Development |
| WT-682: Residential Construction Software: Planning and Management | AMMT-651: Architectural Product Design and Development |
| | AMMT-692: Architectural Manufacturing Capstone Program |
| WT 300 Wood Internship should be taken as Residential Construction. | | 3-6
| CMET 631 or approved CMET or WT substitute. | | 3-6
| **Emphasis Area Three: Wood Teacher Training (18 hours)** | **Emphasis Area Three: Wood Teacher Training (18 hours)** |
| Technical Education** | Technical Education*** |
| TTED-361: Student Assessment Development in CTE | TTED-361: Student Assessment Development in CTE |
| TTED-696: Components of Work-based Learning in CTE | TTED-696: Components of Work-based Learning in CTE |
| TTED-697: Instruction and Identification of Students with Special Needs | TTED-697: Identification and Instruction of Students with Special Needs |
| OR SPED-510: Overview of Special Education | SPED-510: Overview of Special Education |
| TE* 780: Classroom Management in CTE | TE* 496 Organization and Management for Technology & Engineering Ed* |
| Total minimum hours required for degree (124 hours). | Total minimum hours required for degree (124 hours). |

**Courses recommended for those seeking 7-12 Technology & Engineering Certification.**

***Courses recommended for those seeking 7-12 Technology & Engineering Certification. Those seeking teacher certification, additional coursework is required. See Technical Teacher Education or Technology & Engineering Education Advisor for more information.**
Additional Questions

1. Is this program to be considered for General Education? ☐ Yes ☒ No

   If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   __________________________________________________________

   Please realize that it will need to gain approval of the General Education Committee.

2. Will this program be required of any education majors? ☐ Yes ☒ No

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this Program (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
  Date 11.9.17  Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 11.9.17  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 11.9.17  Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 11/9/17  Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Department: **TWI**  College: **COT**  Submission Date: **August 2017**

Contact Person: **John Iley**  □ Faculty member  ☒ Chair

Revision Effective: **Spring 2018**  (Semester/Year)

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

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

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

Program changes ONLY affects BAS with the major in Technology—Architectural Manufacturing Management and Technology Emphasis program, and does not affect any other degree program on campus. Program is essentially the same—this is simply “re-branding”. Emails to administration, regarding “re-branding” and approval are available, but not attached because of no. of change forms (32).

Existing Program and Program Name:

**Bachelor of Applied Science Degree with a Major in Technology – Wood Technology Emphasis**

Proposed Program and Program Name:

**Bachelor of Applied Science Degree with a Major in Technology – Architectural Manufacturing Management and Technology Emphasis**

[Comparison of Existing Program and Proposed Program are Shown by Table on Next Page]

Purpose/Justification for Revision to Program/Rationale:

The purpose of this change is to rebrand the Wood Technology program. The proposed new name is **Architectural Manufacturing Management and Technology**. The above recommendation is based on the efforts of the **PSU Wood Technology Advisory Board**, a national council of leaders from architectural manufacturing industries and constituents.

Rebranding is done for the following reasons:
1. Rebranded name better reflects of today’s architectural manufacturing industries—architectural millwork, store fixture, cabinet and manufacturing industries.
2. New name better describes the program and its curriculum. Several courses utilize **Architectural Woodworking Institute (AWI) Standards** as a required text for the course.
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**Existing Program and Proposed Program***:

<table>
<thead>
<tr>
<th>Current Program</th>
<th>Proposed Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Support Courses</strong></td>
<td><strong>Business Support Courses</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Business Courses (9 hours)</strong></td>
<td><strong>Business Courses (9 hours)</strong></td>
</tr>
<tr>
<td>MGMT 444: Legal and Social Environment of Business</td>
<td>MGMT 444: Legal and Social Environment of Business</td>
</tr>
<tr>
<td>or MKTG-330: Principles of Marketing or approved 300 and above business–related course (e.g., TQM)</td>
<td>or MKTG-330: Principles of Marketing or approved 300 and above business–related course (e.g., TQM)</td>
</tr>
<tr>
<td><strong>Technology Management (Organization and Leadership)</strong> (12 hours)</td>
<td><strong>Technology Management (Organization and Leadership)</strong> (12 hours)</td>
</tr>
<tr>
<td>TM 606: Industrial Supervision</td>
<td>TM 606: Industrial Supervision</td>
</tr>
<tr>
<td>or MS&amp;E 405: Quality Control</td>
<td>or MS&amp;E 405: Quality Control</td>
</tr>
<tr>
<td>EST 893: Introduction to Industrial Safety</td>
<td>EST 893: Introduction to Industrial Safety</td>
</tr>
<tr>
<td>WT-426: Millwork and Casework</td>
<td>WT-426: Millwork and Casework</td>
</tr>
<tr>
<td>WT-602: Manufacturing Facility Maintenance and Management</td>
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</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td># – Training (Technical-Related Education and Education) courses may be substituted for candidates interested in more of a “training emphasis”.</td>
<td># – Training (Technical-Related Education and Education) courses may be substituted for candidates interested in more of a “training emphasis”.</td>
</tr>
<tr>
<td>Technical Specialization, Support and Electives</td>
<td>Technical Specialization, Support and Electives</td>
</tr>
<tr>
<td><strong>Wood Technology Emphasis Core Courses</strong></td>
<td><strong>Wood Technology Emphasis Core Courses</strong></td>
</tr>
<tr>
<td>WT-300: Wood Technology (___)</td>
<td>WT-300: Wood Technology (___)</td>
</tr>
<tr>
<td>WT-390: Wood Technology Professional Development</td>
<td>WT-390: Wood Technology Professional Development</td>
</tr>
<tr>
<td>WT-690: Wood Technology Senior Seminar</td>
<td>WT-690: Wood Technology Senior Seminar</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Specialization (36+hours)</td>
<td>Technical Specialization (36+hours)</td>
</tr>
<tr>
<td>(These are community college transfer credits; technical component of AAS degree)</td>
<td>(These are community college transfer credits; technical component of AAS degree)</td>
</tr>
<tr>
<td><strong>Wood Technology Electives (Select 15 from below)</strong></td>
<td><strong>Wood Technology Electives (Select 15 from below)</strong></td>
</tr>
<tr>
<td>WT-182: Wood Science</td>
<td>WT-182: Wood Science</td>
</tr>
<tr>
<td>WT-405: Wood Internship (___)</td>
<td>WT-405: Wood Internship (___)</td>
</tr>
<tr>
<td>WT-454: CNC Application for Wood Industry</td>
<td>WT-454: CNC Application for Wood Industry</td>
</tr>
<tr>
<td>WT-511: Production Techniques in Wood</td>
<td>WT-511: Production Techniques in Wood</td>
</tr>
<tr>
<td>WT-525: Computer Applications in Cabinetmaking</td>
<td>WT-525: Computer Applications in Cabinetmaking</td>
</tr>
<tr>
<td>WT-526: Cabinets and Fixtures</td>
<td>WT-526: Cabinets and Fixtures</td>
</tr>
<tr>
<td>WT-691: Furniture Design and Development</td>
<td>WT-691: Furniture Design and Development</td>
</tr>
<tr>
<td>WT-692: Furniture Manufacturing</td>
<td>WT-692: Furniture Manufacturing</td>
</tr>
<tr>
<td>Technical elective approved by advisor</td>
<td>Technical elective approved by advisor</td>
</tr>
<tr>
<td># – Training (Technical-Related Education and Education) courses may be substituted for candidates interested in more of a “training emphasis”.</td>
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</tr>
</tbody>
</table>

**Total minimum hours required for a Bachelor of Applied Science with Major in Technology, Wood Technology Emphasis (124 hours)**

---

**Changes highlighted in yellow.**

**Additional Questions**

1. Is this program to be considered for General Education?  ☐ Yes  ☒ No

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

   **Please realize that it will need to gain approval of the General Education Committee.**

2. Will this program be required of any education majors?  ☐ Yes  ☒ No

   If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

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

*Request for Revision to Course* - *Revised Summer 2013*
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

× Approved: Department Chairperson
Date 11.9.17 Signature, Department Chairperson

× Approved: College Curriculum Committee
Date 11.9.17 Signature, College Curriculum Committee Chair

× Approved: Dean of College
Date 11.9.17 Signature, Dean

□ Approved: General Education Committee (if applicable)
Date ______ Signature, General Education Committee Chair

□ Approved: Council for Teacher Education (if applicable)
Date ______ Signature, Council for Teacher Education Chair

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/13/17 Signature, Undergraduate Curriculum Committee Chair

□ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate

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

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Request for Revision to Program

Department: TWL       College: COT       Submission Date: August 2017

Contact Person: John Iley □ Faculty member  □ Chair

Revision Effective: Spring 2018 (Semester/Year)

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

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

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

Program changes ONLY affects BST with the minor in Architectural Manufacturing Technology program, and does not affect any other degree program on campus. Program is essentially the same—this is simply “re-branding”. Emails to administration, regarding “re-branding” and approval are available, but not attached because of no. of change forms (32).

Existing Program and Program Name:
Minor in Wood Technology

Proposed Program and Program Name:
Minor in Architectural Manufacturing Technology

[Comparison of Existing Program and Proposed Program are Shown by Table on Next Page]

Purpose/Justification for Revision to Program/Rationale:

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7. This program is the ONLY four-year program related to architectural manufacturing management and technology in the United States. Its name should reflect what it is.
## Existing Program and Proposed Program:

### Current Program

<table>
<thead>
<tr>
<th>Minor in Wood Technology</th>
<th>Proposed Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>The minor consists of a minimum of 24 hours in one technical field.</td>
<td>The minor consists of a minimum of 24 hours in one technical field.</td>
</tr>
<tr>
<td><strong>Wood Technology Minor</strong></td>
<td><strong>Architectural Manufacturing Technology</strong></td>
</tr>
<tr>
<td>WT-182: Wood Science</td>
<td>AMMT-182: Wood Science</td>
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<tr>
<td>WT-226: CAD for Wood Product Development or GT 360 Computer Aided Drafting</td>
<td>AMMT-226: CAD for Architectural Product Development</td>
</tr>
<tr>
<td>WT-301: Finishing</td>
<td>AMMT-301: Finishing</td>
</tr>
<tr>
<td>WT-333 Tool Technology</td>
<td>AMMT-333: Tool Technology</td>
</tr>
<tr>
<td>WT-525: Cabinets and Fixtures</td>
<td>AMMT-525: Cabinets and Fixtures</td>
</tr>
<tr>
<td><strong>Select one course (3 hours) from one of the following:</strong></td>
<td><strong>Select one course (3 hours) from one of the following:</strong></td>
</tr>
<tr>
<td></td>
<td>AMMT-511: Production Techniques in Architectural Product Manufacturing</td>
</tr>
<tr>
<td></td>
<td>AMMT-585: Architectural Product Production Estimating</td>
</tr>
</tbody>
</table>

### Additional Questions

1. **Is this program to be considered for General Education?**
   - ☐ Yes  ☒ No
   - If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

   **Please realize that it will need to gain approval of the General Education Committee.**

2. **Will this program be required of any education majors?**
   - ☐ Yes  ☒ No
   - If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. **What additional costs will be required for revising this Program (e.g. staffing, equipment, etc.)?**
   - None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 11/9/17 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
   Date 11/9/17 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 11/9/17 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/13/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Deletion of: □ Major □ Minor ● Emphasis □ Certificate

Department: TWL College: COT

Submission Date: Sept. 2017 Revision Effective: Fall, Spring 2018 (Year)

Contact Person: John Iley □ Faculty member ● Chair

Name of Existing Major or Minor/Emphasis/Certificate: Residential Construction Emphasis (from both BST in Wood Technology and AAS in Wood Technology)

Rationale for Deletion: The emphasis is being deleted for three reasons: 1) the School of Construction now has a Residential Construction Emphasis as part of its BST in Construction Management, which makes this emphasis unnecessary; 2) the emphasis has has a low number of majors each year (usually 2-5 compared to 45-50 in Wood Product Manufacturing emphasis); and 3) deletion was recommended by the program’s advisory council.

Will this deletion affect any other department’s/college’s/unit’s curricula or programs at Pittsburg State University? □ Yes ● No

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

This program emphasis deletion would ONLY affect AAS and BST degree offerings associated with the Architectural Manufacturing Management and Technology program, and is not part of any other degree program on campus. Emails to administration, regarding “re-branding” and approval are available, but not attached because of no. of change forms (1).

Will this deletion involve specific General Education courses? □ Yes ● No If “yes,” please realize that it will need to gain approval of the General Education Committee.

Will this deletion affect any education majors? □ Yes ● No If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
Date 11.9.17  Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 11.9.17  Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
Date 11.9.17  Signature, Dean

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/3/17 Signature, Undergraduate Curriculum Committee Chair

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

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

Notification to COCAO/Kansas Board of Regents: Date:

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name.version2.docx” and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form and a memo on department letterhead, apply the appropriate signatures, and forward to the Office of the Registrar.

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

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

Revision for:  
- [ ] Major  
- [x] Minor  
- [ ] Emphasis  
- [ ] Certificate  

Department: TWL  
College: COT  

Submission Date: 9/27/2017  
Revision Effective: Fall, 2017 (Year)  

Contact Person: John Iley  
- [ ] Faculty member  
- [x] Chair  

Name of Existing Major or Minor/Emphasis/Certificate: Minor in Human Resource Development  

If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change: 
Minor in Human Resource Development - (no change)  

Description of Change: Additional courses (3) added to the minor in HRD  

Rationale for Change (include changes to curriculum objectives): New courses support the objectives of the minor and aid in scheduling students. Also, some courses, which have been used as substitutions in the minor, are now being designated as official courses supporting the minor.  

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent University?  
- [ ] Yes  
- [x] No  

Whether a “yes” or “no” response, please provide an explanation.  
This does not affect any other program in the Regent’s system. It only expands on the number of course offerings that can be used to satisfy the minor at PSU. All courses except Psych 575 are taught in TWL Department.  

Is this revision related to, and/or may affect, any other department’s/college’s/unit’s curricula or programs at Pittsburg State University?  
- [ ] Yes  
- [x] No  

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.  
This does not affect any other departments on campus. It only expands on the number of course offerings that can be used to satisfy the minor. All courses except Psych 575 are taught in TWL Department. PSYCH 575 has regularly been used as a substitute course on the minor. The Psychology department was contacted by phone regarding the designation of it as an official minor course, so substitution forms would no longer be required.  

See next page—-
Existing Major or Minor/Emphasis/Certificate
Copy and paste the existing curriculum as it currently appears in the online catalog:
The minor requires satisfactory completion of 21 semester hours of college work chosen from the following courses:
- TM-390: Trade and Job Analysis (3 hours)
- TM-520: Leadership in the Workplace (3 hours)
- HRD-575: Instructional Media in Human Resource Development (3 hours)
- HRD-596: Introduction to Human Resource Development (3 hours)
- HRD-597: Organizational Staffing (3 hours)
- HRD-598: Talent Management (3 hours)
- TM-606: Industrial Supervision (3 hours)
- HRD-630: Employee and Labor Relations (3 hours)
- TM-653: Workforce Preparation (3 hours)
- TM-679: Presentation Skills (3 hours)

Proposed Major or Minor/Emphasis/Certificate:
List below, the proposed curriculum as you wish it to appear in the online catalog:
The minor requires satisfactory completion of 21 semester hours of college work chosen from the following courses:
- HRD-575: Instructional Media in Human Resource Development (3 hours)
- HRD-596: Introduction to Human Resource Development (3 hours)
- HRD-597: Organizational Staffing (3 hours)
- HRD-598: Talent Management (3 hours)
- HRD-630: Employee and Labor Relations (3 hours)
- HRD-653: Workforce Preparation (3 hours)
- HRD-555: Diversity in Technology Management (3 hours)
- HRD-400: HRD Internship (3 hours)
- TM-390: Trade and Job Analysis (3 hours)
- TM-520: Leadership in the Workplace (3 hours)
- TM-606: Industrial Supervision (3 hours)
- TM-679: Presentation Skills (3 hours)
- PSYCH-575: Industrial and Organizational Psychology (3 hours)
Additional Questions

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

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

   Please give the rationale for additional student fees:

3. Will this revision have specific General Education courses required? □ Yes  □ No

   Please realize that it will need to gain approval of the General Education Committee.

4. Will this revision affect any education majors? □ Yes  □ No

   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

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

Additional Questions for certificate only:

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

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

   If “yes,” to both questions, it is the department’s responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 11.9.17  Signature, Department Chairperson

☑ Approved: College Curriculum Committee
   Date 11.9.17  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 11.9.17  Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 11/15/17 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

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

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