Pittsburg State University
Faculty Senate Meeting

Date: Monday, Feb. 26, 2018
Time: 3:00 p.m.
Location: Sunflower Room, Overman Student Center

AGENDA

I. **Call to order**

II. **Approval of Jan 29, 2018 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 Professional Senate Remarks- Erin Sullivan**
- **E. University Support Staff Remarks- Michael Kloer**
- **F. General Education Review Team- Dr. Steven Horner, Dr. Mike Carper and Mr. Phil McNew**
  - **a. March 14 Dr. Terrel Rhodes**
- **G. Faculty Senate Report- Amy Hite**
  - **a. KBOR at PSU on March 13 and 14**
  - **b. Faculty Constituent Meeting 3:00 pm March 13 Weede 110 N with Regent Murfin and Newton**
  - **c. Election of At Large Members for 2018-2020**

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)**

- Undergraduate Curriculum Subcommittee—**Chair: James McBain, Clifford Morris**
- Library Services/Learning Resources Subcommittee—**Chair: Hazel Coltharp (Kevin Elliot or Jorge Leon to report): NO Report**
- Information Systems Subcommittee—**Chair: Tracy Rampy (Jim McBain to report): Discuss dissolving ISC and increasing faculty appointments to ITC.**
- Continuing Studies Subcommittee— **Chair: Liz Mascher Meeting March 29.**
- Departmental Academic Honors Subcommittee—**Chair: Rion Huffman: Updated Bylaw Recommendations.**
- Honors College Subcommittee—**Chair: James Greene**
- Writing Across the Curriculum Subcommittee—**Chair: Rebecca Book, Catalog recommendation.**

"How much writing will my WL courses include?
WL courses at the 100 and 200 level typically include a minimum of 7 pages of polished, finished draft (usually in the form of multiple short papers), along with informal writing done in class or in online discussion forums. Courses at the 300 level and above typically include a minimum of 12 pages of polished, finished draft along with informal writing."

To replace verbage at:

Current description found at:
http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=156&sid=1&menu_id=8786

- Diversity and Multicultural Affairs Subcommittee—**Chair: Jonathan Dresner**

B. **Student Faculty Committee—Chair: Barb McClaskey**
C. **All University Committee—Chair: James McBain**
D. **Faculty Affairs Committee—Chair: Michelle Hudiburg**
E. **Constitution Committee—Chair: Norman Phillip**
F. **General Education Committee—Chair: Mark Johnson, No Report**
G. **Budget Committee—Chair: Steve Polley, Report Andrea McConnaughey**

All University Committees or Other Appointments

- **Academic Honesty Committee—Chair: Clifford Morris**

V. **Unfinished Business:**

VI. **New Business:**

VII. **Open Forum:**

VIII. **Adjournment**

Next Faculty Senate Meeting: March 26, 2018

Faculty Senate Academic Honors Changes:

Bylaws Description:

~~Departmental~~ Academic Honors Committee. ~~This committee shall consist of eight members (five faculty and three students).~~ This committee shall consist of ~~seven~~ five ~~four~~ faculty members. The five faculty members shall be from departments participating in the ~~departmental~~ academic honors program with one from the College of Education, one from the College of Technology, one from the College of Business and two from the College of Arts and Science, including one member representing the departments of natural sciences (physics, chemistry, biology, mathematics and nursing) and one from one of the other departments in the college of Arts and Sciences. ~~The three students shall be eligible to participate in the departmental honors program.~~ When possible and filled in a timely manner by the Student Government Association, two students who are eligible to participate in the Academic Honors Program shall also be included in the committee membership. The Director of Honors College and the Vice President for Academic Affairs shall serve as ex officio members. (Amended 5/9/11). The committee responsibilities include:

1. Faculty members of the Faculty Senate ~~Departmental~~ Academic Honors Committee would serve as the Chair/Co-Chairs of the College ~~Departmental~~ Academic Honors Committee and would report back to the Faculty Senate Committee as appropriate. Each College will create a College ~~Departmental~~ Academic Honors Committee whose responsibility it is to develop clearly defined standards and guidelines for ~~Departmental~~ Academic Honors Projects within their disciplines, and to review all student applications submitted to ensure quality and rigor of the projects proposed. (Amendment as of 4/23/12 begins here) For the Colleges of Business, Education and Technology, the committee will consist of one representative from each department. Within the College of Arts and Sciences, there will be separate committees representing departments considered as Arts and those considered as Sciences. ~~Each committee will also include two students appointed by the Student Senate.~~ Committee representatives will be selected by the departments.
2. The Faculty Senate ~~Departmental~~ Academic Honors Committee will address any student concerns voiced with regard to projects that were denied or sent back for modifications, if the student so choose to bring it forth.
3. The Faculty Senate ~~Departmental~~ Academic Honors Committee will review and act upon any proposals for new courses to be added as "may be taken for honors." (Concludes amendment of 4/23/12)
4. ~~Make certain that departmental courses designed for honors meet the general standards set forth in the institutional policy statement creating the student honors program.~~ Uphold the integrity of the guidelines of each department/college through the review of applications.
5. ~~Recommend to the vice president of academic affairs those students who are to receive honors.~~

6. Propose modifications in the honors program to the Senate as the need arises. (Amended 5/15/89)

Faculty Senate Website Description Update: (This should mirror the description in the constitution except for the committee duties)

Composition: This committee shall consist of five faculty members. The five faculty members shall be from departments participating in the ~~departmental~~ academic honors program with one from the College of Education, one from the College of Technology, one from the College of Business and two from the College of Arts and Science, including one member representing the departments of natural sciences (physics, chemistry, biology, mathematics and nursing) and one from one of the other departments in the college of Arts and Sciences. When possible and filled in a timely manner by the Student Government Association, two students who are eligible to participate in the Academic Honors Program shall also be included in the committee membership. The Director of Honors College and the Vice President for Academic Affairs shall serve as ex officio members.

Information to add to the Appointment letters sent to faculty

Each member of this committee is the chairperson for their respective college. As the chair of the college committee you will need to contact the Dean of your college immediately to determine the members of the college level Academic Honors Committee. Below is a working order for the committee.

1. Appointment letters sent to University Level Committee members. These committee members are the chairpersons for their respective colleges.
2. Committee members each contact prospective Dean's for a list of members for the College level committee. Arts & Sciences will have two committees, one for natural sciences and one for all other departments.
3. Students must return their finished applications to the Registrars office by the Monday of the 3rd full week of classes.
4. University Committee members should have a meeting scheduled with their College level committee members for the fourth week of classes in order to review the applications. The members should approve or deny the applications based upon the general criteria set forth on the Registrars website for Academic Honors as well as specific criteria for each department, and return them to the Registrars office within one week of receiving the applications.

UGCC Meeting 2/14/2018

		Voting Members					
		Daczewitz	Harris	McBain	Morris	Prelogar	Wright
Dept: Econ							
Rev. to Curriculum							
	Chnge categ 4 course reqs	Y	Y	Y	Y	Y	Y
DEPT: MGMKT							
Rev. to Course							
	MGT 330	Y	Y	Y	Y	Y	Y
	MGT 430	Y	Y	Y	Y	Y	Y
	MKTG 480	Y	Y	Y	Y	Y	Y
	MKTG 330	Y	Y	Y	Y	Y	Y
New Course							
	MKTG 470	Y	Y	Y	Y	Y	Y
DEPT: CONST							
Rev. to Course							
	CMCET 330	Y	Y	Y	Y	Y	Y
	CMCET 334	Y	Y	Y	Y	Y	Y
	CMCET 335	Y	Y	Y	Y	Y	Y
	CMCET 337	Y	Y	Y	Y	Y	Y
	CMCET 338	Y	Y	Y	Y	Y	Y
	CMCET 350	Y	Y	Y	Y	Y	Y
	CMCET 640	Y	Y	Y	Y	Y	Y
Rev. to Curriculum							
	Remove approved technical elective, add CMCET 637	Y	Y	Y	Y	Y	Y
	Remove GIT 334 & GT 530, Add CMCET 650 & 795	Y	Y	Y	Y	Y	Y
	Chem 105/106; allow any Philosophy course	Y	Y	Y	Y	Y	Y

Zimbra **mdaczewitz@pittstate.edu**

Re: Undergrad Curriculum Committee

From : John Oppliger <joppliger@pittstate.edu> Mon, Feb 12, 2018 01:33 PM

Subject : Re: Undergrad Curriculum Committee

To : Marcus Daczewitz <mdaczewitz@pittstate.edu>

This is what we had visited about. No problems and we wish them well. Some of our students will probably want to take it.
Thanks,
John

From: "Marcus Daczewitz" <mdaczewitz@pittstate.edu>
To: "John Oppliger" <joppliger@pittstate.edu>
Sent: Monday, February 12, 2018 11:21:44 AM
Subject: Fwd: Undergrad Curriculum Committee

Dr. Oppliger,

Please see the email chain below. Our meeting for the undergrad curriculum committee is this Wednesday. I'm guessing your department has no issue with the proposal from Kelce, but I wanted to check nonetheless.

From: "jtruelove" <jtruelove@pittstate.edu>
To: "Marcus Daczewitz" <mdaczewitz@pittstate.edu>
Cc: "John Oppliger" <joppliger@pittstate.edu>
Sent: Monday, February 12, 2018 8:50:15 AM
Subject: Re: Undergrad Curriculum Committee

Hi Marc,

Contact the chair, John Oppliger, who would be able to assist with your request. On behalf of the HHPR department, thanks for checking on this.

Take care,

Jim

JAMES TRUELOVE, Ph.D. | Dean & Professor
Pittsburg State University | College of Education
Ph. 620-235-4516 | Fax 620-235-4520 | pittstate.edu/college/education

---

From: "mdaczewitz" <mdaczewitz@pittstate.edu>
To: "James Truelove" <jtruelove@pittstate.edu>
Sent: Sunday, February 11, 2018 7:54:24 AM
Subject: Undergrad Curriculum Committee

Dr. Truelove,

I wasn't sure who to contact over in HHPR, but there is a course proposal on the books in Business. It's called a proposal for a course named "Sports Marketing" and I just wanted to make sure the title and what's offered in the course would be acceptable to the HHPR department. Find attached a screenshot of the relevant portion of the proposal document.

Marcus Daczewitz
Assistant Professor, Special Ed.
Pittsburg State University
phone. 620-235-4393
skype. marcus.daczewitz
gchat. mdaczewitz@gmail.com

Request for Revision to Curriculum

Revision for: ☐ Major ☐ Minor ☐ Emphasis ☒ Certificate

Department: Economics, Finance and Banking College: Kelce College of Business

Submission Date: 10-26-2017 Revision Effective: Fall, 2018 (Year)

Contact Person: Kevin Bracker ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Kansas Insurance Certificate

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

Description of Change: Changing the categories for course requirements

Rationale for Change (include changes to curriculum objectives): As structured, the Kansas Insurance Certificate program requires students to take at least one online course from another university. In discussions with multiple students, this is a significant roadblock to students electing to pursue the certificate both from a financial perspective and an administrative perspective. While the restructuring will leave open to possibility for students to pursue such a a course from another campus if it fits their plan, it will elimlnate the requirement to do so. We believe that this will increase the attractiveness of the Certificate and lead to greater enrollment while still meeting the goals of the program.

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

Whether a "yes" or "no" response, please provide an explanation.
While the Kansas Insurance Certificate program is offered across Regent universities, the programs allow other universities to use related courses but do not require any specific courses. Changing the requirements of our certificate program will not impact the requirements or offerings of any other Regent univerity participating in the 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.
While the list of courses that students can choose from in the Certificate program include courses from outside the department and outside the college, these courses are electives within the program. We are also not asking for any changes in prerequisites or course requirements related to these courses.

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum **as it currently appears** in the online catalog:
Name of Certificate: Kansas Insurance Certificate

Course Name & Number	Credit Hours
FIN 208 -- Introduction to Risk Management and Insurance	3
Select two of the following:	6

FIN 210 – Financial Planning (PSU) or	
FINAN661 -- Financial Planning (Kansas State University)	3
BU 378 – Life and Health Insurance (Washburn)	3
FIN 680 – Retirement and Employment Benefit Planning (Fort Hays State University)	3
BBA 400 – Property and Casualty Insurance (University of Kansas)	3
Select one of the following:	
FIN 623 – Financial Institutions and Markets	3
MGT 310 – Business Statistics	3
MKTG 450 – Personal Selling and Sales Management	3
ACCTG 411 – Individual Taxation	3
AT 562 – Damage Analysis, Estimating and Insurance Appraisal	3
An additional course from the previous category	3

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum **as you wish it to appear** in the online catalog:

Name of Certificate: Kansas Insurance Certificate

Course Name & Number	Credit Hours
FIN 208 – Introduction to Risk Management and Insurance	3
FIN 210 – Financial Planning	3
Select two of the following:	
MGT 310 – Business Statistics	3
MKTG 450 – Personal Selling and Sales Management	3
ACCTG 411 – Individual Taxation	3
FIN 623 – Financial Institutions and Markets	3
AT 562 – Damage Analysis, Estimating and Insurance Appraisal	3
BU 378 – Life and Health Insurance (Washburn)	3
FIN 401 – Property Insurance (Fort Hays State University)	3
FIN 402 – Life Insurance (Fort Hays State University)	3
FIN 680 – Retirement and Employment Benefit Planning (Fort Hays State University)	3
BBA 400 – Property and Casualty Insurance (University of Kansas)	3

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:

   ———

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.)?
   N/A

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 Kevin Braeken

☒ Approved: College Curriculum Committee
Date 1/18/18 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 2/15/18 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 2/16/18 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: Management and Marketing College: Kelce College of Business
Submission Date: 11/15/2017

Contact Person: Lynn M Murray ☐ Faculty member ☒ Chair

Revision Effective: WF 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, approved by the faculty of the Kelce College of Business, is a cosmetic change to course pre-fix and number.

Purpose/Justification for Revision to Course: Separated MGMKT prefix into three separate prefixes reflecting the appropriate majors and discipline. Updated course number to reflect place in a student's program.

Existing Course:

Course Number: MGMKT 444

Title of Course: Legal and Social Environment of Business

Credit Hours: 3

Prerequisite: Junior Standing

Course Description (**as it appears in the current catalog**): The legal and social environment within which businesses operate. A study of relevant underlying legal, social, political and ethical forces which impact organizations. A substantial portion of the course will be devoted to contracts. Prerequisite: Junior standing.

Proposed Course:

Course Number: MGT 430

Title of Course: Legal and Social Environment of Business

Credit Hours: 3

Prerequisite: Junior Standing

Course Description (**as it will appear in the next catalog**): The legal and social environment within which businesses operate. A study of relevant underlying legal, social, political and ethical forces which impact organizations. A substantial portion of the course will be devoted to contracts. Prerequisite: 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 anticipated

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

☒ Approved: Department Chairperson
Date 1/15/18 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 1/17/18 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 1/16/18 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 2/16/18 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: Management and Marketing College: Kelce College of Business
Submission Date: 12/5/17

Contact Person: Lynn M Murray ☐ 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.
This course is currently an option for marketing majors and minors. To our knowledge, no other programs require this course

Purpose/Justification for Revision to Course: Updating course number, name, and description

Existing Course:

Course Number: MGMKT 532

Title of Course: Marketing Channel Management

Credit Hours: 3

Prerequisite: MKTG 330 Principles of Marketing

Course Description (**as it appears in the current catalog**): Institutions, historical development, and behavioral aspects of marketing channels; channel design, selection, and management; electronic channels; supply chains. Prerequisite: MKTG 330 Principles of Marketing.

Proposed Course:

Course Number: MKTG 480

Title of Course: Logistics and Supply Chain Management

Credit Hours: 3

Prerequisite: MKTG 330 Principles of Marketing

Course Description (**as it will appear in the next catalog**): This course provides students with the core concepts related to a broad range of supply chain and logistics elements, including flow of products, SCM information systems, supply

chain and logistics measurement, latest logistics technology, inventory management, transportation management, and global logistics performance. Prerequisite: MKTG 330 Principles of Marketing.

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 12/15/17 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 1/17/18 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 01/18/18 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 2/16/18 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: Management and Marketing College: Kelce College of Business
Submission Date: 11/15/17

Contact Person: Lynn M Murray ☐ Faculty member ☒ Chair

Revision Effective: WF 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.
Updating pre-requisites.

Purpose/Justification for Revision to Course: Reverting to original pre-requisites for the course to ensure students can take in a timely fashion

Existing Course:

Course Number: MGT 330

Title of Course: Management and Organizational Behavior

Credit Hours: 3

Prerequisite: 45 credit hours completed and MGT 101 Introduction to Business.

Course Description (**as it appears in the current catalog**): Theories of organization design, structure and dynamics of behavior that foster effective communication and interaction between individuals, groups and organizations. Pedagogies include lecture, experiential learning, cases. Prerequisite: 45 credit hours completed and MGT 101 Introduction to Business.

Proposed Course:

Course Number: MGT 330

Title of Course: Management and Organizational Behavior

Credit Hours: 3

Prerequisite: Junior Standing

Course Description (**as it will appear in the next catalog**): Theories of organization design, structure and dynamics of behavior that foster effective communication and interaction between individuals, groups and organizations. Pedagogies include lecture, experiential learning, cases. Prerequisite: 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 11/15/17 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 1/18/18 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 01/16/18 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 2/16/18 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: Management and Marketing College: Kelce College of Business
Submission Date: 11/15/2017

Contact Person: Lynn M Murray ☐ Faculty member ☒ Chair

Revision Effective: WF 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.
Updating pre-requisites to remove barriers to enrollment for non-business majors who need the course.

Purpose/Justification for Revision to Course: Reverting to original pre-requisites for the course to ensure students can take in a timely fashion

Existing Course:

Course Number: MKTG 330

Title of Course: Principles of Marketing

Credit Hours: 3

Prerequisite: MGT 101; Psych 155; Econ 201 or 202; 45 credit hours

Course Description (**as it appears in the current catalog**):
Provides an overview of marketing, focusing on the functions, institutions, channels, and processes used to distribute goods and services from producer to consumer. Prerequisites: MGT 101; Psych 155; Econ 201 or 202; 45 credit hours

Proposed Course:

Course Number: MKTG 330

Title of Course: Principles of Marketing

Credit Hours: 3

Prerequisite: Junior Standing

Course Description (**as it will appear in the next catalog**): Provides an overview of marketing, focusing on the functions, institutions, channels, and processes used to distribute goods and services from producer to consumer. Prerequisite: 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 11/15/17 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 1/13/18 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 01/19/18 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 2/16/18 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

(Undergraduate Course Numbers through Course Number 699)

Department: Management and Marketing College: Kelce College of Business
Submission Date: 12/5/2017

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

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course will also serve as part of an emphasis option for Health, Human Performance, and Recreation

Proposed Course:

Course Number: MKTG 470

Title of Course: Sports Marketing

Credit Hours: 3

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

Prerequisite: MKTG 330 Principles of Marketing

Course Description (**as it will appear in the next catalog**): This course will examine the application of marketing to sports, emphasizing segmentation, targeting, and positioning; the marketing mix; and the nature and behavior of the various consumers and participants of sports.

Purpose/Justification for Proposed Course: Sports and their leagues are big business, and an increasing number of students and prospective students are requesting opportunities in this area. The purpose of the this course is to provide students with the opportunity to learn how marketing concepts apply to sports business.

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

- Describe, analyze, and apply the fundamental principles of marketing research, data-based marketing, marketing strategy, and market segmentation to sports.
- Describe, analyze, and apply the fundamental marketing concepts of product, price, place, and promotions to sports.
- Describe, analyze, and apply sport marketing concepts as they apply to branding, licensing, sponsorships, venue and event marketing, global sport marketing, and public relations.
- Discuss the nature and behavior of sport consumers and participants.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (**as it will appear in the syllabus**)]
Assessment will be conducted through exams, case analyses, and projects.

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.)?
   None

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

☒ Approved: Department Chairperson
Date 12/5 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 1/13/17 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 1/18/17 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 2/16/17 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: School of Construction College: Technology Submission Date: 11.15.2017

Contact Person: Otter ☐ 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.
Interior Design utilizes CMCET 330 Mechanical Systems (HVAC) and their students take a different math class. That is why the pre-req is being changed.

Purpose/Justification for Revision to Course: Interior Design majors take MATH 133 Quantitative Reasoning instead of MATH 113 College Algebra. The pre-req change to include MATH 133 or MATH 113 will make CMCET 330 available to either program.

Existing Course:

Course Number: CMCET 330

Title of Course: Mechanical Systems (HVAC)

Credit Hours: 3

Prerequisite: CMCET 133 Construction Graphics and a "C" or better in MATH 113 College Algebra or equivalent.

Course Description (**as it appears in the current catalog**): (3 hours lecture). Design, installation and operation of HVAC systems, materials and equipment in residential and commercial construction. Includes design projects, blueprint reading and quantification of labor and material units for productivity and cost estimation. Prerequisites: CMCET 133 Construction Graphics and a "C" or better in MATH 113 College Algebra or equivalent

Proposed Course:

Course Number: same

Title of Course: same

Credit Hours: same

Prerequisite: CMCET 133 Construction Graphics and a "C" or better in MATH 113 College Algebra (Construction majors), or MATH 133 Quantitative Reasoning (Interior Design majors) or equivalent.

Course Description (**as it will appear in the next catalog**): (3 hours lecture). Design, installation and operation of HVAC systems, materials and equipment in residential and commercial construction. Includes design projects, blueprint reading and quantification of labor and material units for productivity and cost estimation. Prerequisites: CMCET 133 Construction Graphics and a "C" or better in MATH 113 College Algebra (Construction majors) or MATH 133 Quantitative Reasoning (Interior Design majors) or equivalent

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 12.01.17 Signature, Department Chairperson James Otter Digitally signed by James Otter DN: cn=James Otter, o=Pittsburg State University, ou=School of Construction, email=jotter@pittstate.edu, c=US Date: 2017.12.15 07:43:34 -05'00'

☒ Approved: College Curriculum Committee
Date 12.14.17 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 12.14.17 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 2/16/18 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: School of Construction College: Technology Submission Date: 11.15.2017

Contact Person: Otter ☐ 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.
The School of Construction elected to reduce one of their own pre-reqs for this course. Drop CMCET 234 as a pre-req

Purpose/Justification for Revision to Course: To reduce one pre-req for this course that creates a bottleneck when advising transfer students. Remove CMCET 234 as a course pre-req.

Existing Course:

Course Number: CMCET 334

Title of Course: Methods of Construction - Sitework and Steel

Credit Hours: 3

Prerequisite: CMCET 133 Construction Graphics, CMCET 234 The Construction Industry and "C" or better in MATH 113 College Algebra or equivalent.

Course Description (**as it appears in the current catalog**): (3 hours lecture; laboratory experience required). Steel construction, site construction, and construction equipment. Materials, methods, constructability, drawings, specifications and software. Estimation of labor, material, and equipment. Prerequisite: CMCET 133 Construction Graphics, CMCET 234 The Construction Industry and "C" or better in MATH 113 College Algebra or equivalent.

Proposed Course:

Course Number: same

Title of Course: same

Credit Hours: same

Prerequisite: CMCET 133 Construction Graphics and "C" or better in MATH 113 College Algebra or equivalent.

Course Description (**as it will appear in the next catalog**): (3 hours lecture; laboratory experience required). Steel construction, site construction, and construction equipment. Materials, methods, constructability, drawings, specifications and software. Estimation of labor, material, and equipment. Prerequisite: CMCET 133 Construction Graphics and "C" or better in MATH 113 College Algebra or equivalent.

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 12.01.17 Signature, Department Chairperson James Otter Digitally signed by James Otter DN: cn=James Otter, o=Pittsburg State University, ou=School of Construction, email=jotter@pittstate.edu, c=US Date: 2017.12.15 07:43:34 -06'00'

☒ Approved: College Curriculum Committee
Date 12.14.17 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 12.14.17 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 2/14/18 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: School of Construction College: Technology Submission Date: 11.15.2017

Contact Person: Otter ☐ 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.
The School of Construction elected to reduce one of their own pre-reqs for this course. Drop CMCET 234 as a pre-req.

Purpose/Justification for Revision to Course: To reduce one pre-req for this course that creates a bottleneck when advising transfer students. Remove CMCET 234 as a course pre-req.

Existing Course:

Course Number: CMCET 335

Title of Course: Methods of Construction - Concrete & Masonry

Credit Hours: 3

Prerequisite: CMCET 133 Construction Graphics, CMCET 234 The Construction Industry and "C" or better in MATH 113 College Algebra or equivalent.

Course Description (**as it appears in the current catalog**): (3 hours lecture; laboratory experience required). Concrete and masonry construction materials, methods, constructability, equipment, drawings, specifications and software. Concrete mix design, formwork design. Masonry design fundamentals. Estimation of labor, material, and equipment. Prerequisite: CMCET 133 Construction Graphics, CMCET 234 The Construction Industry and "C" or better in MATH 113 College Algebra or equivalent.

Proposed Course:

Course Number: same

Title of Course: same

Credit Hours: same

Prerequisite: CMCET 133 Construction Graphics and "C" or better in MATH 113 College Algebra or equivalent.

Course Description (**as it will appear in the next catalog**): (3 hours lecture; laboratory experience required). Steel construction, site construction, and construction equipment. Materials, methods, constructability, drawings, specifications and software. Estimation of labor, material, and equipment. Prerequisite: CMCET 133 Construction Graphics and "C" or better in MATH 113 College Algebra or equivalent.

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 12.01.17 Signature, Department Chairperson James Otter Digitally signed by James Otter DN: cn=James Otter, o=Pittsburg State University, ou=School of Construction, email=jotter@pittstate.edu, c=US Date: 2017.12.15 07:43:34 -06'00'

☒ Approved: College Curriculum Committee
Date 12.14.17 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 12.14.17 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 2/16/18 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: School of Construction College: Technology Submission Date: 11.15.2017

Contact Person: Otter ☐ 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.
The current CMCET 337 course has a co-req/pre-req requirement that is no longer needed. Drop CMCET 335 as a co or pre-req.

Purpose/Justification for Revision to Course: Faculty that teach the CMCET 337 course agree that the existing co-req/pre-req requirements are no longer needed.

Existing Course:

Course Number: CMCET 337

Title of Course: Construction Materials Testing & Inspection

Credit Hours: 2

Prerequisite: CMCET 335 Methods of Construction-Concrete and Masonry.

Course Description (**as it appears in the current catalog**): CMCET-337: Construction Materials Testing and Inspection (2 hours) (1 hour lecture, 2 hours laboratory). Construction materials testing and inspection procedures in laboratory and field situations using standard testing equipment, methods and field inspection techniques per ASTM and ACI standards. Laboratory reports, computer analysis, data collection and simulated field inspections. ACI Concrete Field Testing Technician - Grade I examination required. Prerequisite or Corequisite: CMCET 335 Methods of Construction-Concrete and Masonry.

Proposed Course:

Course Number: same

Title of Course: same

Credit Hours: same

Prerequisite: None.

Course Description (**as it will appear in the next catalog**): CMCET-337: Construction Materials Testing and Inspection (2 hours). (1 hour lecture, 2 hours laboratory). Construction materials testing and inspection procedures in laboratory and field situations using standard testing equipment, methods and field inspection techniques per ASTM and ACI standards. Laboratory reports, computer analysis, data collection and simulated field inspections. ACI Concrete Field Testing Technician - Grade I examination required.

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 12.1.17 Signature, Department Chairperson James Otter Digitally signed by James Otter DN: cn=James Otter, o=Pittsburg State University, ou=School of Construction, email=jlotter@pittstate.edu, c=US Date: 2017.12.05 07:23:44 -06'00'

☒ Approved: College Curriculum Committee
Date 12.14.17 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 12.14.17 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 2/16/18 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: School of Construction College: Technology Submission Date: 11.15.2017

Contact Person: Otter ☐ 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.
The current CMCET 338 course has a pre-req requirement that is no longer needed. Drop all existing pre-reqs for the course.

Purpose/Justification for Revision to Course: Faculty that teach the CMCET 338 course agree that the existing pre-req requirements are no longer needed.

Existing Course:

Course Number: CMCET 338

Title of Course: Residential Codes/Inspection

Credit Hours: 3

Prerequisite: .CMCET 330 Mechanical Systems (HVAC), CMCET 331 Electrical Systems, CMCET 332 Residential Design.

Course Description (**as it appears in the current catalog**): CMCET-338: Residential Codes/Inspection (3 hours). (3 hours lecture). Code requirements for residential construction using International Residential Code relative to roofing, structural, electrical, heating, air conditioning & heat pumps, plumbing, exterior, interior, and insulation. Includes Home Inspector Certification Exam. Prerequisites: CMCET 330 Mechanical Systems (HVAC), CMCET 331 Electrical Systems, CMCET 332 Residential Design.

Proposed Course:

Course Number: same

Title of Course: same

Credit Hours: same

Prerequisite: None.

Course Description (**as it will appear in the next catalog**): CMCET-338: Residential Codes/Inspection (3 hours). (3 hours lecture). Code requirements for residential construction using International Residential Code relative to roofing, structural, electrical, heating, air conditioning & heat pumps, plumbing, exterior, interior, and insulation. Includes Home Inspector Certification Exam.

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 12.01.17 Signature, Department Chairperson James Otter Digitally signed by James Otter DN: cn=James Otter, o=Pittsburg State University, ou=School of Construction, email=jotter@pittstate.edu, c=US Date: 2017.12.15 07:43:34 -06'00'

☒ Approved: College Curriculum Committee
Date 12.14.17 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 12.14.17 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 2/16/18 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: School of Construction College: Technology Submission Date: 11.15.2017

Contact Person: Otter ☐ 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.
Interior Design utilizes CMCET 350 Mechanical Systems (Plumbing) and their students take a different math class. That is why the pre-req is being changed.

Purpose/Justification for Revision to Course: Interior Design majors take MATH 133 Quantitative Reasoning instead of MATH 113 College Algebra. The pre-req change to include MATH 133 or MATH 113 will make CMCET 350 available to either program.

Existing Course:

Course Number: CMCET 350

Title of Course: Mechanical Systems (Plumbing)

Credit Hours: 2

Prerequisite: CMCET 133 Construction Graphics and a "C" or better in MATH 113 College Algebra or equivalent.

Course Description (**as it appears in the current catalog**): Design, installation and operation of plumbing system materials and equipment in residential and commercial construction. Includes design projects, blueprint reading and quantification of labor and material units for productivity and cost estimation. Prerequisites: CMCET 133 Construction Graphics, and a "C" or better in MATH 113 College Algebra or equivalent.

Proposed Course:

Course Number: same

Title of Course: same

Credit Hours: same

Prerequisite: CMCET 133 Construction Graphics and a "C" or better in MATH 113 College Algebra (Construction majors), or MATH 133 Quantitative Reasoning (Interior Design majors) or equivalent.

Course Description (**as it will appear in the next catalog**): Design, installation and operation of plumbing system materials and equipment in residential and commercial construction. Includes design projects, blueprint reading and quantification of labor and material units for productivity and cost estimation. Prerequisites: CMCET 133 Construction Graphics and a "C" or better in MATH 113 College Algebra (Construction majors) or MATH 133 Quantitative Reasoning (Interior Design majors) or equivalent

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 12.01.17 Signature, Department Chairperson James Otter Digitally signed by James Otter DN: cn=James Otter, o=Pittsburg State University, ou=School of Construction, email=jotter@pittstate.edu, c=US Date: 2017.12.15 07:43:34 -06'00'

☒ Approved: College Curriculum Committee
Date 12.14.17 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 12.14.17 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 2/16/18 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: School of Construction College: Technology Submission Date: 11.15.2017

Contact Person: Otter ☐ 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.
The current CMCET 640 course has a pre-req requirement that is no longer needed. Drop the GIT 334 pre-req.

Purpose/Justification for Revision to Course: Faculty that teach the CMCET 640 course agree that one of the existing pre-req requirements are no longer needed.

Existing Course:

Course Number: CMCET 640

Title of Course: BIM Management

Credit Hours: 3

Prerequisite: CMCET 340 Building Information Modeling (BIM)and GIT 334 3D Graphics.

Course Description (**as it appears in the current catalog**): .CMCET-640: BIM Management (3 hours). (1 hour lecture, 4 hours laboratory). Application of BIM software from a management perspective including clash detection, 4D/5D, simulation, shop drawing development, project planning and document management and control. Prerequisites: CMCET 340 Building Information Modeling (BIM) and GIT 334 3D Graphics.

Proposed Course:

Course Number: same

Title of Course: same

Credit Hours: same

Prerequisite: CMCET 340 Building Information Modeling (BIM).

Course Description (**as it will appear in the next catalog**): CMCET-640: BIM Management (3 hours)

(1 hour lecture, 4 hours laboratory). Application of BIM software from a management perspective including clash detection, 4D/5D, simulation, shop drawing development, project planning and document management and control. Prerequisites: CMCET 340 Building Information Modeling (BIM).

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 12.01.17 Signature, Department Chairperson James Otter Digitally signed by James Otter DN: cn=James Otter, o=Pittsburg State University, ou=School of Construction, email=jotter@pittstate.edu, c=US Date: 2017.12.15 07:43:34 -06'00'

[X] Approved: College Curriculum Committee
Date 12.14.17 Signature, College Curriculum Committee Chair _____

[X] Approved: Dean of College
Date 12.14.17 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 2/16/18 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 Curriculum

Revision for: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: School of Construction College: Technology

Submission Date: 12.1.2017 Revision Effective: Fall, 2018 (Year)

Contact Person: Otter ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Major in Construction Management with a Field Management emphasis

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

Description of Change: Change one of the emphasis courses - remove approved technical elective and replace with CMCET 637 Construction Surveying II.

Rationale for Change (include changes to curriculum objectives): The Construction Surveying II was previously approved as a requirement for this emphasis but was removed and replaced with an elective. Faculty and advisory board members agree that the Surveying II course should be put back into the emphasis as a requirement.

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.
These changes will only impact the Construction Management degree at PSU.

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
No other department will be impacted by these changes.

Existing Major or Minor/Emphasis/Certificate

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

- Field Management Emphasis
- MFGET-162: Welding Processes and Procedures (3 hours)
- TM-606: Industrial Supervision (3 hours)
- Approved Technical Elective (3 hours)
- Approved Leadership course# (3 hours)

#Approved Leadership courses include:
LDSP 600 Foundations of Leadership
TM 520 Leadership in the Workplace

MIL 303 Leadership Assessment and Development Course

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum **as you wish it to appear** in the online catalog:

- Field Management Emphasis
- MFGET-162: Welding Processes and Procedures (3 hours)
- TM-606: Industrial Supervision (3 hours)
- CMCET 637 Construction Surveying II (3 hours)
- Approved Leadership course# (3 hours)

#Approved Leadership courses include:

LDSP 600 Foundations of Leadership
TM 520 Leadership in the Workplace
MIL 303 Leadership Assessment and Development Course

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:
   None

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 12.1.17 Signature, Department Chairperson James Otter Digitally signed by James Otter DN: cn=James Otter, o=Pittsburg State University, ou=School of Construction, email=jlotter@pittstate.edu, c=US Date: 2017.12.05 07:23:44 -06'00'

☒ Approved: College Curriculum Committee
Date 12.14.17 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 12.14.17 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 2/16/18 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: School of Construction College: Technology

Submission Date: 12.1.2017 Revision Effective: Fall, 2018 (Year)

Contact Person: Otter ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Major in Construction Management with a Building Information Modeling (BIM) emphasis

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

Description of Change: Change two of the emphasis courses - remove GIT 334 and GT 530 and replace with CMCET 650 and CMCET 795 Special Topics: Laser Scanning.

Rationale for Change (include changes to curriculum objectives): The two GIT courses do not meet the objectives of the BIM emphasis relative to construction applications. The two proposed courses cover BIM related content and software more appropriate for the BIM environment.

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.
These changes will only impact the Construction Management degree at PSU. The only department that might see a slight change will be the Graphics and Imaging department, providers of the original two emphasis courses.

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
No other department will be impacted by these changes except the GIT department. I visited with the GIT Chair, Barry Wilson, and he did not have any issue with the changes. His comment - "You have to do what is best for your curriculum".

Existing Major or Minor/Emphasis/Certificate

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

- Building Information Modeling (BIM) Emphasis
- CMCET-340: Building Information Modeling (BIM) (3 hours)
- CMCET-640: BIM Management (3 hours)
- GIT-334: 3D Graphics (3 hours)
- GIT-530: 3D Animation and Rendering (3 hours)

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum **as you wish it to appear** in the online catalog:

- Building Information Modeling (BIM) Emphasis
- CMCET-340: Building Information Modeling (BIM) (3 hours)
- CMCET-640: BIM Management (3 hours)
- CMCET 650 Civil Virtual Design and Construction
- CMCET 795 Special Topics: Laser Scanning

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:
   None

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 12.1.17 Signature, Department Chairperson James Otter Digitally signed by James Otter DN: cn=James Otter, o=Pittsburg State University, ou=School of Construction, email=jlotter@pittstate.edu, c=US Date: 2017.12.05 07:23:44 -06'00'

☒ Approved: College Curriculum Committee
Date 12.14.17 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 12.14.17 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 2/16/18 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: School of Construction College: Technology

Submission Date: 12.1.2017 Revision Effective: Fall, 2018 (Year)

Contact Person: Otter ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Major in Environmental and Safety Management

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

Description of Change: Change two of the required general education courses to allow other options. First change the Support course requirement of CHEM 215/216 General Chemistry + lab to include or "CHEM 105/106". Second replace the requirement for PHIL 105 to include any of the philosophy general education courses rather than just one.

Rationale for Change (include changes to curriculum objectives): The restrictions on support courses and general education courses cause a bottleneck when courses are not available. Many of the ESM students have Intr to Chem or equivalent if they are transfers. Providing additional options to meet the Philosophy general education requirement is less restrictive and provides additional courses for students to select.

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.
These changes will only impact the ESM major at PSU.

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
No other department will be impacted by these changes except the ESM program. I contacted the Chemistry chair. Dr. Dvornic, and informed him that we wanted to add the option of Intro to Chemistry to our ESM program. He did not have any concerns as long as one chemistry course was required. Since the university general education requirement for Philosophy courses allows multiple choices and since the ESM faculty elected to change their requirements to allow additional PHIL courses beyond the 105 class, we did not think it was necessary to get any approvals. We did contact Dr. Bonnekessen in History.Philosophy and Social Science and she has no problem with the change.

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum **as it currently appears** in the online catalog:
Bachelor of Science in Technology Degree with a Major in Environmental and Safety Management

Basic Skills (12 hours)
COMM-207: Speech Communication (3 hours)

ENGL-101: English Composition (3 hours)
ENGL-190: Honors English Composition (3 hours)
OR ENGL-299: Introduction to Research Writing (3 hours)
MATH-113: College Algebra (3 hours)

General Education Electives (35-39 hours)
Sciences (8-9 hours)
Natural Sciences (Select one)
BIOL-111: General Biology (3 hours)
AND BIOL-112: General Biology Laboratory (2 hours)

BIOL-113: Environmental Life Science (4 hours)

BIOL-211: Principles of Biology I (4 hours)

Physical Sciences
PHYS-171: Physical Science (3 hours)
AND PHYS-172: Physical Science Laboratory (1 hours)
(or other approved Physical Science course)

Social Studies (Select one) (3 hours)
SOC-100: Introduction to Sociology (3 hours)
WGS-200: Introduction to Women's Studies (3 hours)

Political Studies (Select one) (3 hours)
POLS-101: U.S. Politics (3 hours)
POLS-103: Comparative Political Institutions (3 hours)

Producing and Consuming (6 hours)
Economy
ECON-191: Issues in Today's Economy (3 hours)

General Education Electives (35-39 hours)
ACCTG-201: Financial Accounting (3 hours)

Fine Arts and Aesthetic Studies (select one) (2-3 hours)
ART-155: Printmaking and Paper Arts (3 hours)
ART-178: Introduction to the Visual Arts (3 hours)
ART-188: The Designed World (3 hours)
ART-217: Crafts I (3 hours)
ART-222: Jewelry Design I (3 hours)
ART-233: Drawing I (3 hours)
ART-244: Ceramics I (3 hours)
ART-266: Sculpture I (3 hours)
ART-277: Painting I (3 hours)
ART-288: Introduction to Art History I (3 hours)
ART-289: Introduction to Art History II (3 hours)
ART-311: Art Education (3 hours)
ART-351: Printmaking, Papermaking, Bookarts and the Letterpress (3 hours)
ART-430: Automotive: Art and Design (3 hours)

COMM-105: Performance Appreciation (3 hours)
COMM-205: Performance Studies (3 hours)
COMM-295: Theatre History (____) (3 hours)
ENGL-250: Introduction to Creative Writing (3 hours)
HHP-151: Dance Appreciation (3 hours)
MUSIC-120: Music Appreciation (____) (3 hours)
MUSIC-121: Introduction to Music Literature (2 hours)

Cultural Studies (Select one) (3 hours)
ANTH-101: Introduction to Cultural Anthropology (3 hours)
MLL-114: Chinese Language and Culture I (3 hours)
MLL-124: French Language and Culture I (3 hours)
MLL-154: Spanish Language and Culture I (3 hours)
MLL-184: Russian Language and Culture I (3 hours)
MLL-194: Korean Language and Culture I (3 hours)
GEOG-106: World Regional Geography (3 hours)
GEOG-300: Elements of Geography (3 hours)
GEOG-304: Human Geography (3 hours)
WGS-399: Global Women's Issues (3 hours)

Health and Well Being (4-6 hours)
Select one of the following tracks: (21-27 hours)
PSYCH-155: General Psychology (3 hours)

Physical (Select one)
FCS-203: Nutrition and Health (3 hours)
FCS-301: Nutrition (3 hours)
HHP-150: Lifetime Fitness Concepts (1 hours)
NURS-303: Introduction to Public Health (3 hours)

Human Heritage (Select Philosophy PLUS one course from History or Literature) (6 hours)
Philosophy
PHIL-105: Ethics (3 hours)

History
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)

Literature
ENGL-113: General Literature (3 hours)
ENGL-114: General Literature (Genre) (3 hours)
ENGL-116: General Literature (Theme) (3 hours)
ENGL-315: Mythology (3 hours)
ENGL-120: Literature and Film (3 hours)
ENGL-320: Literature and Film (3 hours)

Major Requirements
Technical Specialties* (44 hours)
EST-101: The Environmental and Safety Industry (3 hours)

EST-204: Introduction to Fire Safety (3 hours)
EST-215: Introduction to Environmental Compliance (3 hours)
EST-326: Basic Electrical Safety (3 hours)
EST-393: Introduction to Industrial Safety (3 hours)
EST-396: Introduction to Construction Safety (3 hours)
EST-400: Cooperative Education/Internship (___) (3-6 hours)
EST-505: Water Quality and Solid Waste Management (3 hours)
EST-512: Risk Assessment (3 hours)
EST-514: Industrial Hygiene (3 hours)
EST-516: Hazardous Materials (3 hours)
EST-614: Environmental and Safety Program Development (2 hours)
EST-621: Ergonomics/Human Factors (3 hours)
EST-624: Risk Control (3 hours)
EST-630: Safety Management (3 hours)

Emphases* (choose one) (12 hours)
Human Resource Management Emphasis
HRD-596: Introduction to Human Resource Development (3 hours)
TM-606: Industrial Supervision (3 hours)
TM-390: Trade and Job Analysis (3 hours)
OR TM-520: Leadership in the Workplace (3 hours)
TM-653: Workforce Preparation (3 hours)

Construction Emphasis
CMCET-235: Methods of Construction-Light Frame and Finishes (2 hours)
CMCET-334: Methods of Construction-Sitework and Steel (3 hours)
CMCET-335: Methods of Construction-Concrete and Masonry (3 hours)
EST-496: Construction Safety (2 hours)
EST-497: Construction Safety Laboratory (1 hours)

General Industry Emphasis
EST-403: Industrial Safety (3 hours)
MFGET-263: Manufacturing Methods I (2 hours)
AND MFGET-268: Manufacturing Methods I Laboratory (1 hours)
TM-606: Industrial Supervision (3 hours)
Approved Tech elective or leadership# course (3 hours)
#Approved Leadership courses include:
MIL 303 Leadership Assessment and Development
TM 520 Leadership in the Workplace
LDSP 600 Foundations of Leadership

Environmental Management Emphasis
BIOL-313: Principles of Conservation (3 hours)
BIOL-615: Environmental Protection (3 hours)
EST-498: Environmental Safety (3 hours)
EST-629: Legal Issues in Environmental Health and Safety (3 hours)

Fire Safety Emphasis
Approved fire safety transfer courses

Support Courses* (20 hours)
CHEM-215: General Chemistry I (3 hours)
AND CHEM-216: General Chemistry I Laboratory (2 hours)

ENGL-301: Technical/Professional Writing (3 hours)
TM-679: Presentation Skills (3 hours)

Safety Electives (chosen from:) (9 hours)
EST-404: Fire Protection Systems (3 hours)
EST-524: Emergency Planning & Emergency Response (3 hours)
EST-605: Special Topics in Environmental and Safety (___) (1-3 hours)
HRD-575: Instructional Media in Human Resource Development (3 hours)
Approved Course by Instructor (3 hours)

*A grade of C or better is required in all technical specialties, emphasis and support course requirements.
Total minimum hours required for Bachelor of Science in Technology Degree with a Major in Environmental and Safety Management (124 hours)

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum **as you wish it to appear** in the online catalog:
Bachelor of Science in Technology Degree with a Major in Environmental and Safety Management

Basic Skills (12 hours)
COMM-207: Speech Communication (3 hours)
ENGL-101: English Composition (3 hours)
ENGL-190: Honors English Composition (3 hours)
OR ENGL-299: Introduction to Research Writing (3 hours)
MATH-113: College Algebra (3 hours)

General Education Electives (35-39 hours)
Sciences (8-9 hours)
Natural Sciences (Select one)
BIOL-111: General Biology (3 hours)
AND BIOL-112: General Biology Laboratory (2 hours)

BIOL-113: Environmental Life Science (4 hours)

BIOL-211: Principles of Biology I (4 hours)

Physical Sciences
PHYS-171: Physical Science (3 hours)
AND PHYS-172: Physical Science Laboratory (1 hours)
(or other approved Physical Science course)

Social Studies (Select one) (3 hours)
SOC-100: Introduction to Sociology (3 hours)
WGS-200: Introduction to Women's Studies (3 hours)

Political Studies (Select one) (3 hours)

POLS-101: U.S. Politics (3 hours)
POLS-103: Comparative Political Institutions (3 hours)

Producing and Consuming (6 hours)
Economy
ECON-191: Issues in Today's Economy (3 hours)

General Education Electives (35-39 hours)
ACCTG-201: Financial Accounting (3 hours)

Fine Arts and Aesthetic Studies (select one) (2-3 hours)
ART-155: Printmaking and Paper Arts (3 hours)
ART-178: Introduction to the Visual Arts (3 hours)
ART-188: The Designed World (3 hours)
ART-217: Crafts I (3 hours)
ART-222: Jewelry Design I (3 hours)
ART-233: Drawing I (3 hours)
ART-244: Ceramics I (3 hours)
ART-266: Sculpture I (3 hours)
ART-277: Painting I (3 hours)
ART-288: Introduction to Art History I (3 hours)
ART-289: Introduction to Art History II (3 hours)
ART-311: Art Education (3 hours)
ART-351: Printmaking, Papermaking, Bookarts and the Letterpress (3 hours)
ART-430: Automotive: Art and Design (3 hours)

COMM-105: Performance Appreciation (3 hours)
COMM-205: Performance Studies (3 hours)
COMM-295: Theatre History (____) (3 hours)
ENGL-250: Introduction to Creative Writing (3 hours)
HHP-151: Dance Appreciation (3 hours)
MUSIC-120: Music Appreciation (____) (3 hours)
MUSIC-121: Introduction to Music Literature (2 hours)

Cultural Studies (Select one) (3 hours)
ANTH-101: Introduction to Cultural Anthropology (3 hours)
MLL-114: Chinese Language and Culture I (3 hours)
MLL-124: French Language and Culture I (3 hours)
MLL-154: Spanish Language and Culture I (3 hours)
MLL-184: Russian Language and Culture I (3 hours)
MLL-194: Korean Language and Culture I (3 hours)
GEOG-106: World Regional Geography (3 hours)
GEOG-300: Elements of Geography (3 hours)
GEOG-304: Human Geography (3 hours)
WGS-399: Global Women's Issues (3 hours)

Health and Well Being (4-6 hours)
Select one of the following tracks: (21-27 hours)
PSYCH-155: General Psychology (3 hours)

Physical (Select one)

FCS-203: Nutrition and Health (3 hours)
FCS-301: Nutrition (3 hours)
HHP-150: Lifetime Fitness Concepts (1 hours)
NURS-303: Introduction to Public Health (3 hours)

Human Heritage (Select Philosophy PLUS one course from History or Literature) (6 hours)
Philosophy

- PHIL-103: Introduction to Philosophy (3 hours)
- PHIL-105: Ethics (3 hours)
- PHIL-112: Biomedical Ethics (3 hours)
- PHIL-113: Business Ethics (3 hours)
- PHIL-114: Environmental Ethics (3 hours)
- PHIL-207: Critical Thinking (3 hours)
- PHIL-208: Logic (3 hours)
- PHIL-231: World Religions (3 hours)

History
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)

Literature
ENGL-113: General Literature (3 hours)
ENGL-114: General Literature (Genre) (3 hours)
ENGL-116: General Literature (Theme) (3 hours)
ENGL-315: Mythology (3 hours)
ENGL-120: Literature and Film (3 hours)
ENGL-320: Literature and Film (3 hours)

Major Requirements
Technical Specialties* (44 hours)
EST-101: The Environmental and Safety Industry (3 hours)
EST-204: Introduction to Fire Safety (3 hours)
EST-215: Introduction to Environmental Compliance (3 hours)
EST-326: Basic Electrical Safety (3 hours)
EST-393: Introduction to Industrial Safety (3 hours)
EST-396: Introduction to Construction Safety (3 hours)
EST-400: Cooperative Education/Internship (___) (3-6 hours)
EST-505: Water Quality and Solid Waste Management (3 hours)
EST-512: Risk Assessment (3 hours)
EST-514: Industrial Hygiene (3 hours)
EST-516: Hazardous Materials (3 hours)
EST-614: Environmental and Safety Program Development (2 hours)
EST-621: Ergonomics/Human Factors (3 hours)
EST-624: Risk Control (3 hours)
EST-630: Safety Management (3 hours)

Emphases* (choose one) (12 hours)
Human Resource Management Emphasis
HRD-596: Introduction to Human Resource Development (3 hours)

TM-606: Industrial Supervision (3 hours)
TM-390: Trade and Job Analysis (3 hours)
OR TM-520: Leadership in the Workplace (3 hours)
TM-653: Workforce Preparation (3 hours)

Construction Emphasis
CMCET-235: Methods of Construction-Light Frame and Finishes (2 hours)
CMCET-334: Methods of Construction-Sitework and Steel (3 hours)
CMCET-335: Methods of Construction-Concrete and Masonry (3 hours)
EST-496: Construction Safety (2 hours)
EST-497: Construction Safety Laboratory (1 hours)

General Industry Emphasis
EST-403: Industrial Safety (3 hours)
MFGET-263: Manufacturing Methods I (2 hours)
AND MFGET-268: Manufacturing Methods I Laboratory (1 hours)
TM-606: Industrial Supervision (3 hours)
Approved Tech elective or leadership# course (3 hours)
#Approved Leadership courses include:
MIL 303 Leadership Assessment and Development
TM 520 Leadership in the Workplace
LDSP 600 Foundations of Leadership

Environmental Management Emphasis
BIOL-313: Principles of Conservation (3 hours)
BIOL-615: Environmental Protection (3 hours)
EST-498: Environmental Safety (3 hours)
EST-629: Legal Issues in Environmental Health and Safety (3 hours)

Fire Safety Emphasis
Approved fire safety transfer courses

Support Courses* (19-20 hours)
CHEM-215: General Chemistry I (3 hours)
AND CHEM-216: General Chemistry I Laboratory (2 hours)
or
CHEM 105 Introductory Chemistry (3 hours)
AND CHEM 106 Intro to Chemistry Lab(1 hour)

ENGL-301: Technical/Professional Writing (3 hours)
TM-679: Presentation Skills (3 hours)

Safety Electives (chosen from:) (9 hours)
EST-404: Fire Protection Systems (3 hours)
EST-524: Emergency Planning & Emergency Response (3 hours)
EST-605: Special Topics in Environmental and Safety (___) (1-3 hours)
HRD-575: Instructional Media in Human Resource Development (3 hours)
Approved Course by Instructor (3 hours)

*A grade of C or better is required in all technical specialties, emphasis and support course requirements.

Total minimum hours required for Bachelor of Science in Technology Degree with a Major in Environmental and Safety Management (124 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:
   None

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 12.1.17 Signature, Department Chairperson James Otter Digitally signed by James Otter DN: cn=James Otter, o=Pittsburg State University, ou=School of Construction, email=jotter@pittstate.edu, c=US Date: 2017.12.05 07:23:44 -06'00'

☒ Approved: College Curriculum Committee
Date 12.14.17 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 12.14.17 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 2/16/18 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.