



Pittsburg State University

Faculty Senate Meeting

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

AGENDA

- I. Call to order**
- II. Approval of Feb 26, 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**
 - G. Faculty Senate Report- Amy Hite**
 - a. 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):
Information Systems Subcommittee—**Chair: Tracy Rampy (Jim McBain to report): Discuss dissolving ISC and increasing faculty appointments to ITC, second reading.**
- Continuing Studies Subcommittee— **Chair: Liz Mascher Meeting March 29.**
- Departmental Academic Honors Subcommittee—**Chair: Rion Huffman: Updated Bylaw Recommendations, Second Reading.**
- Honors College Subcommittee—**Chair: James Greene**
- Writing Across the Curriculum Subcommittee—**Chair: Rebecca Book, Catalog recommendation. Second Reading**

"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, Policy for first reading will be sent by email to senators prior to meeting**
- C. **All University Committee—Chair: James McBain**
- D. **Faculty Affairs Committee—Chair: Michelle Hudiburg**
- E. **Constitution Committee—Chair: Norman Phillip, all bylaw change requests need to be brought to the April 23 meeting for first reading.**
- F. **General Education Committee—Chair: Mark Johnson,**
- 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: April 23 3:00 pm

Second Meeting April 23 for Dept/School Senators and Newly elected At-Large Senators to elect Executive Committee.

Definition of an Emphasis

(Currently not found in the PSU catalog – wish to add under Academic Regulations section)

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

Justification – although the KBOR form for creating minors emphasis/concentrations and certificates does denote the requirement of 24 credit hours or less, it does not set the minimum credit hours. We currently have existing emphases with as few as 12 credit hours.

Definition of Certificate Program

(Currently not found in the PSU catalog – wish to add under Academic Regulations section)

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

Justification – although the KBOR form for creating a certificate denotes the certificate should be 24 credit hours or less, it does not set the minimum credit hour. We currently have existing certificates with as few as 12 credit hours and none exceeding 24 credit hours.

Definition of a Minor

(Currently not found in the catalog – suggest adding to Academic Regulations section)

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least 9 unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments may specify minors that best achieve the learning objective for their students.

Justification for this change – Provost Leadership recently met to agree upon 15 hours for the minimum number of hours and ratified the need for 9 unique hours. BOR policy requires that no minor exceed 24 hours. Provost leadership agreed that this needed to be stated in PSU policy as well. The registrar has contacted the 8 departments who currently offer minors that exceed 24 hours asking that they introduce legislation to comply with existing BOR policy.

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 schools/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. Within the College of Arts and Sciences, there will be separate committees including one representing the schools/departments of natural sciences (physics, chemistry, biology, mathematics and nursing) and one from one of the other departments (art, communication, english & modern language, family & consumer sciences, history, philosophy, & social sciences, military science, music, and interdisciplinary programs). ~~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 schools/department. Within the College of Arts and Sciences, there will be separate committees representing schools/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 schools/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 school/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 schools/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. Within the College of Arts and Sciences, there will be separate committees including one representing the schools/departments of natural sciences (physics, chemistry, biology, mathematics and nursing) and one from one of the other departments (art, communication, english & modern language, family & consumer sciences, history, philosophy, & social sciences, military science, music, and interdisciplinary programs). 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 schools/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 school/department, and return them to the Registrars office within one week of receiving the applications.

UGCC Meeting 03/07/2018

Voting Members

Daczewitz Harris McBain Morris Prelogar Wright

Dept: Nursing

Revision to Course

NURS 205-50

Y	Y	Y	Y	Y	Y
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Request new course

NURS 206

Y	Y	Y	Y	Y	Y
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Dept: MLA

Revision to course

MLL 358

Y	Y	Y	Y	Y	Y
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Request new course

MLL 255

Y	Y	Y	Y	Y	Y
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Rev to Curriculum

33 credit hours for Spanish Major

Y	Y	Y	Y	Y	Y
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Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: ENGML
October 24th, 2017

College: Arts and Sciences

Submission Date:

Contact Person: Myriam Krepps

☒ 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.

MLL 255 will need to be substituted for MLL 253 or 254 for programs requiring 12 hours of languages.

Proposed Course:

Course Number: MLL 255

Title of Course: Spanish Composition and Conversation I

Credit Hours: 3

Date first offered: 2018

(Semester/Year)

☒ Fall ☒ Spring ☒ Summer
(check all that apply)

Prerequisite: MLL 251

Course Description (as it will appear in the next catalog): The study of new grammatical structures and conversational activities for the development of oral proficiency as defined by the American council on the Teaching of Foreign Language. Prerequisite: MLL 251 Spanish Language and Culture III. A student may earn retro-credit upon successful completion of this course.

Purpose/Justification for Proposed Course: This course is designed for students who have studied language and cultures of the Spanish-speaking world for three semesters so that they can increase their skills in speaking, listening, reading, and writing. This course is based on conversational and writing activities intended to continue the development of oral and written proficiency as defined by the American Council on the Teaching of Foreign Languages (ACTFL). Topics include geography, history, entertainment, travel, politics, the environment, popular culture, and the arts. Discussions and writing in the target language will lead to learners' further appreciation of the target cultures. Spanish is the language of instruction. Also, this course is not a lecture course. Students may be able to earn retro-credits for this course.

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

Students can increase Spanish proficiency in five areas: speaking, listening, reading, writing, and culture. However, the overall results in these areas depend primarily on the efforts of the student to speak, listen, read, and write in Spanish. Students will: (1) speak and write informally about a variety of topics and offer formal spoken and written presentations about specific themes without notes; (2) listen to native and non-native speakers of Spanish and respond appropriately in writing and in speech; and (3) read texts in Spanish and discuss/summarize their findings through writing and speaking exercises. The methods of assessment follow.

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

Presentational (Formal) Communication Checks/Sondeos de comunicación formal (10%; 2 x 5%)

Interpersonal Communication Checks/Sondeos de comunicación interpersonal (10%; 2 x 5%)

Presentational (Formal) Writing Checks/Sondeos de escritura formal: (10%; 2 x 5%)

Conversation Partner Sessions/Sesiones con los compañeros de conversación (10%)

Homework and Quizzes/Tarea y pruebas (20%)

T.A.L.K. (10%)

Oral Interview/Entrevista oral (10%)

Interpretative Reading, Listening, Writing, and Cultural Evaluations/ Evaluaciones lectorales, auditivas, escritas y culturales (20%; 2 x 10%)

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.):
N/A

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

Please give the rationale for additional student fees:

N/A

3. 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.)?
N/A

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

- ☒ Approved: Department Chairperson
Date _____ Signature, Department Chairperson _____
- ☒ Approved: College Curriculum Committee
Date 2/4/17 Signature, College Curriculum Committee Chair Mary Carol Bonetto
- ☒ Approved: Dean of College
Date 2/4/17 Signature, Dean Mary Carol Bonetto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☒ Approved: Council for Teacher Education (if applicable)
Date 2/7/18 Signature, Council for Teacher Education Chair James T. Moore
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/9/18 Signature, Undergraduate Curriculum Committee Chair John B.
- ☐ 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.

Zimbra

mkrepps@pittstate.edu

Re: Changes to Spanish Curriculum

From : Myriam Krepps <mkrepps@pittstate.edu>

Thu, Oct 19, 2017 01:18 PM

Subject : Re: Changes to Spanish Curriculum

To : Darren Botello-samson <dbotello-samson@pittstate.edu>

Darren,
I will. Thank you.
Myriam

Myriam Krepps, Ph.D.
Associate Professor of French
Modern Languages Program Coordinator
Department of English and Modern Languages
Pittsburg State University

----- Original Message -----

From: Darren Botello-samson <dbotello-samson@pittstate.edu>
To: Myriam Krepps <mkrepps@pittstate.edu>
Sent: Thu, 19 Oct 2017 12:43:28 -0500 (CDT)
Subject: Re: Changes to Spanish Curriculum

Myriam:

That is not a problem; in fact, it is a very easy fix. If you remember, please let me know when the change is finalized and approved. That way I can make the changes on the international studies curriculum as soon as possible, as I am sure they will not let me make changes until your changes are approved.

Thanks,

Darren

From: "Myriam Krepps" <mkrepps@pittstate.edu>
To: "Darren Botello-samson" <dbotello-samson@pittstate.edu>

Sent: Thursday, October 19, 2017 11:13:59 AM
Subject: Changes to Spanish Curriculum

Darren,
Modern Languages is making some changes to the Spanish program that will impact the International Studies Program:
Your proposed major includes 12 hours of ML, for Spanish the classes are MLL 154, 158, 251, and 253 OR 254.
In our new program, MLL 253 and 254 will be deleted, replaced by just one course, MLL 255 Spanish Composition and Conversation I.

We hope to have our revised programs implemented in WF 18, at that point, you will need to make a one-time change to your curriculum, substituting MLL 255 for MLL 253 OR MLL 254. I am sorry for the added paperwork it will create. Let me know if you have any questions,

Cordially,
Myriam

Myriam Krepps, Ph.D.
Associate Professor of French
Modern Languages Program Coordinator
Department of English and Modern Languages
Pittsburg State University

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: ENGML
October 24th, 2017

College: Arts and Sciences

Submission Date:

Contact Person: Myriam Krepps ☒ 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 not required for any other program.

Purpose/Justification for Revision to Course: With the proposed curricular changes in the major and minor in Spanish, 358 will have a new pre-requisite.

Existing Course:

Course Number: MLL 358

Title of Course: Readings in Hispanic Literature and Civilization I

Credit Hours: 3

Prerequisite: MLL 251

Course Description (as it appears in the current catalog): The reading of a wide variety of authentic materials, such as literature, journal and internet articles, and advertisements. A student may earn retro-credit upon successful completion of this course. Prerequisites: MLL 251 Spanish Language and Culture III.

Proposed Course:

Course Number: MLL 358

Title of Course: Readings in Hispanic Literature and Civilization I

Credit Hours: 3

Prerequisite: MLL 255

Course Description (as it will appear in the next catalog): The reading of a wide variety of authentic materials, such as literature, journal and internet articles, and advertisements. A student may earn retro-credit upon successful completion of this course. Prerequisites: MLL 255 Spanish Composition and Conversation I or permission of instructor.

Additional Questions

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

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

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

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

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

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

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

☒ Approved: Department Chairperson
Date _____ Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 2/4/17 Signature, College Curriculum Committee Chair Mary Carol Bonetto

☒ Approved: Dean of College
Date 2/4/17 Signature, Dean Mary Carol Bonetto

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

☒ Approved: Council for Teacher Education (if applicable)
Date 2/7/18 Signature, Council for Teacher Education Chair James Tinsford

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/7/18 Signature, Undergraduate Curriculum Committee Chair [Signature]

☐ 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: ENGML College: Arts and Sciences

Submission Date: October 24th, 2017

Revision Effective: Fall, 2018
(Year)

Contact Person: Myriam Krepps

☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Bachelor of Arts in Modern Languages-Spanish Option 2 Teacher Certification

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

Description of Change: Streamline the curriculum for the major in Spanish program to eliminate confusion for second and third year students because of class groupings; modify the major so that students can earn a major in Spanish with 33 credit hours.

Rationale for Change (include changes to curriculum objectives): With the deletion of the Spanish major in 2013, faculty modified the program. Those changes created some confusion in selecting fourth semester courses and beyond. Therefore, adjustments to the major are needed so as to assist in student success, mirror the program in French, and align with programs at similar institutions.

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

☐ Yes ☒ No

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

This is a local level curricular change in the ML major in Spanish.

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.

MLL 255 will need to be substituted for MLL 253 or 254 for programs requiring 12 hours of languages.

Existing Major or Minor/Emphasis/Certificate

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

Teacher Certification - Spanish

MLL-154: Spanish Language and Culture I (3 hours)

MLL-158: Spanish Language and Culture II (3 hours)

MLL-251: Spanish Language and Culture III (3 hours)

At least 2 courses from Group 1* (6 hours)

Eight courses from Group 2** (24 hours)

Total (39 hours)

*Group 1

(Prerequisite: MLL 251 Spanish Language and Culture III)

MLL-253: Spanish Conversation (3 hours)

MLL-254: Spanish Grammar and Composition I (3 hours)

MLL-358: Readings in Hispanic Literature and Civilization I (3 hours)

**Group 2

(Prerequisites: one 300-level course before any 400-level course, one 400-level course before any 500-level course)

Eight approved upper-division electives (24 hours)

Courses required for teacher certification (substitute for a minor) (35 hours)

Admission to Teacher Education

EDUC-261: Explorations in Education (3 hours)

PSYCH-263: Developmental Psychology (3 hours)

PSYCH-357: Educational Psychology (3 hours)

MLL-479: The Teaching of Languages (3 hours)

SPED-510: Overview of Special Education (3 hours)

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

Admission to Professional Semester

EDUC-458: Methods and Curriculum (3 hours)

EDUC-462: Secondary and Middle Level Education (2 hours)

EDUC-464: Foundations of Measurement and Evaluation (2 hours)

EDUC-480: Supervised Teaching in the Secondary School (3 hours)

EDUC-482: Supervised Teaching in the Secondary School (5 hours)

MLL-579: Supervised Student Teaching and Follow-Up of Teachers (2 hours)

Total (74 hours)

Proposed Major or Minor/Emphasis/Certificate:

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

Teacher Certification - Spanish

MLL 154 Spanish Language & Culture I (3)

MLL 158 Spanish Language & Culture II (3)

MLL 251 Spanish Language & Culture III (3)

MLL 255 Spanish Composition and Conversation I (3)

MLL 358 Readings in Hispanic Literature & Civilization I (3)

Six approved upper-division electives* (18 hours)

Total (33 hours)

*Prerequisites: One 300-level course before any 400-level course; one 400-level course before any 500-level course

Courses required for teacher certification (substitute for a minor) (35 hours)

Admission to Teacher Education

EDUC-261: Explorations in Education (3 hours)

PSYCH-263: Developmental Psychology (3 hours)

PSYCH-357: Educational Psychology (3 hours)

MLL-479: The Teaching of Languages (3 hours)

SPED-510: Overview of Special Education (3 hours)

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

Admission to Professional Semester

EDUC-458: Methods and Curriculum (3 hours)

EDUC-462: Secondary and Middle Level Education (2 hours)

EDUC-464: Foundations of Measurement and Evaluation (2 hours)

EDUC-480: Supervised Teaching in the Secondary School (3 hours)

EDUC-482: Supervised Teaching in the Secondary School (5 hours)

MLL-579: Supervised Student Teaching and Follow-Up of Teachers (2 hours)

Total (68 Hours)

Additional Questions

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

N/A

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

Please give the rationale for additional student fees:

N/A

3. Will this 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 _____ Signature, Department Chairperson _____
- ☒ Approved: College Curriculum Committee
Date 2/4/17 Signature, College Curriculum Committee Chair Mary Carol Bonatto
- ☒ Approved: Dean of College
Date 2/4/17 Signature, Dean Mary Carol Bonatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☒ Approved: Council for Teacher Education (if applicable)
Date 2/7/18 Signature, Council for Teacher Education Chair James Trumble
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/9/18 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ 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: Nursing
11/13/17College: Arts and Sciences

Submission Date:

Contact Person: Amy Hite☒ Faculty member ☐ ChairRevision Effective: Summer 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.*

Currently, NURS 205 represents the 3 credit hour Special Topics: Certified Nurse Aide theory course and the 1 credit hour Certified Nurse Aide practicum course. The only way to differentiate the theory from practicum is by the section number. The theory and practicum are co-requisites and students often enroll in only theory or practicum and this creates problems when there aren't seats still available in both. The School of Nursing wishes to have the enrollment set to require enrollment in both theory and practicum, but this can't be done in the scheduling system since they are both NURS 205. NURS 205 will remain the 3 credit hour theory course and NURS 206 will be the new course number for the Certified Nurse Aide practicum course. NURS 205 represents a generic course number for any special topics course taught in the School of Nursing. It has only been used for the Certified Nurse Aide course in the last 5 years, so we would like to remove the Special Topics designation.

Purpose/Justification for Revision to Course: By having a separate course number for the theory and practicum courses, students will be required to enroll in both concurrently. This will lead to improving the enrollment process for students.

Existing Course:Course Number: NURS 205-50Title of Course: SP TP: Certified Nurse AideCredit Hours: 3Prerequisite: 0

Course Description (as it appears in the current catalog): Study of nursing or a health related issue. Specific topic will be designated each time the course is offered. May be repeated if different course content. Will not apply to the nursing major. Prerequisites: None.

Proposed Course:Course Number: NURS 205-50

Title of Course: Certified Nurse Aide Theory

Pittsburg State University

Credit Hours: 3

Prerequisite: 0

Course Description (as it will appear in the next catalog): The Certified Nurse Aide Theory is taught through classroom experiences and follows the Kansas Certified Nurse Aide Curriculum Guidelines. The Course is designed to provide individuals with the knowledge and skills to perform basic patient care in a hospital, nursing home, or other medical facility. By completing NURS 205 and 206, students will complete the required 90 hours of Certified Nurse Aide preparation required by the Kansas Department of Aging and Disability Services. Co-requisite is NURS 206.

Additional Questions

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

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

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

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

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

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

0

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

- ☒ Approved: Department Chairperson
Date 11-29-17 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 2/5/18 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 1/5/18 Signature, Dean [Signature]
- ☐ 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 3/9/18 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Nursing College: Arts and Sciences
11/13/17

Submission Date:

Contact Person: Amy Hite ☒ 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.

Currently, NURS 205 represents the 3 credit hour Special Topics: Certified Nurse Aide theory course and the 1 credit hour Certified Nurse Aide practicum course. The only way to differentiate the theory from practicum is by the section number. The theory and practicum are co-requisites and students often enroll in only theory or practicum and this creates problems when there aren't seats still available in both. The School of Nursing wishes to have the enrollment set to require enrollment in both theory and practicum, but this can't be done in the scheduling system since they are both NURS 205. NURS 205 will remain the 3 credit hour theory course and NURS 206 will be the new course number for the Certified Nurse Aide practicum course.

Proposed Course:

Course Number: NURS 206

Title of Course: Certified Nurse Aide Practicum

Credit Hours: 1

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

Prerequisite: 0

Course Description (as it will appear in the next catalog): The Certified Nurse Aide Practicum is taught through classroom, lab, and clinical experiences and follows the Kansas Certified Nurse Aide Curriculum Guidelines. The Course is designed to provide individuals with the knowledge and skills to perform basic patient care in a hospital, nursing home, or other medical facility. By completing NURS 205 and 206, students will complete the required 90 hours of CNA preparation required by the Kansas Department of Aging and Disability Services. Co-requisite is NURS 205.

Purpose/Justification for Proposed Course: Clarification of the theory course as NURS 205 and the practicum course as NURS 206. This is not technically a new course, as the practicum is currently being taught as NURS 205-51-54. By creating NURS 206, it better differentiates the theory and practicum courses and allows the scheduling system to have students enroll in these courses concurrently.

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

1. Designed to provide individuals with the knowledge and skills to perform basic patient care in a hospital, nursing home, or other medical facility. Students are taught to feed, bathe, dress patients, change bed linens, take vital signs, along with other tasks associated with the comfort of the patient.

2. Medical facilities expect employees to be aware of the professional atmosphere of their business. A mature professional attitude should be a part of each student completing this program. Confidentiality and medical ethics are important qualities of each student.

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

Quizzes, workbook assignments, clinical check offs, mid-term, final, and successful completion of all skills in the clinical setting.

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.):
Q

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.)?
Q

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

- ☒ Approved: Department Chairperson
Date 11-29-17 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 2/1/18 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 2/1/18 Signature, Dean [Signature]
- ☐ 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 3/9/18 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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