



Pittsburg State University

Faculty Senate Meeting

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

AGENDA

- I. Call to order**
- II. Approval of February 27, 2017 minutes**
- III. Announcements**
 - A. Provost and Vice President of Academic Affairs-Dr. Lynette Olson**
 - B. PSU/KNEA Remarks- Khamis Siam**
 - C. Student Senate Remarks-Nathan Diddle**
 - D. Unclassified Senate Remarks- Erin Sullivan**
 - E. University Support Staff Remarks- Michael Woodrum**
 - F. Faculty Senate Report- Janice Jewett**
- IV. Committee Reports**

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

 - A. Academic Affairs Committee—Chair: Jorge Leon**
 - Undergraduate Curriculum Subcommittee—**Chair: James McBain, Amy Hite**
 - Library Services/Learning Resources Subcommittee—
Chair: Julie Samuels
 - Information Systems Subcommittee—**Chair: Maeve Cummings**

- Continuing Studies Subcommittee— **Chair: Jeanea Lambeth**
- Departmental Academic Honors Subcommittee—**Chair: Michelle Hudiburg**
- Honors College Subcommittee—**Chair: Susan Schreiner**
- Writing Across the Curriculum Subcommittee—**Chair: Laura Covert**
- Diversity and Multicultural Affairs Subcommittee—**Chair: Ananda Jayawardhana**

B. Student Faculty Committee—Chair: Barb McClaskey

C. All University Committee—Chair: James McBain

D. Faculty Affairs Committee—Chair: Susan Schreiner

E. Constitution Committee—Chair: Mark Johnson

F. General Education Committee—Chair: Mark Johnson

G. Budget Committee—Chair: Kristen Maceli

All University Committees or Other Appointments

- **Academic Honesty Committee—Chair: Amy Hite**

V. Unfinished Business

a. Academic Affairs – 2nd Reading

VI. New Business:

VII. Open Forum:

VIII. Adjournment

Next Faculty Senate Meeting: April 24th, 2017

Academic Affairs Committee
Registrar's Office Submission for Revisions
Spring 2017

The Registrar's Office has identified the following items that we ask be reviewed and approved for change effective Fall 2017.

1) Removal of restriction that a student with a bachelor's degree cannot pursue an associate degree. In the Undergraduate Degrees and Requirements section of the catalog under Requirements for the Associate Degree it currently reads under statement # 4

4. The associate degree will not be granted after a baccalaureate degree has been granted.

We would like to remove this statement and allow students with baccalaureate degrees to pursue an associate when that meets their current academic and/or career path.

2) Clarification is needed on the ability to select minors within the same department as the student's major. In the Undergraduate Degrees and Requirements section of the catalog under Requirements for All Baccalaureate Degrees.

CURRENT:

13. Minors must be selected from a different department than the major. (It is understood that, in the Department of Engineering Technology, technology minors can be earned in areas of study different from the major).

20. Minors chosen from the same department or discipline area may be awarded if at least nine hours are unique to that minor in reference to any major or emphasis area. Departments may legislate, as part of major requirements, any exception to this rule.

PROPOSED:

13. Minors typically must be selected from a different department than the major. Minors that are chosen from the same department or discipline area may be awarded if at least nine hours are unique to that minor in reference to any major or emphasis area. When the degree does not specify a minor requirement, departments may legislate a minor to be included with the major which varies from these guidelines.

~~**20.** Minors chosen from the same department or discipline area may be awarded if at least nine hours are unique to that minor in reference to any major or emphasis area. Departments may legislate, as part of major requirements, any exception to this rule.~~

3) Update to description of minor for Bachelor of Arts and Bachelor of Science as found in the Undergraduate Degrees and Requirements under Undergraduate Programs. Recent legislation for revised and new minors have as few as 15 to 18 hours. Regent policy only requires that a minor is not to exceed 24 hours. The current statement restricts choice of minors to not include the 15 and 18 hour minors.

CURRENT: (BACHELOR OF ARTS)

Requirements for a Minor

Each student must select one minor of at least 20 semester hours from among the following departments....Minors in English for speakers of other languages and special education for students majoring in family and consumer sciences-early childhood emphasis as well as Innovation Engineering require less than 20 hours. ...

PROPOSED: (remove any reference to 20 hours)

Requirements for a Minor

Each student must select one minor of at least 20 semester hours from among the following departments... ~~Minors in English for speakers of other languages and special education for students majoring in family and consumer sciences early childhood emphasis as well as Innovation Engineering require less than 20 hours. ...~~

CURRENT: (BACHELOR OF SCIENCE)

Requirements for a Minor

Each student must select a minor that must be in a different field from the major. The social work and exercise science majors do not require a minor.

PROPOSED:

Requirement for a Minor

A minor for a Bachelor of Science is dependent on the major. Students should refer to the catalog or seek advice from their advisor on minor requirements for their selected major.

- 4) Requirements for Dual Degree as found in the Undergraduate Degrees and Requirements section of the catalog needs revised to address if a minor is needed when the student is pursuing more than one degree.

CURRENT:

A student who seeks to complete two degrees at Pittsburg State University in the same semester are required to file for a degree audit with the Degree Checking Office at the point this decision is made. Dual degrees require that General Education requirements for each degree be met. Also, minor requirements for each degree must be fulfilled. All Support Courses must be completed. Please review second degree policy shown above in #15 of Requirements for all Baccalaureate Degrees.

PROPOSED:

Students who seek to complete two or more degrees simultaneously at Pittsburg State University must meet the following requirements:

- 1) File for an official degree audit with the Degree Checking Office at the point this decision is made.
- 2) Meet the General Education requirements for each degree.
- 3) Verify requirements for a minor based on the student's choice for the first degree by contacting the Degree Checking Office.
- 4) Complete all Support Courses for each major.
- 5) Review #15 under Requirements for all Baccalaureate degrees, for policy relating to awarding of second bachelors applies for dual degrees.

- 5) Military Service as it relates to Credit for Prior Learning states that 'no more than 30 credit hours will be applied toward graduation for credit earned.' Although rare that a veteran would have 30 or more hours that transfer as meeting degree requirements, we see no need to state this here. A veterans would still need to meet same degree requirements as other students. Under Academic Regulations in the Credit for Prior Learning section of the catalog we would like to remove this statement.

PROPOSED:

Pittsburg State University generally follows the recommendations of the Office of Educational Credits listed by the American Council of Education (ACE). Advanced standing credits, as noted on the student's military transcript, will be given to veterans for formal service school courses

on the basis of ACE. ~~No more than 30 credit hours will be applied toward graduation for credit earned.~~

6. Change to policy on repeating of courses. Have learned that other Regent schools do allow students to repeat the grade of B. PSU does not offer correspondence courses and these are not common nor denoted on a transcript from another college. -- For discussion, leaving the inability to use test-out credit to repeat a course and adding anything about repeating A's for 'recency'.

CURRENT:

Repeated Courses

Only courses in which "C", "D", or "F" grades have been earned may be repeated. Students may not repeat a course failed in resident study via a correspondence course or credit by exam.

Grades earned on the final attempt will be used in computing the GPA. Grades earned on all previous attempts will continue to appear on the transcript, but will be marked as repeated and will not be calculated in the GPA.

PROPOSED:

Grades earned on the final attempt will be used in computing the GPA. Grades earned on all previous attempts will continue to appear on the transcript, but will be marked as repeated and will not be calculated in the GPA. Students may not repeat a course failed in resident study via credit by exam.

University Undergraduate Curriculum Committee Meeting
Meeting Minutes - March 8, 2017

Committee Members Present: Jim McBain (Chair), Amy Hite (ex-officio), Doug Younger (Recorder), Eric Harris, Chris Spera

Committee Members Not Present: none

Attendees: none

Items for Consideration - Each item was reviewed individually and a motion made then seconded. All items are approved as presented with any suggestions/recommendations noted*. **Each motion carried 4-0.**

Request for New Course: **Motion, Second, Carried**

- BIOL 106 – Organismic and Environmental Biology Orientation
- BIOL 636 – Invasive Species Management

Request for Revisions to a Course: **Motion, Second, Carried**

- AT 410 – Emerging Developments

Request for Deletion of a Course: **Motion, Second, Carried**

- None

Requests for New Minor/Emphasis/Certificate: **Motion, Second, Carried**

- HHPR – Certificate in Coaching

Request for Revision to Curriculum: **Motion, Second, Carried**

- None

Approved items scheduled to be on the March 27, 2017 agenda of Faculty Senate.

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Biology College: Arts and Sciences
12/9/2016

Submission Date:

Contact Person: Christine Brodsky

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 is specific to incoming Biology majors with the Emphasis areas of either Field Biology and Environment, or Ecology and Organismic Biology; or any student interested in pursuing a biology career related to fisheries and wildlife biology, conservation, natural resource management, etc.

Proposed Course:

Course Number: BIOL 106

Title of Course: Organismic and Environmental Biology Orientation

Credit Hours: 1

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

Prerequisite: N/A

Course Description (as it will appear in the next catalog): Acquaint freshman with the requirements for both agency employment and advanced degrees in the field sciences. Required for all incoming Biology majors in the Field Biology and Environment, or Ecology and Organismic Biology emphasis areas. Offered on a Pass-Fail basis only.

Purpose/Justification for Proposed Course: As the Pre-Medical/Dental students have Pre-Health Orientation, this course is intended to welcome new students to the emphasis areas concerning field biology, environmental biology, organismal biology, and ecology. The course will give new students an overview of the biology curriculum and allow them to explore the possibilities within the major and careers early on. We hope that this course will help with student retention within the major, by providing students with various career tracks to pursue and tools in which to be successful in their career preparation.

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

In this course, students will...

- Discover potential careers within organismic and environmental biology, and identify career preparation opportunities at PSU.

- Explore local PSU field stations and summarize management practices occurring within each.

- Prepare common requirements for applying for internships and jobs (e.g. job search, resume writing, cover letter writing, interviews).

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

Achievement in this course is accomplished by:

1. Attendance and participation (25%): You'll learn more about careers and biology topics by participating in discussions and asking questions. There will be a sign-in sheet for each class. If you miss more than three (3) classes, you will be dropped from the course. Please notify me immediately about any issues that may arise, causing you to miss multiple classes (e.g. death in the family, illnesses, etc.). You are required to attend one field trip.
2. Weekly reflections (50%): On Canvas, you'll submit weekly summaries and reflections on the previous week's guest speaker.
3. Assignments (25%): To prepare you for applying for future internships and jobs, we'll cover resume and cover letter writing, and interview skills. You will have assignments in which you will prepare these documents.

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

Additional Questions

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

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

Please give the rationale for additional student fees:

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

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

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

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

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

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

- Approved: Department Chairperson
Date 2/5/16 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee
Date 2/16/17 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College
Date 2/16/17 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 3/14/17 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.

Pittsburg State University
BIOL 106 – Organismic and Environmental Biology Orientation
Syllabus - Fall 2017

Instructor: Dr. Christine Brodsky, Dept. of Biology
Office: 330 Heckert-Wells
Office Hours: TBD
Email & Office Phone cbrodsky@pittstate.edu; (620) 235-4947
Credits: 1

Lecture Location: TBD
Lecture Time: TBD

COURSE DESCRIPTION

The purpose of this course is to familiarize you with various organismic and environmental biology professions through guest speaker visits, trips to local field stations, opportunities on campus, and career preparation tasks.

REQUIRED TEXTS

None

COURSE OBJECTIVES

In this course, students will...

- Discover potential careers within organismic and environmental biology, and identify career preparation opportunities at PSU.
- Explore local PSU field stations and summarize management practices occurring within each.
- Prepare common requirements for applying for internships and jobs (e.g. job search, resume writing, cover letter writing, interviews).

EVALUATION

Achievement in this course is accomplished by:

1. Attendance and participation (25%): You'll learn more about careers and biology topics by participating in discussions and asking questions. There will be a sign-in sheet for each class. If you miss more than three (3) classes, you will be dropped from the course. Please notify me immediately about any issues that may arise, causing you to miss multiple classes (e.g. death in the family, illnesses, etc.). You are **required to attend one field trip**.
2. Weekly reflections (50%): On Canvas, you'll submit weekly summaries and reflections on the previous week's guest speaker.
3. Assignments (25%): To prepare you for applying for future internships and jobs, we'll cover resume and cover letter writing, and interview skills. You will have assignments in which you will prepare these documents.

GRADING SCALE

Grades will be based on your points earned as the percentage of the total available points.

Pass = 100% - 60% Fail = 59% and Below

DEAD WEEK

There may be in-class assignments during Dead Week.

FIELD TRIPS

To expose you to a variety of habitats in southeast Kansas, we will be going on field trips throughout the semester. At a minimum, you must attend one field trip; however, you can attend as many as you'd like. For these trips, we will meet outside Heckert-Wells by the vans and travel to the site together. Budget at least 2-3 hours for each trip, with travel time.

POLICY ON PROFESSIONALISM

You are expected to act professionally in this class, especially with visiting guest speakers. Please address the speakers with their preferred titles (i.e. Dr. So-in-So) and be respectful while they are speaking.

Appropriate dress is required for this course. For days in which we have a guest speaker, please dress professionally (i.e. no hats, sweatpants, flip-flops, etc.) to show respect to our visiting guest. For days that we are visiting field sites, please wear clothes that you can get dirty, close-toed shoes, and weather-appropriate clothes (i.e. rain jacket, warm gloves, hat).

There is a strict no-cell phone policy. Please give the speaker your full attention. Additionally, when taking notes, please avoid distracting your fellow classmates by not checking email, Facebook, playing games, etc.

When emailing your professors, please use proper email etiquette, such as the use of the subject line and an appropriate greeting like, "Hello Dr. Brodsky" (not "Hey" or "Yo." Yes, I have received both). Please be aware that I check my email sparingly during nights and weekends, so if you send an email after Friday afternoon, please do not expect an answer until Monday morning.

STUDENT ACCOMMODATIONS

All students are expected to meet the standards for this course as set by the instructor. However, students with learning disabilities who may need accommodations should discuss options with the Center for Student Accommodations (CSA) during the first two weeks of class. The CSA will contact professors with suggested classroom needs and accommodations. Approved documentation needs to be on file in the CSA prior to the start of the semester.

ACADEMIC HONESTY AND INTEGRITY POLICY

Academic honesty and integrity is expected. Please review the policy on the university's webpage: <http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot>

For additional information and requirements, see the Syllabus Supplement 2017 at:
(LINK)

Lecture Schedule*

Week	Date	Topic	Assignment Due
1	Aug 21	Introduction & Four Year Plan	Read Syllabus
2	Aug 28	Opportunities on Campus	.
3	Sept 4	(Holiday – No Class)	.
4	Sept 11	Faculty Introductions	.
5	Sept 16	Wildlife Biologist – Logan Martin	Reflection
6	Sept 25	Fisheries Biologist – Rob Friggeri	Reflection
7	Oct 2	Conservation Agent/Game Warden	Reflection
8	Oct 9	Internships, Technicians	Reflection
9	Oct 16	Natural History Interpretation – Delia Lister	.
10	Oct 23	Environmental Consultant	Reflection
11	Oct 30	Applying for your Dream Job – Resumes and Cover Letters	Reflection
12	Nov 6	Captive Animal Management – Andrew via Skype	Resume and Cover Letter
13	Nov 13	Graduate School and Beyond	Reflection
14	Nov 20	Wrap Up	Field Trip Reflection

*Visitors and dates subject to change

Field Trips**

- Date TBD – Monahan Outdoor Education Center (Reclaimed mine land and prairie habitat)
- Date TBD – PSU Natural History Reserve (Raptors and reclaimed mine land)
- Date TBD – Dr. Ford's Property (Wetland and forest habitats)
- Date TBD – Prairie State Park (Tallgrass prairie and resident bison herd)

**Required to attend at least one. Dates are spread across different weekdays/weekends to accommodate everyone's schedule. Please notify me immediately if you cannot make any field trip date.

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Biology College: Arts and Sciences
10/20/2016

Submission Date:

Contact Person: Neil Snow 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.*The course will be one of approximately four courses in our Field/Ecology and Organismic biology areas that focus on management, from which students must select two courses.**Proposed Course:**Course Number: BIOL 636Title of Course: Invasive Species ManagementCredit Hours: 3Date first offered: 2017 Fall Spring Summer
(Semester/Year) (check all that apply)Prerequisite: BIOL 211; BIOL 212; BIOL 313Course Description (as it will appear in the next catalog): Review of invasive species locally and globally focusing on invasive ecology, economic costs, and approaches to their management.Purpose/Justification for Proposed Course: Invasive species worldwide are now one of most urgent and challenging aspects of managing terrestrial and aquatic ecosystems.

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

1. Know the basic principles underlying the ecology of invasive species
2. Understand the different and inconsistent terminologies applied to invasive species
3. Appreciate the staggering economic costs of invasive species
4. Better understand the ecological complexity of the invasion process
5. Learn several dozen examples of invasive species representing terrestrial and aquatic systems, including their biology and the damages they create economically and ecologically
6. Learn about issues and stakeholders in land management at the municipal, state, and federal levels
7. Be introduced to laws governing invasive species
8. Be presented to some of the controversies surrounding biological invasions
9. Assemble in PowerPoint a list of 120 invasive species of their choice broadly divided more or less equally among: 1) major geographical regions (KS and adjacent states; North America, New World, Old World), 2) major taxonomic groups (vertebrates excluding birds, birds, plants/algae/fungi, invertebrates) and 3) ecosystem types (terrestrial above-ground; terrestrial below-ground; aquatic freshwater; aquatic saltwater)
10. Be exposed to recurring management issues concerning invasive species

11. Learn of success stories in invasive species management and some of the more egregious past ecological and economic errors in management

12. Write a detailed management plan based on a fictitious scenario to control invasive species

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

World Geography worksheet 50 points

Lecture exams (3 @ 100 points) 300 points

PowerPoint Notebook of 120 Invasive Species 120 points

Invasive Species Management plan (written) 130 points

Invasive Species Management plan (oral talk) 50 points

Total: 650 points

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

Additional Questions

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

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

Please give the rationale for additional student fees:

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


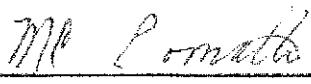
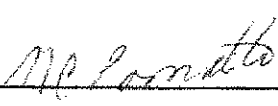
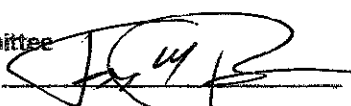
If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

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

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

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

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

- Approved: Department Chairperson
 Date 11/14/16 Signature, Department Chairperson 
- Approved: College Curriculum Committee
 Date 2/6/17 Signature, College Curriculum Committee Chair 
- Approved: Dean of College
 Date 2/6/17 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 3/14/17 Signature, Undergraduate Curriculum Committee Chair 
- Approved: Faculty Senate
 Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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

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

Request for New Minor/Emphasis/Certificate

Proposal for a New: Minor Emphasis Certificate

Department: HHPR College: Education

Submission Date: 12/2/2016

Effective: Fall, 2017
(Year)

Contact Person: Cole Shewmakae

Faculty member Chair

Title of Proposed Minor/Emphasis /Certificate: Certificate in Coaching

Purpose/Justification for Minor/Emphasis/Certificate: The Certificate in Coaching allows non-degree seeking students and professionals to obtain continuing education related to interscholastic coaching. In addition, those minoring in coaching may also receive the Certificate in Coaching once all requirements for the certificate are met. The purpose of the certificate is to provide knowledge and resources for students wanting lead young people involved in interscholastic youth sports. Students will learn coaching principles regarding character, diversity, communication, physical training, health and wellness, and healthy relationships. Additionally, students will learn basic concepts from a variety of individual and team sports, along with rules and officiating procedures within sports. Beyond the classroom, students will experience hands-on applications within a sports setting.

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

Yes No

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

Of the colleges and universities in Kansas, very few offer coaching certificates. Currently, Fort Hays State University is the only university that offers a coaching certificate. Kansas High School State Athletics Association is moving towards requiring interscholastic coaches to either have a teaching license or coaching certificate.

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

Yes No

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

The Certificate in Coaching will be offered through a select choice of HHP courses already existing.

Please complete the Kansas Board of Regent forms located at http://www.kansasregents.org/academic_affairs/new_program_approval and list the proposed curriculum for the minor/emphasis/concentration, in section 3 (III) of the forms. Please input the proposed curriculum **as you wish it to appear in the next catalog**. If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
At the present time, no additional resources will be required. In the future, there are no additional resources anticipated.

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 minor/emphasis/certificate have specific General Education courses required?
 Yes No

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

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

5. What additional costs will be required for this minor/emphasis/certificate (e.g. staffing, equipment, etc.)?
There are no anticipated additional costs associated with the Certificate in Coaching as all courses within the certificate are already offered within the HHPR Department.

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 12/2/16 Signature, Department Chairperson [Signature]

Approved: College Curriculum Committee
 Date 2/7/17 Signature, College Curriculum Committee Chair [Signature]

Approved: Dean of College
 Date 2/7/17 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 3/14/17 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 _____

Approval at Kansas Board of Regents level:

COCAO Date: _____

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

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

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.

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

December 16, 2016

Kansas Board of Regents

**APPLICATION FOR APPROVAL
OF CERTIFICATE IN COACHING**

Pittsburg State University
(NAME OF INSTITUTION)

1701 S Broadway – Pittsburg KS 66762
(ADDRESS)

620-235-4665 (HHPR Department)
(TELEPHONE)

Certificate:

Certificate in Coaching – 13.1314
(Title and CIP)

New
 Derived from Existing Program

(DATE SUBMITTED)

**(Signature of Vice-President
/or Provost)**

**PROPOSAL FOR CERTIFICATE
Kansas Board of Regents**

Submitted by Dr. John Oppliger/Dr. Cole Shewmake

College of Education

Division of Health, Human Performance and Recreation

I. Indicate major in which concentration will be located: BSEd in Physical Education

II. Give the name and describe the purpose of the proposed certificate:

Name: Certificate in Coaching

Description of Purpose: The purpose of the certificate is to provide knowledge and resources for students wanting to lead young people involved in interscholastic youth sports.

(Use other sheets as needed)

III. Provide curriculum for the major and indicate courses required for each concentration:

Certificate in Coaching
Name of Certificate

	Course Name & Number	Credit Hours
Core Courses: (8 hrs)	HHP 260: First Aid & CPR	2
	HHP 262: Care & Prevention of Athletic Injuries	2
	HHP 320: Rules & Officiating	2
	HHP 340: Scientific Foundations of Coaching	2
Electives: (6 hrs)	HHP 321: Coaching Softball & Baseball	2
	HHP 322: Coaching Track & Field	2
	HHP 323: Coaching Football	2
	HHP 324: Coaching Basketball	2
	HHP 325: Coaching Volleyball	2
	HHP 326: Coaching Swimming	2
	Course Name & Number	Credit Hours
Practica: (2 HRS)	HHP 385: Practicum in Health & Human Performance	2
	Total:	16

N/A
(Name of Concentration)

	Course Name & Number	Credit Hours
Concentration:	<u>N/A</u>	<u> </u>
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>
	Total:	<u> </u>

Note: By Board of Regents definition concentrations are established within existing programs and are:

1. 24 hours or less at the undergraduate level
2. 12 hours or less at the master's level
3. 18 hours or less at the doctoral level

IV. Faculty resources:

- A. Number of FTE faculty who teach in the certificate, including all concentrations:
4
- B. Rank of faculty:
Instr. X; Asst. Prof. X; Assoc. Prof. ; Prof. X;
GTAs .
- C. Preparation of faculty;
Indicate level of degrees: Bach. ; Masters X; Doctors X.
- D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors):

All of these courses are currently taught within the Physical Education degree.

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Automotive Technology College: Technology
 Date: 12-12-2016

Submission

Contact Person: Randy Jones Faculty member Chair

Revision Effective: Spring 2017 (Semester/Year)

Offered: (check all that apply)

- Fall
 Spring
 Summer

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

Yes No

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

This is a simple rename and course description change to the course.

Purpose/Justification for Revision to Course: Renaming and description change of this course to align with the current automotive curriculum and to better describe the content of this class.

Existing Course:

Course Number: AT 410

Title of Course: Emerging Developments

Credit Hours: 1

Prerequisite: none

Course Description (**as it appears in the current catalog**): Emerging Developments in Automotive Technology" is a mini-seminar type class that meets on 5 or 7 Tuesday evenings with outside resource people and/or the instructor, making technical or automotive related presentations

Proposed Course:

Course Number: AT 410

Title of Course: Emerging Trends in the Transportation Industry

Credit Hours: 1

Prerequisite: none

Course Description (**as it will appear in the next catalog**): The purpose of this course is keep students well informed in the ever changing trends, technology, and business management practices related to the transportation industry.

Students will be expected to attend presentations by industry representatives and/or conduct research on a new trends, technology, and/or business management practices. Students will present their findings to their instructor and peers.

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.*

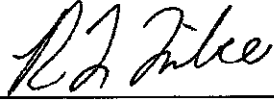
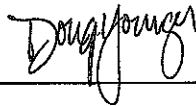
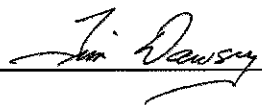
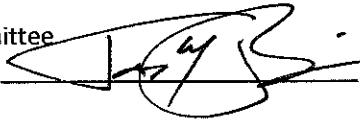
2. Will this course be required of any education majors? Yes No

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 12-13-16 Signature, Department Chairperson 
- Approved: College Curriculum Committee
 Date 1.31.17 Signature, College Curriculum Committee Chair 
- Approved: Dean of College
 Date 1.31.17 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 3/14/17 Signature, Undergraduate Curriculum Committee Chair 
- Approved: Faculty Senate
 Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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

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