Pittsburg State University
Faculty Senate Meeting

Date: Monday, January 30, 2017
Time: 3:00 p.m.
Location: Sunflower Room, Overman Student Center

AGENDA

I. Call to order

II. Approval of December 12, 2016 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. New Business:

VI. Open Forum:

VII. Adjournment

Next Faculty Senate Meeting: February 27th, 2017

University Undergraduate Curriculum Committee Meeting
Meeting Minutes - November 30, 2016

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

Committee Members Not Present: none

Attendees: Perry Cummins, Scott Norman, Marti York

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

Request for New Course: **Motion, Second, Carried**
- AT 331 – Fall SAE Baja Team
- AT 332 – Spring SAE Baja Team
- IB 620 – Internship in International Business
- SPED 561 – Elementary Special Education Practicum

Request for Revisions to a Course: **Motion, Second, Carried**
- AT 100 – Orientation to Automotive Technology
- AT 112 – Engine Analysis
- AT 215 – Automotive Electrical/Electronic Equipment
- AT 216 – Automotive Electrical/Electronic Equipment Lab
- AT 310 – Automotive Industry Tour
- AT 314 – Manual Transmissions and 4wd Mechanisms (* approved but has typographic error in the term driveline in course description, revise and resubmit to Jeanine)
- AT 399 – Automotive Professional Development
- AT 464 – Damage Analysis, Estimating and Insurance Appraisal (* approved but question number three on funding not answered, revise and resubmit to Jeanine)
- AT 510 – Automotive Climate Systems
- AT 511 – Service Techniques Laboratory
- AT 611 – Diesel Engine Fundamentals
- AT 615 – Engine Performance Laboratory
- AT 679 – Future Power for Automotive Technology
- AT 690 – Dealership and Manufacturer Management
- AT 692 – Dealership Sales Management
- AT 697 – Corporate Sales Management
- AT 699 – Automotive Senior Seminar
- GIT 630 – Portfolio Management
- MGMKT 325 – Topics in Business
- MGMKT 439 – International Business – (* approved but request old course numbers in course prerequisites be revised and resubmitted to Jeanine)
- MGMKT 600 – Topics in Business
- MGMKT 601 – Special Topics (International Experience)
- MGMKT 603 – Senior Honors Project 1
- MGMKT 604 – Senior Honors Project 2
- MGMKT 605 – Cross Cultural Analysis
- MGMKT 611 – International Marketing
- MGMKT 625 – Emerging Markets

Request for Deletion of a Course: **Motion, Second, Carried**
- NURS 300 – Foundations of Nursing Practice
- NURS 301 – Professional Nursing Seminar

- NURS 302 – Techniques for Nursing
- NURS 440 – Pharmacology in Nursing I
- NURS 441 – Pharmacology in Nursing II
- NURS 457 – Nursing the Child and the Childbearing Family Practicum
- NURS 521 – Leadership and Management Function

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

- New Certificate – Automotive Service Technology

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

- HPASS – BA with Major in International Studies -
  Addition of three course to the electives section of the major
- Early Childhood Unified –
  Addition and Deletion of courses to meet new KS DOE standards

Approved items scheduled to be on the January 30, 2017 agenda of Faculty Senate.

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: HPASS College: Arts and Sciences

Submission Date: 10/31/16 Revision Effective: Fall, 2017 (Year)

Contact Person: Darren Botello-Samson ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Bachelor of Arts Degree with a Major in International Studies

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

Description of Change: Addition of three courses (HIST 646 - Modern Scotland; HIST 648 Modern Britain; and HIST 546 - Age of Empire) to the electives section of the requirements for the major.

Rationale for Change (include changes to curriculum objectives): This is the addition of recently developed courses that meet with the content requirements of courses for the international study curriculum.

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.

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

☒ Yes ☐ No

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

The only effects will be a possible increase in enrollment in history courses. This does not present a problem (see attachment) as INT students already have history options in the curriculum.

Existing Major or Minor/Emphasis/Certificate

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

Proposed Major or Minor/Emphasis/Certificate:

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

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 2.Nov'16 Signature, Department Chairperson ______

☑ Approved: College Curriculum Committee
Date 12/5/16 Signature, College Curriculum Committee Chair ______

☑ Approved: Dean of College
Date 12/5/16 Signature, Dean ______

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 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.

Bachelor of Arts with a Major in International Studies – Current

- Core Requirements (24 hours)
    - HIST-102: World History from 1500 (3 hours)
    - POLS-103: Comparative Political Institutions (3 hours)
    - POLS-530: International Relations (3 hours)
    - INT-699: Senior Seminar in International Studies (3 hours)
    - Comparative Politics (Choose one):
        - POLS-524: European Politics (3 hours)
        - POLS-525: Middle Eastern Politics (3 hours)
        - POLS-526: Latin American Politics (3 hours)
        - POLS-527: African Politics (3 hours)
    - Environmental Issues (Choose one):
        - BIOL-330: Principles of Ecology (3 hours)
        - GEOG-302: Introduction to Environmental Geography (3 hours)
        - GEOG-502: Global Environmental Change (3 hours)
        - POLS-512: Environmental Politics (3 hours)
            - BIOL 330 Principles of Ecology recommended for science majors/minors only. POLS 512 Environmental Politics when research/individual project is international or comparative in scope.
    - Economic Issues (Choose one):
        - GEOG-507: Geography of the Global Economy (3 hours)
        - POLS-630: International Political Economy (3 hours)
    - Cultural Issues (Choose one):
        - ANTH-101: Introduction to Cultural Anthropology (3 hours)
        - SOC-200: Introduction to Anthropology (3 hours)
        - PHIL-231: World Religions (3 hours)
        - GEOG-304: Human Geography (3 hours)
        - COMM-601: Intercultural Communication (3 hours)
        - SOC-676: Global Sociology (3 hours)
- Modern Language Requirements (12 hours in same language – or equivalent/proficiency)
    - 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)
        - MLL-253: Spanish Conversation (3 hours)
          OR MLL-254: Spanish Grammar and Composition I (3 hours)
    - French
        - MLL-124: French Language and Culture I (3 hours)
        - MLL-128: French Language and Culture II (3 hours)
        - MLL-221: French Language and Culture III (3 hours)
        - MLL-225: French Grammar and Conversation I (3 hours)
- Elective Courses* (12 hours)
    - Anthropology
        - ANTH-101: Introduction to Cultural Anthropology (3 hours)
        - ANTH-301: Food and Culture (3 hours)

- Art
  - ART-178: Introduction to the Visual Arts (3 hours)
  - ART-288: Introduction to Art History I (3 hours)
  - ART-289: Introduction to Art History II (3 hours)
  - ART-688: History of Modern Art (3 hours)
  - ART-689: Contemporary Issues in Art (3 hours)
- Biology
  - BIOL-330: Principles of Ecology (3 hours)
  - BIOL-665: Medical Entomology (3 hours)
- Communication
  - COMM-405: Drama Studies (____) (3 hours)
    - International topic required
  - COMM-601: Intercultural Communication (3 hours)
- Economics
  - ECON-640: International Trade (3 hours)
- English
  - ENGL-220: World Masterpieces (3 hours)
  - ENGL-555: Topics in Literature (____) (1-3 hours)
    - International topic required
  - ENGL-556: Topics in Writing (____) (3 hours)
    OR ENGL-756: Topics in Writing (____) (1-3 hours)
  - ENGL-560: British Genre (____) (3 hours)
  - ENGL-561: British Theme (____) (3 hours)
  - ENGL-570: International Literatures Genre (____) (3 hours)
  - ENGL-571: International Literatures Theme (____) (3 hours)
- Family and Consumer Sciences
  - FCS-154: Dress and Culture (3 hours)
  - FCS-455: History of Costume (3 hours)
- Finance
  - FIN-625: International Finance (3 hours)
- Geography
  - GEOG-106: World Regional Geography (3 hours)
  - GEOG-302: Introduction to Environmental Geography (3 hours)
  - GEOG-304: Human Geography (3 hours)
  - GEOG-307: East Asia: China, Japan, and Korea (3 hours)
  - GEOG-502: Global Environmental Change (3 hours)
  - GEOG-507: Geography of the Global Economy (3 hours)
- General Technology
  - GT-350: Technology and Civilization (3 hours)
- History
  - HIST-501: Special Topics in World History (___) (1-3 hours)
    - Contemporary topic required
  - HIST-505: African Civilizations (3 hours)
  - HIST-507: Modern Africa (3 hours)
  - HIST-510: Modern Middle East (3 hours)
  - HIST-522: Korean and Vietnam Wars (3 hours)

        - HIST-523: Early China (3 hours)
        - HIST-524: Early Japan (3 hours)
        - HIST-526: Japan Since 1700 (3 hours)
        - HIST-527: China Since 1700 (3 hours)
        - HIST-529: History of South Asia (3 hours)
        - HIST-531: Samurai: History, Literature, Myth (3 hours)
        - HIST-532: History of Japanese Women (3 hours)
        - HIST-533: US-East Asia Relations (3 hours)
        - HIST-534: Korea Since 1700 (3 hours)
        - HIST-547: Radical Islam (3 hours)
        - HIST-626: U.S. Iraq and Afghanistan (3 hours)
        - HIST-668: U.S. as a Superpower (3 hours)
        - HIST-700: History: Selected Subjects (____) (1-3 hours)
            - Contemporary, international topic required
    - Interior Design
        - IND-312: History of Design I (3 hours)
        - IND-313: History of Design II (3 hours)
    - International Studies
        - INT-505: Topics in International Studies (____) (3 hours)
        - INT-510: Readings in International Studies (1-3 hours)
        - INT-690: Study Abroad (____) (3-6 hours)
        - INT-695: Internship/Practicum (3 hours)
            - INT 505 Topics in International Studies - maximum of two if topics are different. INT 510 Readings in International Studies - maximum of two.
    - Management and Marketing
        - MGMKT-439: International Business (3 hours)
        - MGMKT-605: Cross Cultural Analysis (3 hours)
        - MGMKT-611: International Marketing (3 hours)
        - MGMKT-625: Emerging Markets (3 hours)
    - Modern Languages
        - All upper-division courses covering topics of literature, culture, art, civilization, history, or contemporary affairs.
    - Music
        - MUSIC-120: Music Appreciation (____) (3 hours)
    - Philosophy
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    - Political Science
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        - POLS-587: U.S. Foreign Policy (3 hours)
        - POLS-630: International Political Economy (3 hours)

    - POLS-680: War: The Politics of Violence (3 hours)
  - Sociology
    - SOC-200: Introduction to Anthropology (3 hours)
    - SOC-534: Political Sociology (3 hours)
    - SOC-676: Global Sociology (3 hours)
  - Women's Studies
    - WOMEN-399: Global Women's Issues (3 hours)

Total (48 hours)

Additional Requirements

1. At least 18 hours within the major must be completed with courses numbered 300 or above.

2. Minimum four weeks study abroad.

3. International Studies Majors must also major or minor in a second discipline. Suggested Majors/Minors: Biology, Communication, English, History, Justice Studies, Modern Languages and Literature, Political Science, and Sociology. (See the Pittsburg State University Catalog for course prerequisites).

*Courses from the Core may also be used as electives if they are not used to meet core requirements. (Note: The list of elective courses published here is not exhaustive. Additional offerings will be available as electives when departments add new courses appropriate to International Studies to their own curricula and when appropriate "special topics" classes are offered. Students should refer to the International Studies section in the on-line class schedule to see what electives courses are available for the current semester. Majors and minors can also consult their International Studies adviser.)

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RE: Effects of Additions to the International Studies Curriculum to the History Program

Zimbra dbotello-samson@pittstate.edu

Re: International Studies and History

From : Kris Lawson <klawson@pittstate.edu> Tue, Nov 01, 2016 12:04 PM
Subject : Re: International Studies and History
To : Darren Botello-samson <dbotello-samson@pittstate.edu>

That looks fine, Darren. Any effect on the Hist. program would be an effect that we could handle without difficulty.

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

From: "Darren Botello-samson" <dbotello-samson@pittstate.edu>
To: "Kris Lawson" <klawson@pittstate.edu>
Sent: Tuesday, November 1, 2016 11:09:12 AM
Subject: Re: International Studies and History

Kris:

We would like to add the following HIST courses to the electives list for INT:

HIST 546: Age of Empire
HIST 646: Modern Scotland
HIST 648: Modern Britain

Can you foresee any effects on the HIST program?

Darren

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

Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: NURS College: CAS Submission Date: 11/7/16

Contact Person: Jennifer Harris ☒ Faculty member ☐ Chair

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course is only offered to nursing majors accepted into the nursing program.

Purpose/Justification for Course Deletion: This course has not been offered since Fall 2014 in the curriculum.

Course to be Deleted:

Course Number: NURS 300

Title of Course: Foundations of Nursing Practice

Credit Hours: 5

Deletion Effective: Spring 17 (Semester/Year)

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

Was this course a part of the General Education package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☒ Yes ☐ No
Please realize that it will need to gain approval of the General Education Committee.

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

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

☐ Approved: Department Chairperson
Date ________ Signature, Department Chairperson ____________________

☑ Approved: College Curriculum Committee
Date 2/5/16 Signature, College Curriculum Committee Chair ____________________

☑ Approved: Dean of College
Date 2/5/16 Signature, Dean ____________________

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ____________________

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

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

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

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Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: NURS College: A&S Submission Date: 11-7-16

Contact Person: Jennifer Harris ☒ Faculty member ☐ Chair

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course is only offered to nursing majors accepted into the nursing program.

Purpose/Justification for Course Deletion: This course has not been offered since Fall 2014 in the curriculum.

Course to be Deleted:

Course Number: 301

Title of Course: Professional Nursing Seminar

Credit Hours: 1

Deletion Effective: Spring 17 (Semester/Year)

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

Was this course a part of the General Education package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No
Please realize that it will need to gain approval of the General Education Committee.

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

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

☐ Approved: Department Chairperson
Date _______ Signature, Department Chairperson ____________________

☑ Approved: College Curriculum Committee
Date 2\5\16 Signature, College Curriculum Committee Chair ____________________

☑ Approved: Dean of College
Date 2\5\16 Signature, Dean ____________________

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ____________________

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Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: NURS College: A&S Submission Date: 11-7-16

Contact Person: Jennifer Harris ☒ Faculty member ☐ Chair

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course is only offered to nursing majors accepted into the nursing program.

Purpose/Justification for Course Deletion: This course has not been offered since Fall 2014 in the curriculum.

Course to be Deleted:

Course Number: 302

Title of Course: Techniques for Nursing

Credit Hours: 2

Deletion Effective: Spring 17 (Semester/Year)

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

Was this course a part of the General Education package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No
Please realize that it will need to gain approval of the General Education Committee.

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

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

☐ Approved: Department Chairperson
Date _______ Signature, Department Chairperson _______________

☑ Approved: College Curriculum Committee
Date 2/5/16 Signature, College Curriculum Committee Chair _______________

☑ Approved: Dean of College
Date 2/5/16 Signature, Dean _______________

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair _______________

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Date _______ Signature, Recording Secretary, Faculty Senate _______________

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Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: NURS College: A&S Submission Date: 11-7-16

Contact Person: Jennifer Harris ☒ Faculty member ☐ Chair

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course is only offered to nursing majors accepted into the nursing program.

Purpose/Justification for Course Deletion: This course has not been offered since Spring 2016 in the curriculum.

Course to be Deleted:

Course Number: 440

Title of Course: Pharmacology in Nursing I

Credit Hours: 2

Deletion Effective: Spring 17 (Semester/Year)

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

Was this course a part of the General Education package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No
Please realize that it will need to gain approval of the General Education Committee.

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

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

☐ Approved: Department Chairperson
Date _______ Signature, Department Chairperson ______________

☑ Approved: College Curriculum Committee
Date 12/5/16 Signature, College Curriculum Committee Chair ______________

☑ Approved: Dean of College
Date 12/5/16 Signature, Dean ______________

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ______________

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

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Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: NURS College: A&S Submission Date: 11-7-16

Contact Person: Jennifer Harris ☒ Faculty member ☐ Chair

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course is only offered to nursing majors accepted into the nursing program.

Purpose/Justification for Course Deletion: This course has not been offered since Fall 2015 in the curriculum.

Course to be Deleted:

Course Number: 441

Title of Course: Pharmacology in Nursing II

Credit Hours: 1

Deletion Effective: Spring 17 (Semester/Year)

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

Was this course a part of the General Education package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No
Please realize that it will need to gain approval of the General Education Committee.

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

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

☐ Approved: Department Chairperson
Date _______ Signature, Department Chairperson ______________

☑ Approved: College Curriculum Committee
Date 2/5/16 Signature, College Curriculum Committee Chair ______________

☑ Approved: Dean of College
Date 2/5/16 Signature, Dean ______________

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ______________

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

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Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: NURS College: A&S Submission Date: 11-7-16

Contact Person: Jennifer Harris ☒ Faculty member ☐ Chair

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course is only offered to nursing majors accepted into the nursing program.

Purpose/Justification for Course Deletion: This course has not been offered since Fall 2015 in the curriculum.

Course to be Deleted:

Course Number: 457

Title of Course: Nursing the Child and the Childbearing Family Practicum

Credit Hours: 3

Deletion Effective: Spring 17 (Semester/Year)

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

Was this course a part of the General Education package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No
Please realize that it will need to gain approval of the General Education Committee.

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

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

☐ Approved: Department Chairperson
Date _______ Signature, Department Chairperson ____________________

☑ Approved: College Curriculum Committee
Date 12/5/16 Signature, College Curriculum Committee Chair ____________________

☑ Approved: Dean of College
Date 2/5/16 Signature, Dean ____________________

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ____________________

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

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Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: NURS College: A&S Submission Date: 11-7-16

Contact Person: Jennifer Harris ☒ Faculty member ☐ Chair

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course is only offered to nursing majors accepted into the nursing program.

Purpose/Justification for Course Deletion: This course has not been offered since Spring 2015 in the curriculum.

Course to be Deleted:

Course Number: 521

Title of Course: Leadership and Management Function

Credit Hours: 3

Deletion Effective: Spring 17 (Semester/Year)

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

Was this course a part of the General Education package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No
Please realize that it will need to gain approval of the General Education Committee.

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

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

☐ Approved: Department Chairperson
Date _______ Signature, Department Chairperson _______________

☑ Approved: College Curriculum Committee
Date 12/5/16 Signature, College Curriculum Committee Chair _______________

☑ Approved: Dean of College
Date 12/5/16 Signature, Dean _______________

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair _______________

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

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

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Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Management and Marketing College: Kelce College of Business
Submission Date: 11/8/16

Contact Person: 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 is a course intended only for IB majors and minors

Proposed Course:

Course Number: IB 620

Title of Course: Internship in International Business

Credit Hours: 1-3

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

Prerequisite: Permission of instructor

Course Description (**as it will appear in the next catalog**): Internship work experience in public, private, governmental, or not-for-profit business setting. The work experience must be approved by a departmental internship representative / faculty member. Students must enroll in the course during the same semester and time in which the internship occurs. Prerequisite: permission of instructor required.

Purpose/Justification for Proposed Course: While students have been completing internships in International Business, we've never had a specific course number designated for these - they've been assigned credit under a MGMKT 600 topics designation. This will allow students and potential employers to see to the credit is specifically for an internship focused on international business.

Objectives/Student Learning Outcomes (**as it will appear in the syllabus**)
1. Apply business concepts and theories to real-world decision-making
2. Increase proficiency in specific business disciplines; such as human resources management, operations management, marketing, accounting, statistics, economics, finance, and business law.
3. Develop and improve business skills in communication, technology, quantitative reasoning, and teamwork.
4. Observe and participate in business operations and decision-making.
5. Meet professional role models and potential mentors who can provide guidance, feedback, and support.
6. Expand network of professional relationships and contacts.
7. Develop a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility.

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

Report by student and evaluation by internship supervisor will be evaluated on a rubric

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 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. 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 anticipated

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

☒ Approved: Department Chairperson
Date 11/8/16 Signature, Department Chairperson ______

☒ Approved: College Curriculum Committee
Date 11/9/16 Signature, College Curriculum Committee Chair ______

☒ Approved: Dean of College
Date [illegible] Signature, Dean ______

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ______

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

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Management and Marketing College: Kelce College of Business
Submission Date: 11/3/2016

Contact Person: Lynn M Murray ☐ Faculty member ☒ Chair

Revision Effective: WF 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 course is an elective aimed only at International Business majors and minors.

Purpose/Justification for Revision to Course: Separated MGMKT prefix into three separate prefixes reflecting the appropriate majors

Existing Course:

Course Number: MGMKT 325

Title of Course: Topics in Business

Credit Hours: 1-3

Prerequisite: Junior Standing

Course Description (**as it appears in the current catalog**): Study of specific topics in business. A specific subject area will be identified each time the course is offered. May be reapeated if a topic is different. Prerequisite: Junior standing

Proposed Course:

Course Number: IB 410

Title of Course: Topics in International Business

Credit Hours: 1-3

Prerequisite: 45 credit hours completed or permission of instructor

Course Description (**as it will appear in the next catalog**): Study of specific topics in international business. A specific subject area will be identified each time the coure is offered. May be repeated if topic is different. Prerequisite: 45 credit hours completed or permission of instructor.

Additional Questions

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

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

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

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

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

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

☒ Approved: Department Chairperson
Date 11/8/16 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 11/9/16 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date [illegible] Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/26/16 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Management and Marketing College: Kelce College of Business
Submission Date: 11/3/2016

Contact Person: Lynn M Murray ☐ Faculty member ☒ Chair

Revision Effective: WF 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 course prefix change to the Kelce Core and will affect all majors and some minors in the Kelce College. This has been discussed with Kelce Leadership Team

Purpose/Justification for Revision to Course: Separated MGMKT prefix into three separate prefixes reflecting the appropriate majors

Existing Course:

Course Number: MGMKT 439

Title of Course: International Business

Credit Hours: 3

Prerequisite: MGMKT 330 Principles of Marketing and MGMKT 327 Management and Organizational Behavior.

Course Description (**as it appears in the current catalog**): Environmental complexities that arise when business activities and institutions transcend international borders, including forms of doing business abroad and cross-cultural aspects of the management of foreign operations. Prerequisites: MGMKT 330 Principles of Marketing and MGMKT 327 Management and Organizational Behavior.

Proposed Course:

Course Number: IB 330

Title of Course: International Business

Credit Hours: 3

Prerequisite: MGMKT 330 Principles of Marketing and MGMKT 327 Management and Organizational Behavior.

Course Description (**as it will appear in the next catalog**): Environmental complexities that arise when business activities and institutions transcend international borders, including forms of doing business abroad and cross-cultural aspects of the management of foreign operations. Prerequisites: MGMKT 330 Principles of Marketing and MGMKT 327 Management and Organizational Behavior.

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 11/8/16 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 11/9/16 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date [illegible] Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Management and Marketing College: Kelce College of Business
Submission Date: 11/3/2016

Contact Person: Lynn M Murray ☐ Faculty member ☒ Chair

Revision Effective: WF 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 course is an elective aimed only at International Business majors and minors.

Purpose/Justification for Revision to Course: Separated MGMKT prefix into three separate prefixes reflecting the appropriate majors; changed hours for flexibility

Existing Course:

Course Number: MGMKT 600

Title of Course: Topics in Business

Credit Hours: 3

Prerequisite: 55 hours completed.

Course Description (**as it appears in the current catalog**): Study of specific advanced topics in business. A specific subject area will be identified each time the course is offered. May be reapeated if a topic is different. Prerequisite: 55 hours completed

Proposed Course:

Course Number: IB 610

Title of Course: Topics in International Business

Credit Hours: 1-3

Prerequisite: Junior Standing

Course Description (**as it will appear in the next catalog**): Study of specific advanced topics in international business. A specific subject area will be identified each time the coure is offered. May be repeated if topic is different. 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 11/8/16 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 11/9/16 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date [illegible] Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Management and Marketing College: Kelce College of Business
Submission Date: 11/3/2016

Contact Person: Lynn M Murray ☐ Faculty member ☒ Chair

Revision Effective: WF 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 course is an elective aimed only at International Business majors and minors.

Purpose/Justification for Revision to Course: Separated MGMKT prefix into three separate prefixes reflecting the appropriate majors; changed hours for flexibility

Existing Course:

Course Number: MGMKT 601

Title of Course: Special Topics (International Experience)

Credit Hours: 3

Prerequisite: ______

Course Description (**as it appears in the current catalog**): An academically based international experience. May combine academic course work, business experience, travel and cultural immersion. May be repeated if the country or region visited is different. Specific experiences must be approved in advance by the International Business Major advisor.

Proposed Course:

Course Number: IB 630

Title of Course: Special Topics (International Experience - International Business)

Credit Hours: 1-3

Prerequisite: Junior Standing

Course Description (**as it will appear in the next catalog**): An academically based international experience. May combine academic course work, business experience focused on international business, travel and cultural immersion. May be repeated if the country or region visited is different. Specific experiences must be approved in advance by the International Business Major advisor.

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 11/8/16 Signature, Department Chairperson ______

☒ Approved: College Curriculum Committee
Date 11/9/16 Signature, College Curriculum Committee Chair ______

☒ Approved: Dean of College
Date [illegible] Signature, Dean ______

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ______

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Management and Marketing College: Kelce College of Business
Submission Date: 11/7/2016

Contact Person: Lynn M Murray ☐ Faculty member ☒ Chair

Revision Effective: WF 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 course is an elective aimed only at International Business majors and minors.

Purpose/Justification for Revision to Course: Separated MGMKT prefix into three separate prefixes reflecting the appropriate majors - this course had been one course available for all three majors

Existing Course:

Course Number: MGMKT 603

Title of Course: Senior Honors Project 1

Credit Hours: 3

Prerequisite: _____

Course Description (**as it appears in the current catalog**): The Senior Honors Project is an optional way to earn Departmental Academic Honors for students who are members of the Honors College. The course is a two semester sequence where the student undertakes a year-long research project or creative endeavor under the guidance of a faculty member to expand their knowledge in an area integral to their academic growth and development. The Senior Honors Project 1 is the first course in the sequence and will focus on the fundamental development of the project and preliminary scope of work to be completed. Students will receive a grade of A, B, IP (in progress) or NC (no credit) for each enrollment of the Senior Honors Project. A grade of NC voids the process and the student must then complete their Departmental Academic Honors in the traditional way.

Proposed Course:

Course Number: IB 640

Title of Course: Senior Honors Project 1 in International Business

Credit Hours: 3

Prerequisite: _____

Course Description (**as it will appear in the next catalog**): The Senior Honors Project is an optional way to earn Departmental Academic Honors for students who are members of the Honors College. The course is a two semester sequence where the student undertakes a year-long research project or creative endeavor under the guidance of a faculty member to expand their knowledge in an area integral to their academic growth and development. The Senior Honors Project 1 is the first course in the sequence and will focus on the fundamental development of the project and preliminary scope of work to be completed. Students will receive a grade of A, B, IP (in progress) or NC (no credit) for each enrollment of the Senior Honors Project. A grade of NC voids the process and the student must then complete their Departmental Academic Honors in the traditional way.

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 11/8/16 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 11/9/16 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date [illegible] Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Management and Marketing College: Kelce College of Business
Submission Date: 11/7/2016

Contact Person: Lynn M Murray ☐ Faculty member ☒ Chair

Revision Effective: WF 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 course is an elective aimed only at International Business majors and minors.

Purpose/Justification for Revision to Course: Separated MGMKT prefix into three separate prefixes reflecting the appropriate majors - this course had been one course available for all three majors

Existing Course:

Course Number: MGMKT 604

Title of Course: Senior Honors Project 2

Credit Hours: 3

Prerequisite: Senior Honors Project 1

Course Description (**as it appears in the current catalog**): The Senior Honors Project is an optional way to earn Departmental Academic Honors for students who are members of the Honors College. The course is a two semester sequence where the student undertakes a year-long research project or creative endeavor under the guidance of a faculty member to expand their knowledge in an area integral to their academic growth and development. The Senior Honors Project 2 is the culmination of the project started in Senior Honors Project 1 and will result in a public presentation of the work. Students must earn a grade of A or B to receive credit for this course. Failure to complete the course with a grade of A or B will void this option and students will have to satisfy their Departmental Academic Honors requirement in the traditional way. There will be no IP (in progress) or IN (incomplete) grades for this course. Projects must be done by the end of the spring term to count towards Departmental Academic Honors requirements. Prerequisite: Senior Honors Project 1

Proposed Course:

Course Number: IB 641

Title of Course: Senior Honors Project 2 in International Business

Credit Hours: 3

Prerequisite: Senior Honors Project 1 in International Business

Course Description (**as it will appear in the next catalog**): The Senior Honors Project is an optional way to earn Departmental Academic Honors for students who are members of the Honors College. The course is a two semester sequence where the student undertakes a year-long research project or creative endeavor under the guidance of a faculty member to expand their knowledge in an area integral to their academic growth and development. The Senior Honors Project 2 is the culmination of the project started in Senior Honors Project 1 and will result in a public presentation of the work. Students must earn a grade of A or B to receive credit for this course. Failure to complete the course with a grade of A or B will void this option and students will have to satisfy their Departmental Academic Honors requirement in the traditional way. There will be no IP (in progress) or IN (incomplete) grades for this course. Projects must be done by the end of the spring term to count towards Departmental Academic Honors requirements. Prerequisite: Senior Honors Project 1

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 11/8/16 Signature, Department Chairperson ____________

☒ Approved: College Curriculum Committee
Date 11/9/16 Signature, College Curriculum Committee Chair ____________

☒ Approved: Dean of College
Date [illegible] Signature, Dean ____________

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ____________

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Management and Marketing College: Kelce College of Business
Submission Date: 11/3/2016

Contact Person: Lynn M Murray ☐ Faculty member ☒ Chair

Revision Effective: WF 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 change will affect the IB major and minor

Purpose/Justification for Revision to Course: Separated MGMKT prefix into three separate prefixes reflecting the appropriate majors; changed numbers to indicating sequencing more readily

Existing Course:

Course Number: MGMKT 605

Title of Course: Cross Cultural Analysis

Credit Hours: 3

Prerequisite: _____

Course Description (**as it appears in the current catalog**): A study of the cultural aspect of international business. The focus is on understanding how different cultures effect the operation of business practices in different countries and regions of the world.

Proposed Course:

Course Number: IB 530

Title of Course: Cross Cultural Analysis

Credit Hours: 3

Prerequisite: _____

Course Description (**as it will appear in the next catalog**): A study of the cultural aspect of international business. The focus is on understanding how different cultures effect the operation of business practices in different countries and regions of the world.

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 11/6/16 Signature, Department Chairperson ____________________

☒ Approved: College Curriculum Committee
Date 11/9/16 Signature, College Curriculum Committee Chair ____________________

☒ Approved: Dean of College
Date [illegible] Signature, Dean ____________________

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ____________________

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Management and Marketing College: Kelce College of Business
Submission Date: 11/3/2016

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

Revision Effective: WF 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 change to the existing course number and prefix is a change to the Kelce Core and will affect all majors and some minors in the Kelce College. The Kelce Leadership Team is aware of the changes.

Purpose/Justification for Revision to Course: Separated MGMKT prefix into three separate prefixes reflecting the appropriate majors

Existing Course:

Course Number: MGMKT 611

Title of Course: International Marketing

Credit Hours: 3

Prerequisite: MGMKT 330 Principles of Marketing and MGMKT 327 Management and Organizational Behavior.

Course Description **(as it appears in the current catalog)**: Study of multi-national marketing concepts; exporting fundamentals; environmental analysis for international marketing; product, price, distribution and promotion in an international context. Prerequisites: MGMKT 327 Management and Organizational Behavior and MGMKT 330 Principles of Marketing.

Proposed Course:

Course Number: IB 340

Title of Course: International Marketing

Credit Hours: 3

Prerequisite: MGMKT 330 Principles of Marketing and MGMKT 327 Management and Organizational Behavior.

Course Description (**as it will appear in the next catalog**): Study of multi-national marketing concepts; exporting fundamentals; environmental analysis for international marketing; product, price, distribution and promotion in an international context. Prerequisites: MGMKT 327 Management and Organizational Behavior and MGMKT 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 11/8/16 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 11/9/16 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date [illegible] Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Management and Marketing College: Kelce College of Business
Submission Date: 11/3/2016

Contact Person: Lynn M Murray ☐ Faculty member ☒ Chair

Revision Effective: WF 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 course is a required course for International Business majors and minors and won't affect other majors

Purpose/Justification for Revision to Course: Separated MGMKT prefix into three separate prefixes reflecting the appropriate majors

Existing Course:

Course Number: MGMKT 625

Title of Course: Emerging Markets

Credit Hours: 3

Prerequisite: Junior standing

Course Description (**as it appears in the current catalog**): Importance of emerging markets in global business. Entry strategies and operational modes of multinational enterprises in emerging markets. The growth of emerging market multinationals as well as the challenges of negotiating with stakeholders in these markets. Prerequisite: Junior standing.

Proposed Course:

Course Number: IB 520

Title of Course: Emerging Markets

Credit Hours: 3

Prerequisite: IB 330 International Business or permission of instructor

Course Description (**as it will appear in the next catalog**): Importance of emerging markets in global business. Entry strategies and operational modes of multinational enterprises in emerging markets. The growth of emerging market multinationals as well as the challenges of negotiating with stakeholders in these markets. Prerequisite: IB 330 International Business or permission of instructor.

Additional Questions

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

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

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

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

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

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

☒ Approved: Department Chairperson
Date 11/8/16 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 11/9/16 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date [illegible] Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 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: Teaching and Leadership College: Education Submission Date: November 1, 2016

Contact Person: Alice Sagehorn ☐ 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 Early Childhod Unified program is an interdisciplinary degree offered by the Department of Family and Consumer Science and the Department of Teaching and Leadership. The ECU faculty and department chairs in the FACS and TCHLS departments met September 2, September 21, September 28, September 30, October 7, October 12, and October 19, 2016.

Proposed Course:

Course Number: SPED 561

Title of Course: Elementary Special Education Practicum

Credit Hours: 1

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

Prerequisite: Admission to Teacher Education

Course Description (**as it will appear in the next catalog**): This is an undergraduate course designed to provide the trainee with knowledge and skills relating to the methods, materials, and techniques needed to design an individualized program for teaching elementary (K-3) students with disabilities in an elementary school setting. This practicum requires 33 clock hours spent in an elementary school setting. It is intended to be taken concurrently with SPED 550 Methods: Primary Students with Disabilities.

Purpose/Justification for Proposed Course: This course has been designed to prepare candidates in the Early Childhood Unified program by giving them opportunities to work with students with disabilities in an elementary setting. It is designed to be completed in the semester before the full time K-3 student teaching professional semester. Current candidates have identified a lack of intense time in an elementary setting as one of the weaknesses of PSU's current program.

Objectives/Student Learning Outcomes (**as it will appear in the syllabus**)
This course will focus on the following KSDE Early Childhood Unified Standards:

Standard 1: Child Development and Learning:
Candidates prepared in early childhood unified degree programs are grounded in a child development knowledge base. They understand and value learner differences. They use their understanding of young children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for each learner.

Standard 2: Content Knowledge:
Candidates understand the central concepts, tools of inquiry and structures of the discipline he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.

Standard 3: Application of Content Knowledge:
Candidates understand how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

Standard 4: Observing, Documenting, and Assessing to Support Young Learners and Families:
Candidates prepared in early childhood B – G3 degree programs understand that child observation, documentation, and other forms of assessment are central to the practice of all early childhood professionals. They know about and understand the goals, benefits, and uses of assessment. They know about and use systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence the development of each and every learner.

Standard 5: Planning for Instruction:
Candidates prepared in early childhood B – G3 degree programs use their knowledge of pre-academic / academic disciplines to design, implement and evaluate experiences that promote positive development and learning for every learner.

Standard 6: Using Developmentally Effective Strategies:
Candidates in early childhood B – G3 degree programs understand that teaching and learning with young learners is a complex enterprise, and its details vary depending on learners' ages, characteristics, and the settings within which teaching and learning occur. Candidates know, understand, and use a wide array of developmentally appropriate approaches, instructional strategies and tools to connect learners and families and positively influence each and every learner's development and learning.

Standard 7: Professional and Ethical Practice:
Candidates prepared in early childhood B – G3 degree programs identify and conduct themselves as members of the early childhood profession. They know and use ethical guidelines and other professional standards related to early childhood practice. They are continuous, collaborative learners who demonstrate knowledge, reflective and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources. They are informed decision-makers that integrate knowledge from a variety of sources. They are informed advocates for sound educational practices and policies.

Standard 8: Leadership and Collaboration:
Candidates prepared in early childhood B-G3 degree programs understand that successful early childhood education depends upon collaborative partnerships. They know about, understand, and value the importance and complex characteristics of learners' families and communities and respect families as the primary decision-maker for their learners. They use this understanding to create respectful, reciprocal, and culturally sensitive relationships that support and empower families, and to involve all families in their learners' development and learning.

As this is a capstone experience, candidates will be exposed to situations where all of the standards are addressed.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (**as it will appear in the syllabus**)]
Each student must turn in a log that indicates the time that they spent in the setting as well as a reflective journal where they discuss the experiences that they had and reflect about how those experiences will affect their future teaching.

In addition, each participant must have their cooperating teacher complete the evaluation form found on Canvas.

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 11/1/16 Signature, Department Chairperson Alicia Sagehorn

☒ Approved: College Curriculum Committee
Date 12/6/16 Signature, College Curriculum Committee Chair J.V. Smith

☒ Approved: Dean of College
Date 12/7/16 Signature, Dean J.V. Smith

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

☒ Approved: Council for Teacher Education (if applicable)
Date 12/7/16 Signature, Council for Teacher Education Chair J.V. Smith

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ____________________

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

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

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

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

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

Pittsburg State University

Pittsburg, Kansas

College of Education

Department of Teaching and Leadership

SPED 561 Elementary Special Education Practicum

Credit Hours:	**1**
Instructor:	**Dr. Martha A. York**
Course Time Schedule:	**M/W/F 100-1:50**
Type of Course:	**Field Experience w/SPED 550**
Office:	**210 Hughes Hall**
Office Phone:	**(620) 235-4965**
Office Hours:	**M/W 10-12, 2-4** **T/Th 10:30—12:00, 1:00—2:00** **Other times by appointment**
Email:	**myork@pittstate.edu**
FAX:	**(620) 235-4520**

Course Description:

This is an undergraduate course designed to provide the trainee with knowledge and skills relating to the methods, materials, and techniques needed to design an individualized program for teaching elementary (K-3) students with disabilities in an elementary school setting. This practicum requires 33 clock hours spent in an elementary school setting.

Purpose of the Course:

The course content is build upon the standards developed and approved by the Kansas State Department of Education that lead to the Early Childhood Unified Birth through Third Grade license. Building the course on this foundation should enable students to develop skills such as independent thinking, effective communication (both oral and written), and participation in the decision-making process. Professional collaboration will be encouraged, as it is necessary when designing programs of instruction and intervention for elementary students with disabilities.

This course emphasizes that the goal of early intervention is to optimize each child's learning potential and daily well being as well as to increase opportunities for the child to function effectively in the community. Programs for elementary school students with special needs must be based on evidence based strategies that have been found to be effective with all children.

In this course, preservice teachers will learn how to apply assessment information in writing goals and objectives to meet the individual needs of the child and his or her family. They will also learn how to plan appropriate programs and interventions and design appropriate learning environments for teaching in an elementary school setting.

This course will focus on the following KSDE Early Childhood Unified Standards:

Standard 1: **Child Development and Learning:**
Candidates prepared in early childhood unified degree programs are grounded in a child development knowledge base. They understand and value learner differences. They use their understanding of young children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for each learner.

Standard 2: **Content Knowledge:**
Candidates understand the central concepts, tools of inquiry and structures of the discipline he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.

Standard 3: **Application of Content Knowledge:**
Candidates understand how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

Standard 4: **Observing, Documenting, and Assessing to Support Young Learners and Families:**
Candidates prepared in early childhood B – G3 degree programs understand that child observation, documentation, and other forms of assessment are central to the practice of all early childhood professionals. They know about and understand the goals, benefits, and uses of assessment. They know about and use systematic observations, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence the development of each and every learner.

Standard 5: **Planning for Instruction:**
Candidates prepared in early childhood B – G3 degree programs use their knowledge of pre-academic / academic disciplines to design, implement and evaluate experiences that promote positive development and learning for every learner.

Standard 6: **Using Developmentally Effective Strategies:**
Candidates in early childhood B – G3 degree programs understand that teaching and learning with young learners is a complex enterprise, and its

details vary depending on learners' ages, characteristics, and the settings within which teaching and learning occur. Candidates know, understand, and use a wide array of developmentally appropriate approaches, instructional strategies and tools to connect learners and families and positively influence each and every learner's development and learning.

Standard 7: **Professional and Ethical Practice:**
Candidates prepared in early childhood B – G3 degree programs identify and conduct themselves as members of the early childhood profession. They know and use ethical guidelines and other professional standards related to early childhood practice. They are continuous, collaborative learners who demonstrate knowledge, reflective and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources. They are informed decision-makers that integrate knowledge from a variety of sources. They are informed advocates for sound educational practices and policies.

Standard 8: **Leadership and Collaboration**:
Candidates prepared in early childhood B-G3 degree programs understand that successful early childhood education depends upon collaborative partnerships. They know about, understand, and value the importance and complex characteristics of learners' families and communities and respect families as the primary decision-maker for their learners. They use this understanding to create respectful, reciprocal, and culturally sensitive relationships that support and empower families, and to involve all families in their learners' development and learning.

As this is a capstone experience, candidates will be exposed to situations where all of the standards are addressed.

Teaching Strategies:

This course consists of field experience in an elementary education setting. It is preferred that the cooperating teacher be a fully endorsed special education resource teacher.

Attendance:

Students must attend their assigned sites on the schedule to be determined at the beginning of the semester. If the student must be absent for any reason, it is his/her responsibility to make arrangements with the cooperating teacher.

Academic Honesty and Integrity Policy:

The policies of Pittsburg State University will be strictly enforced. These policies can be found at:

http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot

Submitting Assignments
All assignments must be submitted to the appropriate drop box on Canvas. Assignments submitted on paper or through email will not be accepted.

Course Evaluation:

Field Experience	100 points

Course Assignment:

Each student must turn in a log that indicates the time that they spent in the setting as well as a reflective journal where they discuss the experiences that they had and reflect about how those experiences will affect their future teaching. In addition, each participant must have their cooperating teacher complete the evaluation form found on Canvas.

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: TCHLS College: Education

Submission Date: October 31, 2017 Revision Effective: Fall, 2017
(Year)

Contact Person: Alice Sagehorn ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Early Childhood Unified

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

Description of Change: Deletion and Addition of courses

Rationale for Change (include changes to curriculum objectives): The Kansas State Department of Education created new standards for the Early Childhood Unified in 2016. A review of the new standards identified changes to the courses in 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.
The change of courses in the ECU program does not affect any other Regent university program, minor, emphasis or certificate program because all of the courses in the ECU program are offered 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.
The ECU program is an interdisciplinary degree offered by the Department of Family and Consumer Science and the Department of Teaching and Leadership. The ECU faculty and department chairs in the FACS and TCHLS departments met September 2, September 21, September 28, September 30, October 7, October 12, and October 19, 2016.

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum **as it currently appears** in the online catalog:
General Education Components
COMM 207, ENGL 101, ENGL 190 OR ENGL 299, MATH 204, BIOL 113 OR BIOL 111 and BIOL 112, PHYS 171 and PHYS 172 OR CHEM 105 and CHEM 106, SOC 100, POLS 101, GEOG 106 OR GEOG 300, PSYCH 155, FCS 203 OR FCS 301 OR HHP 150 OR NURS 303, HIST 101 OR HIST 102 OR HIST 201 OR HIST 202 are general education content core curriculum of 33-36 hours. A 2.80 GPA in this content core is required for admission to Teacher Education.

- Basic Skills (15 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-204: Mathematics for Education I (3 hours)
- MATH-304: Mathematics for Education II (3 hours)

Must have a "C" or better in each of these Basic Skills courses: COMM 207, ENGL 101, ENGL 190 or ENGL 299, MATH 204.

- 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)
- Physical Sciences (Select one)
- PHYS-171: Physical Science (3 hours)

AND PHYS-172: Physical Science Laboratory (1 hours)

- CHEM-105: Introductory Chemistry (3 hours)

AND CHEM-106: Introductory Chemistry Laboratory (1 hours)

- Social Studies (3 hours)
- SOC-100: Introduction to Sociology (3 hours)
- Political Studies (3 hours)
- POLS-101: U.S. Politics (3 hours)

The higher course grade of SOC 100 or POLS 101 will be used in calculating the 2.8 content core GPA.

- Producing and Consuming (6 hours)
- Economy (Select one)
- ECON-191: Issues in Today's Economy (3 hours)
- FCS-230: Consumer Education and Personal Finance (3 hours)
- Technology
- EDTH-330: Technology for the Classroom (3 hours)
- Fine Arts and Aesthetic Studies (2-3 hours)
- Any Fine Arts course listed for the general education requirements (2-3 hours)
- Cultural Studies (Select one) (3 hours)
- GEOG-106: World Regional Geography (3 hours)
- GEOG-300: Elements of Geography (3 hours)
- Health and Well Being (4-6 hours)
- Psychological
- 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 (6 hours)
- History (Select One)
- 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 (Select One)
- ENGL-113: General Literature (3 hours)

    - ENGL-114: General Literature (Genre) (3 hours)
    - ENGL-116: General Literature (Theme) (3 hours)

Total General Education Components 50-54 hours.

- Elementary, Psychology and Lab Experiences

(The following courses must be completed with a 3.00 GPA or higher and no grade lower than a "C" for admission to Professional Semester).

NOTE: EDUC courses may be taken concurrently but not prior to EDUC 261.

  - I. Education, Psychology, and Laboratory Experiences (59-60 hours)
    - EDUC-261: Explorations in Education (3 hours)
    - EDUC-321: Methods in Creative Expression (3 hours)
    - EDUC-322: Early Literacy and Language Development (2 hours)
    - EDUC-323: Literature for Young Children Birth-3rd (1 hours)
    - EDUC-369: Science and Social Studies Methods K-3 (3 hours)
    - EDUC-440: Early Childhood Program Organization and Management (3 hours)
    - FCS-390: Interacting with Children (3 hours)
    - FCS-391: Practicum in Early Childhood (1 hours)
    - FCS-392: Infant and Toddler Development (3 hours)
    - FCS-490: Developmental Planning: Preschool and Kindergarten (3 hours)
    - FCS-491: Preschool Laboratory (1-2 hours)
    - FCS-591: Supervised Teaching in the Early Childhood Lab (5 hours)
    - FCS-690: Parent/Professional Relationships (3 hours)
    - PSYCH-263: Developmental Psychology (3 hours)
    - EDTH-330: Technology for the Classroom (3 hours)
    - SPED-350: Methods, Infants/Toddlers with Disabilities (2 hours)
    - SPED-450: Methods, Preschoolers with Disabilities (2 hours)
    - SPED-511: Overview of Special Education (Birth thru 6th Grade) (3 hours)
    - SPED-560: Assessment of Young Children (3 hours)
    - Admission to Teacher Education is required
    - EDUC-361: Elementary School Mathematics (3 hours)
    - EDUC-366: Primary Reading and Language Arts with Practicum (4 hours)
    - EDUC-464: Foundations of Measurement and Evaluation (2 hours)
    - PSYCH-357: Educational Psychology (3 hours)
    - SPED-550: Methods, Primary Children with Disabilities (2 hours)

EDTH 330 Technology for the Classroom (satisfied by general education) (3 hours)

EDUC 361, EDUC 366, PSYCH 357 and SPED 550 require admission to Teacher Education prior to enrollment.

  - II. Professional Semester (15 hours)
    - EDUC-455: Elementary and Middle Level Education (2 hours)
    - EDUC-458: Methods and Curriculum (3 hours)
    - EDUC-475: Supervised Teaching in the Elementary School (3 hours)
    - EDUC-476: Supervised Teaching in the Elementary School (5 hours)
    - EDUC-579: Supervised Student Teaching and Follow-Up of Teachers (2 hours)

Total hours for Bachelor of Science in Education Degree with a Major in Early Childhood Unified (ECU) (131-135 hours)

EDUC 261, EDUC 321, EDUC 322, EDUC 323, EDUC 440 and EDTH 330 must have completed 30 credit hours and have a 2.50 cumulative GPA to enroll.

SPED 350, SPED 450 and SPED 560 must have completed 45 credit hours and have a 2.50 GPA to enroll.
SPED 511 must have completed 60 credit hours and have a 2.50 cumulative GPA.
Concurrent enrollment recommended (PSYCH 263 and EDUC 261).
FCS 390 and FCS 391 require concurrent enrollment.
FCS 490 and FCS 491 require concurrent enrollment.
FCS 591 requires permission of instructor to enroll.

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

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum **as you wish it to appear** in the online catalog:
General Education Components
COMM 207, ENGL 101, ENGL 190 OR ENGL 299, MATH 204, BIOL 113 OR BIOL 111 and BIOL 112, PHYS 171 and PHYS 172 OR CHEM 105 and CHEM 106, SOC 100, POLS 101, GEOG 106 OR GEOG 300, PSYCH 155, FCS 203 OR FCS 301 OR HHP 150 OR NURS 303, HIST 101 OR HIST 102 OR HIST 201 OR HIST 202 are general education content core curriculum of 33-36 hours. A 2.80 GPA in this content core is required for admission to Teacher Education.
• Basic Skills (15 hours)
o COMM-207: Speech Communication (3 hours)
o ENGL-101: English Composition (3 hours)
o ENGL-190: Honors English Composition (3 hours)
OR ENGL-299: Introduction to Research Writing (3 hours)
o MATH-204: Mathematics for Education I (3 hours)
o MATH-304: Mathematics for Education II (3 hours)

Must have a "C" or better in each of these Basic Skills courses: COMM 207, ENGL 101, ENGL 190 or ENGL 299, MATH 204.
• General Education Electives (35-39 hours)
o 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)
⍰ Physical Sciences (Select one)
⍰ PHYS-171: Physical Science (3 hours)
AND PHYS-172: Physical Science Laboratory (1 hours)
⍰ CHEM-105: Introductory Chemistry (3 hours)
AND CHEM-106: Introductory Chemistry Laboratory (1 hours)
o Social Studies (3 hours)
⍰ SOC-100: Introduction to Sociology (3 hours)
o Political Studies (3 hours)
⍰ POLS-101: U.S. Politics (3 hours)

The higher course grade of SOC 100 or POLS 101 will be used in calculating the 2.8 content core GPA.
o Producing and Consuming (6 hours)
⍰ Economy (Select one)
⍰ ECON-191: Issues in Today's Economy (3 hours)

⍰ FCS-230: Consumer Education and Personal Finance (3 hours)
⍰ Technology
⍰ EDTH-330: Technology for the Classroom (3 hours)
o Fine Arts and Aesthetic Studies (2-3 hours)
⍰ Any Fine Arts course listed for the general education requirements (2-3 hours)
o Cultural Studies (Select one) (3 hours)
⍰ GEOG-106: World Regional Geography (3 hours)
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⍰ NURS-303: Introduction to Public Health (3 hours)
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⍰ 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 (Select One)
⍰ ENGL-113: General Literature (3 hours)
⍰ ENGL-114: General Literature (Genre) (3 hours)
⍰ ENGL-116: General Literature (Theme) (3 hours)

Total General Education Components 50-54 hours.

- Elementary, Psychology and Lab Experiences

(The following courses must be completed with a 3.00 GPA or higher and no grade lower than a "C" for admission to Professional Semester).

NOTE: EDUC courses may be taken concurrently but not prior to EDUC 261.

o I. Education, Psychology, and Laboratory Experiences (68-69 hours)
⍰ EDUC-261: Explorations in Education (3 hours)
EDUC 320 Early Childhood Foundations and Curriculum (3 hours)
⍰ EDUC-321: Methods in Creative Expression (3 hours)
⍰ EDUC-322: Early Literacy and Language Development (2 hours)
⍰ EDUC-323: Literature for Young Children Birth-3rd (1 hours)
EDUC 360 Curriculum Development for Elementary Education (3 hours)
⍰ EDUC-369: Science and Social Studies Methods K-3 (3 hours)
EDUC 551 Diversity in the Classroom (3 hours)
⍰ FCS-390: Interacting with Children (3 hours)
⍰ FCS-391: Practicum in Early Childhood (1 hours)
⍰ FCS-490: Developmental Planning: Preschool and Kindergarten (3 hours)
⍰ FCS-491: Preschool Laboratory (1-2 hours)
FCS 590: Development of the Child: Birth Through Age Eight (3 hours)
⍰ FCS-591: Supervised Teaching in the Early Childhood Lab (5 hours)
⍰ PSYCH-263: Developmental Psychology (3 hours)
⍰ EDTH-330: Technology for the Classroom (3 hours)
⍰ SPED-350: Methods, Infants/Toddlers with Disabilities (2 hours)
⍰ SPED-450: Methods, Preschoolers with Disabilities (2 hours)

- SPED-511: Overview of Special Education (Birth thru 6th Grade) (3 hours)

SPED-550: Methods, Primary Children with Disabilities (2 hours)

- SPED-560: Assessment of Young Children (3 hours)
- Admission to Teacher Education is required
- EDUC-361: Elementary School Mathematics (3 hours)
- EDUC-366: Primary Reading and Language Arts with Practicum (4 hours)
- EDUC-464: Foundations of Measurement and Evaluation (2 hours)
- PSYCH-357: Educational Psychology (3 hours)
- FCS-690: Parent/Professional Relationships (3 hours)

SPED 561: Elementary Special Education Praticum (1 hour)

EDTH 330 Technology for the Classroom (satisfied by general education) (3 hours)
EDUC 361, EDUC 366, EDUC 464, PSYCH 357 and SPED 561 require admission to Teacher Education prior to enrollment.

o II. Professional Semester (15 hours)

- EDUC-455: Elementary and Middle Level Education (2 hours)
- EDUC-458: Methods and Curriculum (3 hours)
- EDUC-475: Supervised Teaching in the Elementary School (3 hours)
- EDUC-476: Supervised Teaching in the Elementary School (5 hours)
- EDUC-579: Supervised Student Teaching and Follow-Up of Teachers (2 hours)

Total hours for Bachelor of Science in Education Degree with a Major in Early Childhood Unified (ECU) (133-138 hours)

EDUC 261, EDUC 320, EDUC 321, EDUC 322, EDUC 323, EDUC 360, and EDTH 330 must have completed 30 credit hours and have a 2.50 cumulative GPA to enroll.
SPED 350, SPED 450 and SPED 560 must have completed 45 credit hours and have a 2.50 GPA to enroll.
SPED 511 must have completed 60 credit hours and have a 2.50 cumulative GPA.
Concurrent enrollment recommended (PSYCH 263 and EDUC 261).
FCS 390 and FCS 391 require concurrent enrollment.
FCS 490 and FCS 491 require concurrent enrollment.
FCS 591 requires permission of instructor to enroll.

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

Additional Questions

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

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

   Please give the rationale for additional student fees:

   ______

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

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

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

Additional Questions for certificate only:

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

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

   If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.

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

☒ Approved: Department Chairperson
Date 10/31/16 Signature, Department Chairperson Alice C. Jagnow

☒ Approved: College Curriculum Committee
Date 12/6/16 Signature, College Curriculum Committee Chair J. V. Smith

☒ Approved: Dean of College
Date 12/7/16 Signature, Dean J. V. Smith

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

☒ Approved: Council for Teacher Education (if applicable)
Date 12/7/16 Signature, Council for Teacher Education Chair J. V. Smith

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 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: Automotive Technology College: Technology Submission Date: 9-25-16

Contact Person: Nico Prelogar ☒ Faculty member ☐ Chair

Revision Effective: Fall 2017 (Semester/Year)

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

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This is an automotive course only and will not affect any other curricula or programs.

Purpose/Justification for Revision to Course: Just a course title change

Existing Course:

Course Number: AT 100

Title of Course: Orientation to Automotive Technology

Credit Hours: 1

Prerequisite: None

Course Description (**as it appears in the current catalog**): Orientation issues for automotive technology majors. Emphasis is placed on program overview, industry overview, student organizations, basic service tools, laboratory environmental and safety issues.

Proposed Course:

Course Number: AT 100

Title of Course: Orientation to the Transportation Industry

Credit Hours: 1

Prerequisite: None

Course Description (**as it will appear in the next catalog**): Orientation issues for automotive technology majors. Emphasis is placed on program overview, industry overview, student organizations, basic service tools, capstone portfolio, laboratory environmental and safety issues.

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 10-27-16 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 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: Automotive Technology College: Technology Submission Date: 9-25-16

Contact Person: Nico Prelogar ☒ 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 an automotive course only and will not affect any other curricula or programs.

Purpose/Justification for Revision to Course: This is a course number and title change to better fit the sequence of the other automotive courses

Existing Course:

Course Number: AT 112

Title of Course: Engine Analysis

Credit Hours: 3

Prerequisite: None

Course Description (**as it appears in the current catalog**): Course provides practical and experimental laboratory experience in automotive engine technology in addition to related technical information. Engine theory of operation and service is studied in detail. Engine overhaul techniques and procedures are discussed and practiced.

Proposed Course:

Course Number: AT 213

Title of Course: Engine Systems

Credit Hours: 3

Prerequisite: None

Course Description (**as it will appear in the next catalog**): Course provides practical and experimental laboratory experience in automotive engine technology in addition to related technical information. Engine theory of operation and service is studied in detail. Engine overhaul techniques and procedures are discussed and practiced.

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 10-27-16 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair Doug Younger

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/26/16 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: Automotive Technology College: College of Technology
Submission Date: October 11, 2016

Contact Person: Mike Elder ☒ Faculty member ☐ Chair

Revision Effective: FW2017 (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 revision will have no effect on any other department, college or unit at Pittsburg State University

Purpose/Justification for Revision to Course: To change the course name, number and description for AT215 Automotive Electrical/Electronic Equipment to AT115 Mobile Electrical/Electronics to better reflect the scope of the curriculm in the transportation industry and sequence the course earlier in the curriculum of study.

Existing Course:

Course Number: AT215

Title of Course: Automotive Electrical/Electronic Equipment

Credit Hours: 3

Prerequisite: Co-requiste AT216 Automotive Electrical/Electronic Equipment Lab

Course Description (**as it appears in the current catalog**): Design and operation of modern automotive electrical/electronic components and equipment. Storage battery, starting motor, alternator, ignition system, and automotive electrical/electronic testing and servicing equipment.

Proposed Course:

Course Number: AT115

Title of Course: Mobile Electrical/Electronics

Credit Hours: 3

Prerequisite: Co-requiste AT116 Mobile Electrical/Electronics Lab

Course Description (**as it will appear in the next catalog**): Design and operation of modern mobile equipment electrical/electronic components and equipment. Storage battery, starting motor, alternator, and mobile equipment electrical/electronic testing and servicing equipment.

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 10-20-16 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair Doug Younger

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean Dawsey

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 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: Automotive Technology College: College of Technology
Submission Date: October 11, 2016

Contact Person: Mike Elder ☒ Faculty member ☐ Chair

Revision Effective: FW2017 (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 revision will have no effect on any other department, college or unit at Pittsburg State University

Purpose/Justification for Revision to Course: To change the course name, number and description for AT216 Automotive Electrical/Electronic Equipment Lab to AT116 Mobile Electrical/Electronics Lab to better reflect the scope of the curriculm in the transportation industry and sequence the course earlier in the curriculum of study.

Existing Course:

Course Number: AT216

Title of Course: Automotive Electrical/Electronic Equipment Lab

Credit Hours: 3

Prerequisite: Co-requiste AT215 Automotive Electrical/Electronic Equipment

Course Description (**as it appears in the current catalog**): Application of electrical/electronic theories to automotive components and servicing equipment.

Proposed Course:

Course Number: AT116

Title of Course: Mobile Electrical/Electonics Lab

Credit Hours: 3

Prerequisite: Co-requiste AT115 Mobile Electrical/Electronics

Course Description (**as it will appear in the next catalog**): Application of electrical/electronic theories to mobile equipment components and servicing equipment.

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 10-20-16 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 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: Automotive Technology College: College of Technology
Submission Date: 10/3/16

Contact Person: Robert Schroer ☒ Faculty member ☐ Chair

Revision Effective: SP17 (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.
None

Purpose/Justification for Revision to Course: To change the course number, credit hours, name, and description. AT 310 is offered in two sections -01 and -02. Students can take the -01 section and get one credit hour for attending the Industrial Tour. Students needing a second credit hour can also enroll in the -02 section for an additional credit hour by writing a reaction paper over their experience during the Industrial Tour. The two sections of the course have caused confusion when awarding the credit hours because the -02 section is seen as a duplicate course and students who are enrolled in both the -01 and -02 sections only receive one credit hour on their transcript. By making the course a variable hour course it should clear any misconseption about the number of credit hours to be applied to the student's transcript. The course name will be changed to better reflect the industrys visited which are not only automotive but heavy euipment related as well. The course number will be changed to better relflect the course scheduling for student advisement.

Existing Course:

Course Number: AT 310

Title of Course: Automotive Industry Tour

Credit Hours: 1

Prerequisite: None

Course Description (**as it appears in the current catalog**): In depth tours of selected automotive or diesel and heavy equipment industries. Some travel expenses and time out-of-class is associated with travel to tours out-of-state. May be repeated for a maximum of four hours credit since subject matter is different and tours vary.

Proposed Course:

Course Number: AT 335

Title of Course: Industry Tours in the Transportation Industry

Credit Hours: 1 or 2

Prerequisite: None

Course Description (**as it will appear in the next catalog**): In depth tours of selected automotive or diesel and heavy equipment industries. Some travel expenses and time out-of-class is associated with travel to tours out-of-state. May be repeated for a maximum of four hours credit since subject matter is different and tours vary. This is a variable credit hour course. For one credit hour the student will attend the tour and abide by all syllabus requirments. A second credit hour can be acquired by writing a reaction paper that must fulfill the rubric posted in the syllabus.

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 11-21-16 Signature, Department Chairperson ____________________

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair ____________________

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean ____________________

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/26/16 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: Automotive Technology College: Technology Submission Date: 10-6-16

Contact Person: Chauncey Pennington ☒ Faculty member ☐ Chair

Revision Effective: Fall 2017 (Semester/Year)

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

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This is an automotive course only and will not affect any other curricula.

Purpose/Justification for Revision to Course: Simple course name and course description change to realign and clarify automotive course numbers.

Existing Course:

Course Number: AT 314

Title of Course: Manual Transmissions and 4wd Mechanisms

Credit Hours: 3

Prerequisite: none

Course Description (**as it appears in the current catalog**): (2 hours lecture, 2 hours laboratory). Theory of operation of automotive manual drive trains. Trouble diagnosis and service procedures. Covers all automotive drive train components and systems except automatic transmissions and automatic transaxles.

Proposed Course:

Course Number: AT 314

Title of Course: Manual Transmission and Drivelines

Credit Hours: 3

Prerequisite: none

Course Description (**as it will appear in the next catalog**): (2 hours lecture, 2 hours laboratory). Theory of operation of automotive manual drive trains in rear wheel drive and front wheel drive applications as well as clutches, drive axles and all wheel drive applications. Trouble diagnosis and service procedures over clutches, rear wheel drive transmissions, transaxles, driveline components and transfer cases. Covers all automotive drive train components and systems except automatic transmissions and automatic transaxles.

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 10-25-16 Signature, Department Chairperson ______

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair ______

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean ______

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 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: Automotive Technology College: Technology Submission Date: 10-10-2016

Contact Person: Nico Prelogar ☒ 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.

In the past, the Automotive Technology department has used AT 403-01 for the SAE BAJA class. It is a special topics course. We would like for this course to have its own listing and description in the catalog.

Proposed Course:

Course Number: AT 331

Title of Course: Fall SAE Baja Team

Credit Hours: 1

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

Prerequisite: Permission from instructor

Course Description (**as it will appear in the next catalog**): Students will design and build a vehicle to participate in the Society of Automotive Engineers BAJA design competition. Using critical thinking and problem solving skills students will work together to complete the vehicle. Additionally, students will keep a journal documenting their participation, help with fundraising, and all required presentations as pertains to the current SAE Baja rule book. May be repeated if subject matter is different for a maximum of 4 credit hours.

Purpose/Justification for Proposed Course: The Department of Automotive Technology has been participating in this design competition since 1991. We have also hosted SAE Baja competitions here at PSU. The department would like to make the courses related to this competition a permanent part of our curriculum.

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

1. to apply the principles that have been covered in a theoretical application in prior courses to a "real-life" design problem
2. Use teamwork and critical thinking skills.
3. Demonstrate ability to construct and test components of a running prototype vehicle.
4. Prepare feasibility of projected cost study, design reports, and design presentation as in a real world situation.

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

1. A daily journal describing the activities in which you are involved regarding the construction of the prototype. (brief explanation of the activities in which you performed each day with the amount of hours that you spent) TO BE SUBMITTED ON CANVAS EACH WEEK

2. A summary of the various research and testing that was done to discover the answers to design problems as the project progressed. (You will submit a one page paper in the Spring after your competition as to what you learned or gained from the entire experience).
3. As a part of the journal, you will provide documentation of at least 200 hours (minimum) to be used in the completion of this project. To see this project through to completion, you may spend more than 200 HOURS which may also include some fund-raising).
4. You will be expected to be at all meetings/classes that are associated with this project. We will have meetings and working sessions throughout the semester to discuss the rule book and our progress/timelines.

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 11-18-16 Signature, Department Chairperson ________

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair ________

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean ________

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 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: Automotive Technology College: Technology Submission Date: 10-10-2016

Contact Person: Nico Prelogar ☒ 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.
In the past, the Automotive Technology department has used AT 403-01 for the SAE BAJA class. It is a special topics course. We would like for this course to have its own listing and description in the catalog.

Proposed Course:

Course Number: AT 332

Title of Course: Spring SAE Baja Team

Credit Hours: 2

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

Prerequisite: AT 331 Fall SAE Baja Team and permission of instructor

Course Description (**as it will appear in the next catalog**): Students will design and build a vehicle to participate in the Society of Automotive Engineers BAJA design competition. Using critical thinking and problem solving skills students will work together to complete the vehicle. Additionally, students will keep a journal documenting their participation, help with fundraising, and all required presentations as pertains to the current SAE Baja rule book. May be repeated if subject matter is different for a maximum of 8 credit hours.

Purpose/Justification for Proposed Course: The Department of Automotive Technology has been participating in this design competition since 1991. We have also hosted SAE Baja competitions here at PSU. The department would like to make the courses related to this competition a permanent part of our curriculum.

Objectives/Student Learning Outcomes (**as it will appear in the syllabus**)
1. to apply the principles that have been covered in a theoretical application in prior courses to a "real-life" design problem
2. Use teamwork and critical thinking skills.
3. Demonstrate ability to construct and test components of a running prototype vehicle.
4. Prepare feasibility of projected cost study, design reports, and design presentation as in a real world situation.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (**as it will appear in the syllabus**)]
1. A daily journal describing the activities in which you are involved regarding the construction of the prototype. (brief explanation of the activities in which you performed each day with the amount of hours that you spent) TO BE SUBMITTED ON CANVAS EACH WEEK

2. A summary of the various research and testing that was done to discover the answers to design problems as the project progressed. (You will submit a one page paper in the Spring after your competition as to what you learned or gained from the entire experience).
3. As a part of the journal, you will provide documentation of at least 200 hours (minimum) to be used in the completion of this project. To see this project through to completion, you may spend more than 200 HOURS which may also include some fund-raising).
4. You will be expected to be at all meetings/classes that are associated with this project. We will have meetings and working sessions throughout the semester to discuss the rule book and our progress/timelines.

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 11-18-16 Signature, Department Chairperson ______

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair Doug Younger

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean ______

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ______

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

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Automotive Technology College: Technology Submission Date: 10-13-16

Contact Person: Scott Norman ☒ 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 an automotive course only and will not affect any other curricula.

Purpose/Justification for Revision to Course: Simple course name and description change in order to realign, update, and clarify this automotive course.

Existing Course:

Course Number: AT 399

Title of Course: Automotive Professional Development

Credit Hours: 2

Prerequisite: None

Course Description (**as it appears in the current catalog**): Preparation of students for employment in internships and full-time positions. Emphasis is placed on academic planning, certification opportunities and procedures, resume content, job search skills, job interview, business etiquette, time management and goal setting.

Proposed Course:

Course Number: AT 399

Title of Course: Professional Development in the Transportation Industry

Credit Hours: 2

Prerequisite: None

Course Description (**as it will appear in the next catalog**): Preparation of students for employment in internships and full-time positions. Emphasis is placed on academic planning, certification opportunities and procedures, resume content, job search skills, job interview, business etiquette, time management, and goal setting. Students will also submit a mini version of the Senior Capstone Portfolio.

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 10-24-16 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/26/16 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Automotive Technology College: Technology Submission Date: 8-31-16

Contact Person: John Thompson ☒ 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 an automotive course only and will not affect any other curricula.

Purpose/Justification for Revision to Course: Simple course number and pre-req requirement change in order to realign and clarify the collision course numbers.

Existing Course:

Course Number: AT 464

Title of Course: Damage Analysis, Estimating, and Insurance Appraisal

Credit Hours: 3

Prerequisite: AT 301 Fundamentals of Collision Technology and AT 462 Structural and Non-structural Analysis

Course Description (**as it appears in the current catalog**): Course includes a look at damage analysis, estimating systems and terminology, and an overview of the insurance industry with an emphasis on the automobile. Frontal, side, and rear impact analysis is covered along with mechanical systems analysis, restraints, and refinishes. Electronic estimating software and manual estimating is demonstrated and used. Determination of vehicle value, total loss status, policy coverage, parts sources, and other issues are covered as well. Prerequisites: AT 301 Fundamentals of Collision Technology and AT 462 Structural and Non-Structural Analysis.

Proposed Course:

Course Number: AT 562

Title of Course: Damage Analysis, Estimating, and Insurance Appraisal

Credit Hours: 3

Prerequisite: AT 301 Fundamentals of Collision Technology

Course Description (**as it will appear in the next catalog**): Course includes a look at damage analysis, estimating systems and terminology, and an overview of the insurance industry with an emphasis on the automobile. Frontal, side, and rear impact analysis is covered along with mechanical systems analysis, restraints, and refinishes. Electronic estimating software and manual estimating is demonstrated and used. Determination of vehicle value, total loss status, policy coverage, parts sources, and other issues are covered as well. Prerequisites: AT 301 Fundamentals of Collision Technology.

Additional Questions

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

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

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

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

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

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

☒ Approved: Department Chairperson
Date 10-20-16 Signature, Department Chairperson ____________

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair ____________

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean ____________

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ____________

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Automotive Technology College: Technology Submission Date: 8-31-16

Contact Person: Scott Norman ☒ 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 an automotive course only and will not affect any other curricula.

Purpose/Justification for Revision to Course: Simple course number, name, and description change in order to realign, update, and clarify this automotive course.

Existing Course:

Course Number: AT 510

Title of Course: Automotive Climate Systemsl

Credit Hours: 3

Prerequisite: AT 215 Automotive Electrical Electronic Equipment and AT 216 Automotive Electrical/Electronic Equipment Laboratory.

Course Description (**as it appears in the current catalog**): Operating principles, diagnosis, and service techniques of passenger comfort systems. Prerequisites: AT 215 Automotive Electrical Electronic Equipment and AT 216 Automotive Electrical/Electronic Equipment Laboratory.

Proposed Course:

Course Number: AT 415

Title of Course: Mobile Climate Systems

Credit Hours: 3

Prerequisite: AT 115 Mobile Electrical/Electronics and AT116 Mobile Electrical/Electronics Lab

Course Description (**as it will appear in the next catalog**): A course on the operating principles, service, and diagnostic techniques for mobile climate systems found on the modern automobiles, trucks, and heavy equipment. Heating and cooling, new refrigerants, EPA Section 609 regulations, and hybrid climate systems are also covered in this course.

Additional Questions

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

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

   ______

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

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

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

   ______

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

☒ Approved: Department Chairperson
Date 10-20-16 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Automotive Technology College: Technology Submission Date: 10/6/16

Contact Person: Chauncey Pennington ☒ Faculty member ☐ Chair

Revision Effective: Fall 2017 (Semester/Year)

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

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This is an automotive course only and will not affect any other curricula.

Purpose/Justification for Revision to Course: Simple course number and description change to realign and clarify automotive course numbers and descriptions.

Existing Course:

Course Number: AT 511

Title of Course: Service Techniques Labortory

Credit Hours: 3

Prerequisite: AT 215 Automotive Electrical/Electronic Equipment and AT 216 Automotive Electrical/Electronic Equipment Laboratory.

Course Description (**as it appears in the current catalog**): Practical garage experience in all phases of automotive servicing with related technical content devoted to diagnosis, trouble shooting, and shop management.

Proposed Course:

Course Number: AT 613

Title of Course: Service Techniques Labortory

Credit Hours: 3

Prerequisite: AT 115 Automotive Electrical and AT 116 Automotive Electrical Laboratory.

Course Description (**as it will appear in the next catalog**): Practical repair shop experience in all phases of automotive servicing with related technical content devoted to diagnosis, trouble shooting, and shop management.

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 11-18-16 Signature, Department Chairperson ______

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair ______

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean ______

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/26/16 Signature, Undergraduate Curriculum Committee Chair ______

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Automotive Technology College: College of Technology
Submission Date: 10/3/16

Contact Person: Robert Schroer ☒ Faculty member ☐ Chair

Revision Effective: SP17 (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 revision will have no effect on any other department, college or unit at Pittsburg State University.

Purpose/Justification for Revision to Course: To change the course number to better reflect the scope of the curriculm in the transportation industry and sequence the course earlier in the curriculum of study.

Existing Course:

Course Number: AT 611

Title of Course: Diesel Engine Fundamentals

Credit Hours: 3

Prerequisite: Nine hours of automotive credit

Course Description (**as it appears in the current catalog**): Orientation to compression ignition engines: their history, principles of operating, design features, operational cycles, fuels, lubricants and advantages and disadvantages when compared to other prime movers. Prerequisite: 9 hours of automotive credit.

Proposed Course:

Course Number: AT 340

Title of Course: Diesel Engine Fundamentals

Credit Hours: 3

Prerequisite: Nine hours of automotive credit

Course Description (**as it will appear in the next catalog**): Orientation to compression ignition engines: their history, principles of operating, design features, operational cycles, fuels, lubricants and advantages and disadvantages when compared to other prime movers. Prerequisite: 9 hours of automotive credit.

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 10-27-16 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Automotive Technology College: College of Technology
Submission Date: October 11, 2016

Contact Person: Mike Elder ☒ Faculty member ☐ Chair

Revision Effective: FW2017 (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 revision will have no effect on any other department, college or unit at Pittsburg State University

Purpose/Justification for Revision to Course: To change the course name, number and description for AT615 Engine Performance Laboratory to AT515 Engine Performance to better reflect the scope of the curriculm in the transportation industry and sequence the course earlier in the curriculum of study.

Existing Course:

Course Number: AT615

Title of Course: Engine Perfomance Laboratory

Credit Hours: 3

Prerequisite: AT215 Automotive Electrical/Electronic Equipment & AT216 Automotive Electrical/Electronic Equipment Lab

Course Description (**as it appears in the current catalog**): Advanced automotive engine performance evaluation with emphasis on the proper testing of computer controlled fuel delivery, ignition spark control, and air management systems.

Proposed Course:

Course Number: AT515

Title of Course: Engine Performance

Credit Hours: 3

Prerequisite: AT115 Mobile Electrical/Electronics & AT116 Mobile Electrical/Electronics Lab

Course Description (**as it will appear in the next catalog**): Advanced mobile equipment engine performance evaluation with emphasis on the proper testing of computer controlled fuel delivery, ignition spark control, and air management systems.

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 10-20-16 Signature, Department Chairperson ______

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair ______

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean ______

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 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: Automotive Technology College: Technology Submission Date: 10-13-16

Contact Person: Scott Norman ☒ 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 an automotive course only and will not affect any other curricula.

Purpose/Justification for Revision to Course: Simple course name, description, and number change in order to realign, update, and clarify this automotive course.

Existing Course:

Course Number: AT 679

Title of Course: Future Power for Automotive Technology

Credit Hours: 3

Prerequisite: AT 112 Engine Analysis, AT 215 Automotive Electrical/Electronic Equipment and AT 216 Automotive Electrical/Electronic Equipment Laboratory

Course Description (**as it appears in the current catalog**): Advanced automotive technologies including gasoline and diesel electronic hybrid propulsion, repair, safety and high voltage systems, battery systems, alternative fuels, and fuel cells. Prerequisites: AT 112 Engine Analysis, AT 215 Automotive Electrical/Electronic Equipment and AT 216 Automotive Electrical/Electronic Equipment Laboratory, or permission of instructor.

Proposed Course:

Course Number: AT 620

Title of Course: Hybrid, Electric, and Fuel Cell Vechicles

Credit Hours: 3

Prerequisite: AT 212 Engine Systems, AT 115 Mobile Electrical/Electronics and AT 116 Mobile Electrical/Electronics Laboratory

Course Description (**as it will appear in the next catalog**): Advanced mobile technologies including gasoline and diesel electronic hybrid propulsion, repair, safety and high voltage systems, battery systems, electric vehicles, and fuel cells/fuel cell vehicles. Prerequisites: AT 212 Engine Systems, AT 115 Mobile Electrical/Electronics and AT 116 Mobile Electrical/Electronics Laboratory, or permission of instructor.

Additional Questions

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

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

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

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

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

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

☒ Approved: Department Chairperson
Date 10-24-16 Signature, Department Chairperson ______

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair Doug Younger

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean ______

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair ______

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

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

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Automotive Technology College: Technology Submission Date: 9-30-16

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.
The revision will have no effect on any other department, college or unit at Pittsburg State University.

Purpose/Justification for Revision to Course: Renumbering and renaming some of the automotive curriculum to clarify and simplify the automotive course sequence numbers and names.

Existing Course:

Course Number: AT 690

Title of Course: Dealership and Maunfacturer Management

Credit Hours: 3

Prerequisite: none

Course Description (**as it appears in the current catalog**): An introductory course in the management of an automotive or transportation related business covering basic business structure, ownership, types of business facilities, strategic planning, development of company policy, human resources management, recruiting, employee development, evaluation of employees and financial management.

Proposed Course:

Course Number: AT 580

Title of Course: Dealership Service Operations

Credit Hours: 3

Prerequisite: none

Course Description (**as it will appear in the next catalog**): An introductory course in the management of an automotive or transportation related business covering basic business structure, ownership, types of business facilities, strategic planning, development of company policy, human resources management, recruiting, employee development, evaluation of employees and financial management.

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 10-27-16 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair Doug Younger

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean Tim Dawsey

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/26/16 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Automotive Technology College: Technology Submission Date: 9-30-16

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.
The revision will have no effect on any other department, college or unit at Pittsburg State University.

Purpose/Justification for Revision to Course: Renumbering and renaming some of the automotive curriculum to clarify and simplify the automotive course sequence numbers and names.

Existing Course:

Course Number: AT 692

Title of Course: Dealership Sales Management

Credit Hours: 3

Prerequisite: none

Course Description (**as it appears in the current catalog**): This course will cover the fundamentals of the retail sales side of the automotive industry from the dealer's perspective. Students will study issues relating to automotive manufacturer and their goals, the franchised dealer, selling new and used vehicles, new and used car management responsibilities, job descriptions, and pay plans. Technology and its role within the dealership, interaction between the fixed and variable side of a dealership, accounting, and the role of the F & I (Finance & Insurance)department are also covered.

Proposed Course:

Course Number: AT 682

Title of Course: Dealership Sales Operations

Credit Hours: 3

Prerequisite: none

Course Description (**as it will appear in the next catalog**): This course will cover the fundamentals of the retail sales side of the automotive industry from the dealer's perspective. Students will study issues relating to automotive manufacturer and their goals, the franchised dealer, selling new and used vehicles, new and used car management responsibilities, job descriptions, and pay plans. Technology and its role within the dealership, interaction between the fixed and variable side of a dealership, accounting, and the role of the F & I (Finance & Insurance)department are also covered.

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 10-27-16 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair Doug Younger

☒ Approved: Dean of College
Date 12.5.16 Signature, Dean Tim Dawsey

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/26/16 Signature, Undergraduate Curriculum Committee Chair

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Automotive Technology College: Technology Submission Date: 9-30-16

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.
The revision will have no effect on any other department, college or unit at Pittsburg State University.

Purpose/Justification for Revision to Course: Renumbering, renaming, and description change of the automotive curriculum to clarify and simplify the automotive course sequence numbers and names.

Existing Course:

Course Number: AT 697

Title of Course: Corporate Sales Management

Credit Hours: 3

Prerequisite: none

Course Description (**as it appears in the current catalog**): This course will identify the roles and responsibilities of the sales team from the manufacturer's side of the business. This course will examine job opportunities, job descriptions/duties, setting goals and objectives, consulting skills, planning/scheduling business contacts, organizing presentations for group meetings, preparing an expense report, budgeting, and variable operating report analysis, sales analysis including customer satisfaction, new car sales planning and distribution, certified used cars, internet leads and tracking, accessory sales, training, and owner retention will also be examined.

Proposed Course:

Course Number: AT 687

Title of Course: Corporate Sales, Service, and Parts Management

Credit Hours: 3

Prerequisite: none

Course Description (**as it will appear in the next catalog**): This course will identify the roles and responsibilities of the sales,service and parts team from the manufacturer's side of the business. We will examine job opportunities, job descriptions/duties, setting goals and objectives, consulting skills, planning/scheduling business contacts, organization skills, meeting presentations, preparing an expense report, budgets, and variable/fixed operating report analysis. Other sales,service and parts areas covered include customer satisfaction, new car sales, certified pre-owned sales, advertising and marketing, sales planning and distribution, business development centers, internet lead and tracking, accessory sales and marketing, sales/service training, warranty plans and coverage, warranty analysis/audit, retail and wholesale part sales, parts inventory control and owner retention.

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 10-27-16 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair Doug Younger

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/26/16 Signature, Undergraduate Curriculum Committee Chair

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Automotive Technology College: Technology Submission Date: 10-13-16

Contact Person: Scott Norman ☒ 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 an automotive course only and will not affect any other curricula.

Purpose/Justification for Revision to Course: Simple course name and description change in order to realign, update, and clarify this automotive course.

Existing Course:

Course Number: AT 699

Title of Course: Automotive Senior Seminar

Credit Hours: 1

Prerequisite: Senior standing

Course Description (**as it appears in the current catalog**): A capstone automotive course simulating situations students encounter in employment and assessment of personal, professional, and technological competencies. Portfolios and ASE examinations are components of assessment. Prerequisite: Senior standing.

Proposed Course:

Course Number: AT 699

Title of Course: Senior Seminar

Credit Hours: 1

Prerequisite: Senior standing

Course Description (**as it will appear in the next catalog**): A capstone transportation course simulating situations students will encounter in employment upon graduation. Students are required to complete their Senior Capstone

Portfolio in this course. Assessment in this course includes the portfolio, ASE testing, and presentations. Prerequisite: Senior 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 10-24-16 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair Doug Younger

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Request for New Minor/Emphasis/Certificate

Proposal for a New: ☐ Minor ☐ Emphasis ☒ Certificate

Department: AST College: Technology

Submission Date: 10-12-16

Effective: Fall, Spring/2017
(Year)

Contact Person: Prof. Perry Cummins

☒ Faculty member ☐ Chair

Title of Proposed Minor/Emphasis /Certificate: Automotive Service Technology Certificate

Purpose/Justification for Minor/Emphasis/Certificate: The Kansas Board of Regents have indicated that they want their regent schools to offer more certificates so we are re-creating the certificate that the automotive department offered in the past related to automotive service training.

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.
This certificate is not required by any student and is offered to individuals who only want to certify in Automotive Service. The certificate will utilize courses currently being taught in the automotive department.

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This certificate is not required by any student and is offered to individuals who only want to certify in Automotive Service.

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

Additional Questions

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

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

   Please give the rationale for additional student fees:
   n/a

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

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

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

Additional Questions for certificate only:

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

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

   If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.

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

☒ Approved: Department Chairperson
Date 10-20-16 Signature, Department Chairperson RJ Fike

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair Doug Younger

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean Dawsey

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/26/16 Signature, Undergraduate Curriculum Committee Chair ____________________

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

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

Approval at Kansas Board of Regents level:

☐ COCAO Date: _____

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

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

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

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

Kansas Board of Regents

APPLICATION FOR APPROVAL OF CERTIFICATE

Pittsburg State University
(NAME OF INSTITUTION)

1701 S Broadway Pittsburg KS 66762
(ADDRESS)

620-235-4380
(TELEPHONE)

Concentration or Major:

AUTOMOTIVE SERVICE TECHNOLOGY CERTIFICATE
(Title and CIP)

____ New
X Derived from Existing Program

(DATE SUBMITTED)

(Signature of Vice-President /or Provost

PROPOSAL FOR MINOR/CONCENTRATION
Kansas Board of Regents

Submitted by Perry Cummins

College of Technology

Division of Automotive Technology

I. Indicate major in which concentration will be located:

AAS Automotive Service Technology

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

Name: Automotive Service Technology Certificate

Description of Purpose: To offer an option to the AAS degree that is aligned specifically for students who wish to go into the Service Technician field without taking the general education required by the AAS degree. Instead of the General education requirements, the special topics classes are comprised of industrial certification study and completion.

(Use other sheets as needed)

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

Automotive Service Technology Certificate
Name of Major

Course Name & Number	Credit Hours
Core Courses:	
AST- 101 Engine Repair	3
AST-102 Brakes	3
AST-122 Automechanics General Lab I	5
AST-150 Engine Performance I	3
AST-151 Electrical Systems I	3
AST-152 Auto mechanics General Lab II	5
AST-160 Automatic Transmissions	3

AST-163 Manual Drive Train and Transaxles	3
AST-251 Electrical Systems II	3
AST-252 Automechanics General Lab III	5
AST-255 Automotive Heating and Air Conditioning	3
AST-256 Suspension and Steering	3
AST-257 Automechanics General Lab IV	5
(OR) AST 299 Automotive Service COOP Internship	(6)
AST-260 Engine Performance II	3
AST-264 Current topics ASE Test Prep 1	1
AST-264 Current topics ASE Test Prep 2	1
AST-264 Current topics ASE Test Prep 3	1
AST-264 Current topics ASE Test Prep 4	1
AST-264 Current topics ASE Test Prep 5	1
Total	55 (56)

Electives:

Research:

Course Name & Number Credit Hours

Practica:

Total:

(Name of Concentration)

Course Name & Number Credit Hours

Concentration: ____________________ ________
____________________ ________
____________________ ________
____________________ ________
____________________ ________
____________________ ________

Total: ________

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

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

IV. Faculty resources:

A. Number of FTE faculty who teach in the major, including all concentrations:
# 2.5

B. Rank of faculty:
Instr. .5 ; Asst. Prof. 1 ; Assoc. Prof.________; Prof. 1 ;
GTAs________.

C. Preparation of faculty;
Indicate level of degrees: Bach.________; Masters 2.5 ; Doctors________.

D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors):
Two of the faculty are presently teaching the AAS degree option and the half time faculty splits responsibilities halftime for Automotive Serivice AAS and the Automotive Technology BS degree. All of the existing courses are being taught in the AAS degree the only changes are the AAS degree requires the General education element and the proposed certificate option does not. In place of the General Education requirements for the certificate the Special topics classes are required which contains Service Industry Specifics. These Special Topics classes can be taken by the AAS degree as electives but are not required. They are however required for the Certificate.

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: GIT College: Technology Submission Date: 10/31/2016

Contact Person: Doug Younger ☒ Faculty member ☐ Chair

Revision Effective: 17WF (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 will be an upper division course that will only be available to students within the GIT department

Purpose/Justification for Revision to Course:

This course is a revision an old course that was deleted prior to 2003. That course is not in a current catalog. Prior to 2003, the Portfolio Management course was used as a capstone course option for the Commercial Graphics major. The course was deleted and all GIT students then used the GIT 690 Senior Project as the only capstone course option. This course is being revised for the Graphic Communications major primarily for Graphic Design emphasis students although it will be available as an elective for all emphasis area students. The new course will not be a capstone course but rather an elective for students to prepare portfolios for future employment.

Existing Course:

Course Number: GIT 630

Title of Course: Portfolio Management

Credit Hours: 3

Prerequisite: None

Course Description (**as it appears in the current catalog**): Preparation of resume and finished projects for presentation to prospective employers.

Proposed Course:

Course Number: GIT 630

Title of Course: Portfolio Management

Credit Hours: 3

Prerequisite: GIT 301 Graphics Career Development and either GIT 323 Web and Motion Graphics or GIT 342 Print File Preparation and Preflighting or GIT 432 Digital Media Design

Course Description (**as it will appear in the next catalog**): Developing, critiquing and refining of student work for presentation in a professional design portfolio. Professional issues related to the graphic communications industry.

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. This course will be part of the courseload of an existing faculty member.

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

☒ Approved: Department Chairperson
Date 11-4-2016 Signature, Department Chairperson ______

☑ Approved: College Curriculum Committee
Date 12.5.16 Signature, College Curriculum Committee Chair Doug Younger

☑ Approved: Dean of College
Date 12.5.16 Signature, Dean ______

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 1/20/16 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.