

Pittsburg State University

Faculty Senate Meeting

DATE: Monday, November 23, 2015
TIME: 2:30 p.m. (PLEASE NOTE TIME CHANGE)
LOCATION: Sunflower Room, Overman Student Center

AGENDA

- I. Call to Order**
- II. Approval of October 26, 2015 minutes**
- III. Announcements**
 - A. Provost and Vice President of Academic Affairs—Dr. Lynette Olson**
 - B. PSU/KNEA Remarks—Dr. Tim Bailey**
 - C. Student Senate Remarks— Marcus Clam**
 - D. Unclassified Senate Remarks—Ms. Ashley Wadell**
 - E. University Support Staff Remarks—Terri Blessent**
 - F. Faculty Senate Report—Dr. Julie Samuels**
- IV. Committee Reports**

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

 - A. Academic Affairs Committee—Chair: Andrea McConnaughey, Rion Huffman**
 - Undergraduate Curriculum Subcommittee—**Chair: Greg Murray, James McBain**
 - Library Services Subcommittee—**Chair: Randy Winzer**
 - Information Systems Subcommittee—**Chair: Ram Gupta,**
 - Continuing Studies Subcommittee—**Chair: Laura Covert, KristiFrisbee**
 - Departmental Academic Honors Subcommittee—**Chair: Rion Huffman, Jamie McDaniel**
 - Honors College Subcommittee—**Initial Chair: Randy Winzer**

- Writing Across the Curriculum Subcommittee— **Chair: Andrea McConnaughey, Grant Moss**
- Diversity and Multicultural Affairs Subcommittee—**Chair: Andrea McConnaughey, Anil Lal, Gloria Flynn**

B. Student Faculty Committee—Chair: Julie Dainty

C. All University Committee—Chair: Jim McBain, Christel Benson

D. Faculty Affairs Committee—Chair: Janis Schiefelbein, Anil Lal, Cliff Morris

E. Constitution Committee—Chair: Neil Snow, Hazel Coltharp

F. General Education Committee—Chair: Mark Johnson, Kristi Stuck

G. Budget Committee—Initial Chair: Rebecca Butler, Kristi Frisbee

All University Committees or Other Appointments

- Academic Honesty Committee—**Chair: Janice Jewett**

V. Unfinished Business:

A. Expedited Curriculum Legislation—pending

VI. New Business:

VII. Open Forum:

VIII. Adjournment

Pittsburg State University
University Undergraduate Curriculum Committee

November 13, 2015 @ 11:00 a.m.
S224 Kansas Technology Center

Members present: Greg Murray (COT) – chair
Jim McBain (A&S)
Brenda Roberts (COE) – recorder
Janice Jewett – ex-officio
Members absent: Kristen Maceli (COB); NOTE: Kristen reviewed legislation and provide vote to Greg by email

Chair Greg Murray called the meeting to order.

College of Arts and Sciences

Request for New Emphasis

Bachelor of Integrated Studies Degree; Emphasis - Liberal Studies

Jim discussed the structural difference between general studies and liberal studies. Example of a liberal studies emphasis was provided.

Motion to approve; second. Motion passed.

Chemistry

Request for Deletion of Course

CHEM 620 Polymer Chemistry – delete course

CHEM 621 Polymer Chemistry Laboratory – delete course

Motion to approve; second. Motion passed*

Request for Revision to Curriculum - Professional Emphasis; and
Polymer Emphasis

CHEM 625 Polymer Synthesis and Characterization – add course

CHEM 626 Polymer Synthesis and Characterization Laboratory – add course

Motion to approve; second. Motion passed**

Family and Consumer Sciences

Request for Revision to Curriculum – Minor in Early Childhood Development

FCS 490 Developmental Planning – remove as elective

FCS 491 Preschool Laboratory – remove as elective

FCS 392 Infant and Toddler Development – add as elective

Motion to approve; second. Motion passed**

College of Business

Management and Marketing

Request for Revision to Course

MGMKT 327 Organizational Theory & Behavior; name change;
MGMKT 327 Management & Organizational Behavior

MGMKT 330 Basic Marketing – name change;
MGMKT 330 Principals of Marketing

Motion to approve; second. Motion passed.*

Request for Revision to Curriculum - Management

ACCTG 422 Internal Auditing – add course as elective
ACCTG 625 Fraud Examination – add course as elective

Motion to approve; second. Motion passed**

College of Education

Teaching and Leadership

Request for New Course

EDUC 370 Organization and Management of the Middle and Secondary
Classroom – elective for secondary education majors

Motion to approve; second. Motion passed*

College of Technology

Technology and Workforce Learning

Request for Revision to Course – change to course title &/or description to reflect
change from Vocational Education to Career and Technical Education

TTED 193 Workshop for Beginning Vocational Teachers
TTED 201 Vocational Work Experience
TTED 391 Student Assessment Development in Vocational/Technical Education
TTED 401 Vocational Work Experience
TTED 479 Techniques for Teaching Vocational-Technical Education
TTED 483 Teaching Internship
TTED 607 Student Leadership Development in Vocational Education
TTED 619 Planning Shop Layout for Vocational Education
TTED 694 Foundations of Vocational/Technical Education
TTED 697 Identification and Instruction of Students with Special Needs

Motion to approve; second. Motion passed.

Request for Revision to Curriculum

Bachelor of Science in Vocational Technical Education – degree name change;

Bachelor of Science in Career and Technical Education

Motion to approve; second. Motion passed.

Point of Clarification: As the meeting progressed, the observation was made that some of the legislative document were missing responses of explanation to two questions on the forms.

Question from form:

*Will this deletion affect any other department's/college's/unit's curricula or programs at Pittsburg State University? Whether "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

Question from form:

**Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent University. Whether "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 action for the legislation may be noted with an asterisk symbol to designate the question not being answered. Greg will discuss situation with Jeanine Van Becelaere in the Registrar's Office. Additional information is requested if required,

Meeting adjourned.

Respectfully submitted,
Brenda Roberts (recorder)

Request for Deletion of Course



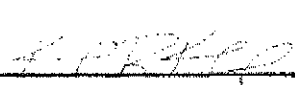
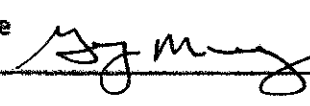
(Undergraduate Course Numbers through Course Number 699)

Department: Chemistry
Sep 2015College: Arts and SciencesSubmission Date: 4Contact Person: Jody Neef ☒ 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.*Purpose/Justification for Course Deletion: course is no longer offered**Course to be Deleted:**Course Number: Chem 620 & 621Title of Course: Polymer Chemistry & Polymer Chemistry labCredit Hours: 3 & 2Deletion Effective: Spring 2015 (Semester/Year)Currently Offered: ☐ Fall ☒ Spring ☐ Summer (check all that apply)Was this course a part of the General Education package? ☐ Yes ☒ NoIs 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 09/07 Signature, Department Chairperson 
- ☒ Approved: College Curriculum Committee
Date 09/21/15 Signature, College Curriculum Committee Chair 
- ☒ Approved: Dean of College
Date 09/21/15 Signature, Dean 
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/16/15 Signature, Undergraduate Curriculum Committee Chair 
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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

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

Request for Revision to Curriculum

Revision for: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: Chemistry College: Arts & Sciences

Submission Date: 4 Sept 2015

Revision Effective: Fall, 2016
(Year)

Contact Person: Jody Neef ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Professional Emphasis

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

Description of Change: Substitution of courses for deleted courses

Rationale for Change (include changes to curriculum objectives): courses have been deleted

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.

Existing Major or Minor/Emphasis/Certificate

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

- CHEM-620: Polymer Chemistry (3 hours)
- AND CHEM-621: Polymer Chemistry Laboratory (2 hours)

Proposed Major or Minor/Emphasis/Certificate:

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

- CHEM-625: Polymer Synthesis and Characterization (3 hours)
- AND CHEM-626: Polymer Synthesis and Characterization Laboratory (2 hours)

Additional Questions

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

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

Please give the rationale for additional student fees:

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

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

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

Additional 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 09/07 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 09/21/15 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 09/21/15 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/16/15 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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

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

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

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

Request for Revision to Curriculum

Revision for: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: Chemistry College: Arts & Sciences

Submission Date: 4 Sept 2015

Revision Effective: Fall, 2016
(Year)

Contact Person: Jody Neef ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Polymer Emphasis

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

Description of Change: Substitution of courses for deleted courses

Rationale for Change (include changes to curriculum objectives): courses have been deleted

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.

Existing Major or Minor/Emphasis/Certificate

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

- CHEM-620: Polymer Chemistry (3 hours)
- AND CHEM-621: Polymer Chemistry Laboratory (2 hours)
- CHEM-720: Advanced Polymers (3 hours)
- CHEM-785: Physical Chemistry of Polymers (3 hours)

Proposed Major or Minor/Emphasis/Certificate:

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

- CHEM-625: Polymer Synthesis and Characterization (3 hours)
- AND CHEM-626: Polymer Synthesis and Characterization Laboratory (2 hours)
- CHEM-680: Physical Properties of Polymers Polymers (3 hours)
- Select one from: CHEM-640, CHEM-650, Chem-683 or CHEM-687

Additional Questions

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

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

Please give the rationale for additional student fees:

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

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

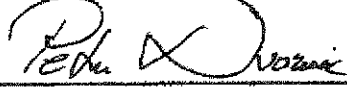



5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
no

Additional 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 09/07 Signature, Department Chairperson 
- ☒ Approved: College Curriculum Committee
Date 01/21/15 Signature, College Curriculum Committee Chair 
- ☒ Approved: Dean of College
Date 01/21/15 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 _____
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Date 11/16/15 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: _____

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Zimbra**jvanbecelaere@pittstate.edu**

Re: Curriculum Legislation

From : Petar Dvornic <pdvornic@pittstate.edu>

Tue, Nov 17, 2015 04:14 PM

Subject : Re: Curriculum Legislation 3 attachments**To :** Jeanine Van Becelaere
<jvanbecelaere@pittstate.edu>**Cc :** Jody Neef <cneef@pittstate.edu>

Jeanine,

I talked today with Greg Murray and we both believe that the following answers will satisfy the requirements:

In request for deletion of CHEM 620 and 621 from the Catalog:

This deletion will not affect any other department's/college's/unit's curricula or programs at Pittsburg State University because it is really not a deletion but a replacement. It is requested in order to replace CHEM 620 and 621 with updated content in the same subject areas with newly introduced CHEM 625 and 626, respectively. Before, CHEM 620 and 621 appeared as part of the curricula in Chemistry Department's Professional (current catalog page 121) and Polymer Emphasis (current catalog page 121) and in College of Technology Plastics Engineering Technology (current catalog page 332). This replacement is performed in agreement with CoT PET (see the attachment to this e-mail). While CHEM 625 and 626 treat the same subject matters as CHEM 620 and 621 did, the former are now much updated and restructured in order to better reflect the present state of the treated subject areas and to address the needs of our students. The new courses are being introduced thanks to the development of the Polymer Chemistry program.

In request for revision of Professional Emphasis and Polymer Emphasis:

This revision is related to but will NOT affect any degree program or minor/emphasis/certificate at any other Regent university or any other department's/college's/unit's curricula or programs at PSU because it is only a replacement of outdated CHEM 620 and 621 courses with much more updated and up to the present standards of the subject matter restructured CHEM 625 and 626, respectively. Hence all programs that contained "old" courses will now contain "new" ones treating the same subject areas but at the level and rigor brought up to the present day standards of development of the respective disciplines. This

updating is made possible thanks to introduction of the Polymer Chemistry program.

Please let me know if you think that we may need anything else, so that we can get this done.

Thanks

Petar

From: "Jeanine Van Becelaere" <jvanbecelaere@pittstate.edu>
To: "Petar Dvornic" <pdvornic@pittstate.edu>, "Jody Neef" <cneef@pittstate.edu>
Sent: Monday, November 16, 2015 12:22:16 PM
Subject: Re: Curriculum Legislation

I received your phone message about meeting regarding your curriculum. It is the University Undergraduate Curriculum Committee that was needing the question answered, I was just passing on the message. The chair of that committee is Greg Murray, in the Engineering Technology department, if you would want to visit with him. I believe they just needed an explanation stating that it would not effect other departments or if it does, the discussions have already taken place (if that is the case).

Jeanine



Jeanine VanBecelaere
Administrative Specialist
Registrar's Office
Pittsburg State University
Pittsburg, KS 66762
Phone: 620-235-4206 fax: 620-235-4015

From: "Jeanine Van Becelaere" <jvanbecelaere@pittstate.edu>
To: "Petar Dvornic" <pdvornic@pittstate.edu>, "Jody Neef" <cneef@pittstate.edu>
Sent: Monday, November 16, 2015 9:29:43 AM
Subject: Curriculum Legislation

Your department's curriculum legislation has been through the University Undergraduate Curriculum Committee but there are a couple of questions that need

answered on the forms before the committee chair can sign your forms for approval.

For the deletion of CHEM 620 and 621 there is a question that states "Will this deletion affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?" Yes or No. No was marked but it also states on the form "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." Please provide an explanation.

For the revision to the Professional Emphasis and the Polymer Emphasis there are 2 questions that need answered. (1) "Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?" Yes or No. No was marked but an explanation needs to be provided. (2) "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 or No. No was marked but an explanation needs to be provided.

Please provide your explanations as a reply to this email and I will attach it to the forms. Thank you.

Jeanine



Jeanine VanBecelaere
Administrative Specialist
Registrar's Office
Pittsburg State University
Pittsburg, KS 66762
Phone: 620-235-4206 fax: 620-235-4015

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PETAR R. DVORNIC, Ph.D

Professor of Polymer Chemistry
Department Chair

Department of Chemistry
Pittsburg State University
101A Heckert-Wells

E-mail from J. Norton to P. Dvornic: August 14, 2015 at 12:56 PM:

We have started advising students according to the wording below, starting spring 2015. This wording has been on my Canvas Advisees group since the spring. There is also a document attached that Paul made and I have also distributed to Plastics students for the purposes of advisement.

Wording regarding Chemistry Course changes for Plastics Students:

Since the Polymer Chemistry courses have been added, we have entered the process of modifying the Plastics course descriptions. These descriptions will appear in a **future** version of the catalog, but the catalog that you as a student has access to has the **old** description. (If you are a bit confused, don't worry. As faculty, Bob, Paul, Rebeca and I have all been a bit confused on this matter in the past few months.)

You will have to go to the Registrar's office and change your catalog. This will ensure that your degree audit reflects the changes that Chemistry has made and that Plastics has made to keep up with Chemistry.

In short, this is the sequence of Chemistry course for Plastics majors now:

1. General Chemistry and Lab (CHEM 215 and CHEM 216) are required
2. Intro to Polymer Science & Technology (CHEM 360) is now an acceptable prerequisite for Thermoplastics Resins (PET 371). If you took Intro to Organic (CHEM 320) or Organic I (CHEM 325), don't panic! Those are still acceptable prerequisites for Thermoplastics Resins.
3. Polymer Synthesis & Characterization and Lab (CHEM 625 and CHEM 626) are taking the place of Polymer Chemistry (CHEM 620). The Chemistry department no longer offers CHEM 620. Intro to Polymer Science & Technology (CHEM 360) is the prerequisite for CHEM 625. You may need special permission to enroll in CHEM 625 and CHEM 626 if you took CHEM 320 or CHEM 325.

Jeanne H. Norton, Ph.D.
Assistant Professor, Plastics
Department of Engineering Technology
Pittsburg State University
Kansas Technology Center, W122b
1701 South Broadway
Pittsburg, KS 66762
620-235-4354
jnorton@pittstate.edu

Attachment:

Enrollment Update – Recent/Upcoming Changes to Plastics Related Courses

April 3, 2015

I spoke to several of you in the past few days about changes in our chemistry related courses and how they impact Plastics courses. I may have steered you wrong, so after I spoke to Professor Norton, I wanted to put this memo together, in order to clarify any areas of confusion.

Paul Herring

The following are changes to the courses offered by the Chemistry department. This was done as part of the creation of the new Polymer Chemistry program.

1. CHEM620 Polymer Chemistry DISCONTINUED – PERIOD!
2. CHEM360 Intro to Polymer Science and Technology – NEW COURSE
3. CHEM625 Polymer Synthesis & Characterization – NEW COURSE

The following are how these changes impact the Plastics Engineering Technology bachelor's degree requirements and sequence of courses

Current Course Catalogue Information:

1. CHEM215 General Chemistry – prerequisite for CHEM320 Intro Organic Chemistry
2. CHEM320 Intro Organic Chemistry – prerequisite for PET371 Thermoplastic Resins
3. PET371 Thermoplastic Resins – prerequisite for PET375 Thermoset Resins
4. PET375 Thermoset Resins – terminal resins course
5. CHEM620 Polymer Chemistry – terminal chemistry course

NEW sequence and prerequisites based on changes to Chemistry courses:

1. CHEM215 General Chemistry – prerequisite for CHEM360 Intro to Poly. Sci. and Tech.
2. CHEM360 Intro to Polymer Science and Tech. – prerequisite for PET371 TP Resins
3. PET371 Thermoplastic Resins – prerequisite for PET375 TS Resins
4. PET375 Thermoset Resins – terminal resins course
5. CHEM625 Polymer Synthesis & Characterization – terminal chemistry course

The Bottom Line on Chemistry Changes and their effect on Plastics Engineering Technology:

1. CHEM360 INTRO TO POLY. SCI. & TECH. – REPLACES CHEM320 INTRO ORGANIC CHEMISTRY
2. If you have taken CHEM320, proceed with the Resins courses, and then take CHEM625 later
3. CHEM625 POLY. SYNTHESIS & CHAR. – REPLACES CHEM620 POLYMER CHEMISTRY

At the present time, your degree audit and prerequisites for enrollment may not reflect the information presented here. As these changes are incorporated into the new catalog, they will start to show up on your degree audit. If you have questions or need assistance, contact your advisor.

Request for Revision to Curriculum

Revision for: ☐ Major ☒ Minor ☐ Emphasis ☐ Certificate

Department: Family & Consumer Sciences College: Arts & Sciences

Submission Date: April 27, 2015

Revision Effective: Fall, 2016
(Year)

Contact Person: Amber Tankersley

☒ Faculty member ☐ Chair

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

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

Description of Change: The proposed change is to eliminate FCS 490 Developmental Planning and FCS 491 Preschool Laboratory as a restricted elective options for the minor and replace with the option of FCS 392 Infant and Toddler Development.

Rationale for Change (include changes to curriculum objectives): FCS 490 Developmental Planning and the Preschool Laboratory doesn't fit the needs of most Early Childhood Development minors as it is course specialized in curriculum planning and most minors will not be engaged in planning curriculum in their future careers. A better option for an elective is FCS Infant and Toddler development which gives a deeper understanding of development in infancy and toddlerhood. FCS 490/491 could be added by minors with permission from the program/department if it was seen as beneficial to their career path.

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.

This option was discussed with Dr. Whitbeck in March 2015.

Existing Major or Minor/Emphasis/Certificate

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

Minor in Early Childhood Development (21 hours)

Early Childhood Development (10 hours)

FCS-285: Lifespan Human Development (3 hours)

FCS-390: Interacting with Children (3 hours)

FCS-391: Practicum in Early Childhood (1 hours)

FCS-590: Development of the Child: Birth Through Age Eight (3 hours)

Restricted Electives (Students must choose at least four courses) (11-12 hours)
EDUC-322: Early Literacy and Language Development (2 hours)
AND EDUC-323: Literature for Young Children Birth-3rd (1 hours)
FCS-480: Dynamics of Family Relationships (3 hours)
FCS-490: Developmental Planning: Preschool and Kindergarten (3 hours)
FCS-491: Preschool Laboratory (1-2 hours)
FCS-580: Family Violence and Child Abuse (3 hours)
OR FCS-780: Family Violence and Child Abuse (3 hours)
FCS-690: Parent/Professional Relationships (3 hours)

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum as you wish it to appear in the online catalog:
Minor in Early Childhood Development (21 hours)

Early Childhood Development (10 hours)
FCS-285: Lifespan Human Development (3 hours)
FCS-390: Interacting with Children (3 hours)
FCS-391: Practicum in Early Childhood (1 hours)
FCS-590: Development of the Child: Birth Through Age Eight (3 hours)
Restricted Electives (Students must choose at least four courses) (11-12 hours)
EDUC-322: Early Literacy and Language Development (2 hours)
AND EDUC-323: Literature for Young Children Birth-3rd (1 hours)
FCS-392: Infant and Toddler Development (3 hours)
FCS-480: Dynamics of Family Relationships (3 hours)
FCS-580: Family Violence and Child Abuse (3 hours)
OR FCS-780: Family Violence and Child Abuse (3 hours)
FCS-690: Parent/Professional Relationships (3 hours)

Additional Questions

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

None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

☐

Yes

☒

No

If "yes," please realize that it will need to gain approval of the President's Council.

Please give the rationale for additional student fees:

3. Will this revision have specific General Education courses required? ☐ Yes ☒ No

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

4. Will this revision affect any education majors? ☐ Yes ☒ No

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

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?

None

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

- ☒ Approved: Department Chairperson
Date 4-23-15 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 4-12-15 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 4-12-15 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/16/15 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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

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

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

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

Zimbra

jvanbecelaere@pittstate.edu

Re: Curriculum Legislation

From : Amber Tankersley
<atankersley@pittstate.edu>

Mon, Nov 16, 2015 09:42 AM

 1 attachment

Subject : Re: Curriculum Legislation

To : Jeanine Van Becelaere
<jvanbecelaere@pittstate.edu>

Cc : Duane Whitbeck <dwhitbeck@pittstate.edu>

Hi Jeanine,

I've included the statement for the curriculum legislation:

This revision will not impact any degree program/minor/emphasis/certificate at any other Regent's institution. This revision is simply to better fit the needs of those at PSU with an ECD minor.

Thanks!

Amber

Amber Tankersley, Ph.D.
Associate Professor, Early Childhood Development
Preschool Director
Family & Consumer Sciences
Pittsburg State University
620-235-4460

From: "Jeanine Van Becelaere" <jvanbecelaere@pittstate.edu>
To: "Duane Whitbeck" <dwhitbeck@pittstate.edu>, "atankersley" <atankersley@pittstate.edu>
Sent: Monday, November 16, 2015 9:38:03 AM
Subject: Curriculum Legislation

Your department's curriculum legislation has been through the University Undergraduate Curriculum Committee but there is a question that needs answered on the form before the committee chair can sign your form for approval.

On the revision to curriculum form for the Minor in Early Childhood Development there is a question that states, "Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?" Yes

or No. No was marked but an explanation needs to be provided because the form also states, "Whether a "yes or "no" response, please provide an explanation."

Please provide your explanation as a reply to this email and I will attach it to the form. Thank you.

Jeanine



Jeanine VanBecelaere
Administrative Specialist
Registrar's Office
Pittsburg State University
Pittsburg, KS 66762
Phone: 620-235-4206 fax: 620-235-4015



Jeanine VanBecelaere
Administrative Specialist
Registrar's Office
Pittsburg State University
Pittsburg, KS 66762
Phone: 620-235-4206 fax: 620-235-4015

Jeanine Signature.png
10 KB

Request for New Minor/Emphasis/Certificate

Proposal for a New: ☐ Minor ☒ Emphasis ☐ Certificate

Department: BIS College: Arts and Sciences

Submission Date: September 2015

Effective: Fall, 2016
(Year)

Contact Person: Bobby Winters ☒ Faculty member ☐ Chair

Title of Proposed Minor/Emphasis /Certificate: Liberal Studies

Purpose/Justification for Minor/Emphasis/Certificate: Provide a flexible format to pursue educational goals

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 type of program is fairly common but by its nature does not have far reaching effects.

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.

There is a potential for confusion with the Bachelor of General Education, however there are structural differences that will make it a distinct program.

Please complete the Kansas Board of Regent forms located at http://www.kansasregents.org/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.):
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 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 9/23/15 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 10/12/15 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 10/12/15 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/16/15 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Approval at Kansas Board of Regents level:

☐ COCAO Date: _____

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

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

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

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

**Kansas Board of Regents
APPLICATION FOR APPROVAL OF**

NEW EMPHASIS

PITTSBURG STATE UNIVERSITY

1701 South Broadway – Pittsburg, KS 66762

620-235-4113 (Office of the Provost – PSU)

New Emphasis:

Liberal Studies

Bachelor of Integrated Studies Degree (30.9999)

☒ New

☐ Derived from Existing Program

September 2015

(DATE SUBMITTED)

PROPOSAL FOR NEW EMPHASIS
Kansas Board of Regents

PITTSBURG STATE UNIVERSITY
College of Arts and Sciences
Division of: Office of the Provost - PSU

- I. Indicate major in which emphasis will be located:

Bachelors of Integrated Studies (30.9999)

- II. Give the name and describe the purpose of the proposed emphasis:
Liberal Studies

Description of Purpose/Rationale:

There is a need for a flexible program to help students educate themselves in a broad manner for preparation to graduate school and employment in such a way that will ensure high standards.

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

Bachelor of Integrated Studies

Liberal Studies

General Education

Basic Skills (12-13 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)

Mathematics (select one)

MATH-110: College Algebra with Review (5 hours)

MATH-113: College Algebra (3 hours)

MATH-126: Pre-Calculus (4 hours)

MATH-133: Quantitative Reasoning (3 hours)

MATH-143: Elementary Statistics (3 hours)

General Education Electives (34-39 hours)

Sciences (8-9 Hours)

Natural Sciences (Select one)

BIOL-111: General Biology (3 hours)

AND BIOL-112: General Biology Laboratory (2 hours)

BIOL-113: Environmental Life Science (4 hours)

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

Physical Sciences (Select one)

CHEM-105: Introductory Chemistry (3 hours)

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

CHEM-107: Chemistry for the Life Sciences (3 hours)

AND CHEM-108: Chemistry for the Life Sciences Laboratory (1 hours)

PHYS-160: Physical Geology (3 hours)

AND PHYS-165: Physical Geology Laboratory (1 hours)

PHYS-166: Meteorology (3 hours)

AND PHYS-167: Meteorology Laboratory (1 hours)

PHYS-171: Physical Science (3 hours)

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

PHYS-175: Descriptive Astronomy (3 hours)

AND PHYS-176: Astronomy Laboratory (1 hours)

PHYS-375: Solar System Astronomy (3 hours)

AND PHYS-176: Astronomy Laboratory (1 hours)

Social Studies (Select one) (3 hours)

SOC-100: Introduction to Sociology (3 hours)

WGS-200: Introduction to Women's Studies (3 hours)

Political Studies (Select one) (3 hours)

POLS-101: U.S. Politics (3 hours)

POLS-103: Comparative Political Institutions (3 hours)

Producing and Consuming (Select one from two of the following three categories) (5-6 hours)

Economy

ECON-191: Issues in Today's Economy (3 hours)

FCS-230: Consumer Education and Personal Finance (3 hours)

Technology

EET-247: Computer Programming for Electronic Systems (3 hours)

GT-190: Introduction to Technological Systems (2 hours)

GT-350: Technology and Civilization (3 hours)

EDTH-330: Technology for the Classroom (3 hours)

TE-551: Integrated Technology for Educators (3 hours)

TM-350: Societal Influence of Technology (3 hours)

Business

ACCTG-201: Financial Accounting (3 hours)

CIS-130: Computer Information Systems (3 hours)

MGMKT-101: Introduction to Business (3 hours)

Fine Arts and Aesthetic Studies (Select one) (2-3 hours)

ART-155: Printmaking and Paper Arts (3 hours)

ART-178: Introduction to the Visual Arts (3 hours)

ART-188: The Designed World (3 hours)

ART-217: Crafts I (3 hours)

ART-222: Jewelry Design I (3 hours)

ART-233: Drawing I (3 hours)

ART-244: Ceramics I (3 hours)

ART-266: Sculpture I (3 hours)

ART-277: Painting I (3 hours)

ART-288: Introduction to Art History I (3 hours)

ART-289: Introduction to Art History II (3 hours)

ART-311: Art Education (3 hours)

ART-351: Printmaking, Papermaking, Bookarts and the Letterpress (3 hours)
ART-430: Automotive: Art and Design (3 hours)
COMM-105: Performance Appreciation (3 hours)
COMM-205: Performance Studies (3 hours)
COMM-295: Theatre History (____) (3 hours)
ENGL-250: Introduction to Creative Writing (3 hours)
HHP-151: Dance Appreciation (3 hours)
MUSIC-120: Music Appreciation (____) (3 hours)
MUSIC-121: Introduction to Music Literature (2 hours)
MUSIC-321: History of Music (3 hours)

Cultural Studies (Select one) (3 hours)

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

Health and Well Being (4-6 hours)

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 (Select one from two of the following three categories) (6 hours)

History

HIST-101: World History to 1500 (3 hours)
HIST-102: World History from 1500 (3 hours)
HIST-201: American History to 1865 (3 hours)
HIST-202: American History from 1865 (3 hours)

Literature

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

ENGL-320: Literature and Film (3 hours)
 Philosophy
 PHIL-103: Introduction to Philosophy (3 hours)
 PHIL-105: Ethics (3 hours)
 PHIL-111: Ethics: Applied Emphasis (____) (3 hours)
 PHIL-112: Biomedical Ethics (3 hours)
 PHIL-113: Business Ethics (3 hours)
 PHIL-114: Environmental Ethics (3 hours)
 PHIL-207: Critical Thinking (3 hours)
 PHIL-208: Logic (3 hours)
 PHIL-231: World Religions (3 hours)

Requirements

The student in this emphasis will work with a faculty advisor to create a plan of study that will include at least 45 hours. These 45 hours will be composed of three parts of at least 15 hours apiece that will be chosen from three different departments; none of these may be counted as general education. This plan of study must receive the approval of the Director of Integrated Studies. Upon completion of the general education component and the 45 hours within the emphasis, the remaining hours to degree completion can be elective hours chosen through consultation with the faculty advisor.

Students will be required to have at least six hours in a single foreign language, with further coursework in the language encouraged.

Students must have a 2.75 GPA and 30 hours of college credit to be admitted to this emphasis and must maintain 2.75 GPA to remain eligible.

A minor is allowed but not required.

IV. Faculty resources:

- A. Number of FTE faculty who teach in the major, including all emphases: N/A
- B. Rank of faculty: N/A
- C. Preparation of faculty (indicate level of degrees): N/A
- D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors): They teach classes within the departments of their particular disciplines.

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: MGMKT College: Kelce

Submission Date: 4/13/2015

Contact Person: Linden Dalecki ☒ Faculty member ☐ Chair

Revision Effective: Fall 2015 (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.

Change course name of MGMKT 327 from "Organizational Theory and Behavior" to "Management and Organizational Behavior."

Purpose/Justification for Revision to Course: To better reflect course content.

Existing Course:

Course Number: MGMKT 327

Title of Course: Organizational Theory and Behavior

Credit Hours: 3

Prerequisite: Junior Standing

Course Description (as it appears in the current catalog): Theories of organization design, structure and dynamics of behavior that foster effective communication and interaction between individuals, groups and organizations. Lecture, experiential learning, cases.

Proposed Course:

Course Number: MGMKT 327

Title of Course: Management and Organizational Behavior

Credit Hours: 3

Prerequisite: Junior Standing

Course Description (as it will appear in the next catalog): Theories of organization design, structure and dynamics of behavior that foster effective communication and interaction between individuals, groups and organizations. Lecture, experiential learning, cases.

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.)?

NA

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

- ☐ Approved: Department Chairperson
Date 4/30/15 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 5/21/15 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 05/21/15 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/16/15 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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

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

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: MGMKT College: KelceSubmission Date: 4/13/2015Contact Person: Linden Dalecki ☒ Faculty member ☐ ChairRevision Effective: Fall/2015 (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.

Change course name of MGMKT 330 from "Basic Marketing" to "Principles of Marketing."

Purpose/Justification for Revision to Course: To better reflect nomenclature in the field.

Existing Course:

Course Number: MGMKT 330Title of Course: Basic MarketingCredit Hours: 3Prerequisite: Junior Standing

Course Description (as it appears in the current catalog): Distribution of goods and services. Product planning, channels of distribution, pricing, advertising and personal selling. Emphasizes role of consumer.

Proposed Course:

Course Number: MGMKT 330Title of Course: Principles of MarketingCredit Hours: 3Prerequisite: Junior Standing

Course Description (as it will appear in the next catalog): Distribution of goods and services. Product planning, channels of distribution, pricing, advertising and personal selling. Emphasizes role of consumer.

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.)?

NA

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

- ☐ Approved: Department Chairperson
Date 3/4/15 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 3/11/15 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 05/01/15 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/16/15 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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

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

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: Management and Marketing College: Business

Submission Date: 4/24/15

Revision Effective: Fall, 2015
(Year)

Contact Person: Linden Dalecki ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Management

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

Description of Change: We are increasing the number of electives available for management majors and expanding their opportunities in a growing field (auditing)

Rationale for Change (include changes to curriculum objectives): Management students will benefit from learning valuable course content in internal auditing

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.

Adding ACCTG-422: Internal Auditing (3 hours) and ACCTG-625: Fraud Examination (3 hours) to the selection with COMM 450, COMM 629, COMM 755, ECON 465, ECON 468, EST 393, HRD 596 PSYCH 575 to the Management major in the College of Business. Peter Rosen, Chair of Accounting, supports the proposed changes (please see attached email).

Existing Major or Minor/Emphasis/Certificate

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

Two courses selected from:

COMM 450: Small Group Communication.....3
 COMM 629: Theories of Human Communication.....3
 COMM 755: Organizational Communication.....3
 ECON 465: Collective Bargaining.....3
 ECON 468: Labor Economics.....3
 EST 393: Introduction to Industrial Safety.....3
 HRD 596: Introduction to Human Development.....3
 PSYCH: 575: Industrial and Organizational Psychology.....3

Proposed Major or Minor/Emphasis/Certificate:

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

Two courses selected from:

ACCTG 422: Internal Auditing.....	3
ACCTG 625: Fraud Examination.....	3
COMM 450: Small Group Communication.....	3
COMM 629: Theories of Human Communication.....	3
COMM 755: Organizational Communication.....	3
ECON 465: Collective Bargaining.....	3
ECON 468: Labor Economics.....	3
EST 393: Introduction to Industrial Safety.....	3
HRD 596: Introduction to Human Development.....	3
PSYCH: 575: Industrial and Organizational Psychology.....	3

Additional Questions

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

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

☐ Yes ☒ No

If "yes," please realize that it will need to gain approval of the President's Council.

Please give the rationale for additional student fees:

3. 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.)?

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 7/2/15 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 6/24/15 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 05/14/15 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/16/15 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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

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

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

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

Zimbra

ldalecki@pittstate.edu

MGMT/MKTG Major

From : Pete Rosen <prosen@pittstate.edu>

Thu, Apr 30, 2015 02:40 PM

Subject : MGMT/MKTG Major**To :** Linden Dalecki <ldalecki@pittstate.edu>

Linden,

I approve the addition of ACCTG 422 - Internal Auditing and ACCTG 625 - Fraud Examination as choices of electives for MGMT majors to take toward their major.

Thanks for checking with me.

Sincerely,

Peter Rosen
Chair, Accounting and Computer Information Systems

Zimbra**jvanbecelaere@pittstate.edu**

Re: Curriculum Legislation

From : Lynn M. Murray <lmurray@pittstate.edu> Mon, Nov 16, 2015 10:02 AM
Subject : Re: Curriculum Legislation 1 attachment
To : Jeanine Van Becelaere
<jvanbecelaere@pittstate.edu>

This degree program is not offered as part of consortium with any other schools and will therefore not affect any Regent's institution.

From: "Jeanine Van Becelaere" <jvanbecelaere@pittstate.edu>
To: "Lynn Murray" <lmurray@pittstate.edu>, "Linden Dalecki" <ldalecki@pittstate.edu>
Sent: Monday, November 16, 2015 9:41:00 AM
Subject: Curriculum Legislation

Your department's curriculum legislation has been through the University Undergraduate Curriculum Committee but there is a question that needs answered on the form before the committee chair can sign your form for approval.

On the revision to curriculum form for the Management major there is a question that states, "Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?" Yes or No. No was marked but an explanation needs to be provided because the form also states, "Whether a "yes or "no" response, please provide an explanation."

Please provide your explanation as a reply to this email and I will attach it to the form. Thank you.

Jeanine

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: TCHLS College: EducationSubmission Date: 08/14/2015Contact Person: Dr. 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.

Proposed Course:Course Number: EDUC 370Title of Course: Organization and Management of the Middle and Secondary ClassroomCredit Hours: 2Date first offered: 2016
(Semester/Year)☐ Fall ☒ Spring ☐ Summer
(check all that apply)Prerequisite: None

Course Description (as it will appear in the next catalog): This course is designed to give teacher candidates a broad overview of classroom organization and management at the middle and secondary level that includes research, theories, and applications in practice, in view of creating and sustaining positive and productive learning environments. Teacher candidates will examine their own values and beliefs, observe and reflect upon the experience of current educators, understand a variety of current and past methodologies of organization and management, and explore working with diverse students. Finally, each candidate will begin to develop an individual approach to building an inclusive, productive and well-structured learning environment.

Purpose/Justification for Proposed Course: This course is designed to empower teacher candidates by providing them with research-based strategies for effective management of the secondary classroom. In this course, the candidate will identify and analyze ways to create and sustain an efficient learning environment that promotes positive expectations, engaged learning, and student academic success. Teacher candidates will explore their own values and beliefs, observe and reflect upon other teachers' strategies, and learn about a variety of current and past methodologies of leadership as they confidently develop and create their own successful classroom management framework.

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

COURSE OBJECTIVES

Upon successful completion of this course, the student should be able to:

1. Believe in and communicate a well-defined classroom management system.
2. Organize and maintain the physical environment of the classroom in a functional, pleasant, and orderly manner conducive to student learning and safety.
3. Establish, teach and reinforce classroom expectations, rules, routines, and procedures fairly and with an awareness of cultural attitudes.

4. Monitor and keep track of all students' behavior and activities in the classroom at all times.
5. Display a consistency in dealing with behavior in the least disruptive manner, utilizing appropriate positive and negative consequences.
6. Handle multiple tasks, intrusions, and distractions while maintaining momentum and smoothness in the lesson.
7. Understand how to handle unexpected classroom incidents and emergencies appropriately.
8. Analyze classroom problems and resourcefully seeks strategies to help develop a learning environment which encourages self-management, social interaction, high time-on-task and active engagement.

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

Attendance/Participation

Because this is an on-line class and we will not be meeting as a class, attendance/participation will be defined differently than for site-based courses. Attendance/participation for this online course is defined as completion of assignments. If one assignment period goes by without turning in any assignments, participation in group activities, or there is no contact with the instructor of this course, then the student will be dropped from the course. Active participation in the course is expected of all students.

Each student is to exchange ideas and information through class discussion board and instructional exercises; complete all projects and successfully complete a final assignment.

Students are expected to log in prepared for intellectual engagement and raise and answer questions posed by the readings, presentations, and discussion boards.

Students will be expected to extend their thinking with the purposes of improving their understanding of their educational practice.

B. EVALUATION AND ASSESSMENT

Discussion Board ~

A variety of discussion topics will be posted throughout the course. The topics for the discussion board will promote further thinking based on the topic of the week. You will be required to post a response and then respond to your classmates. Add new insight or a new angle to your peers' comments. Be sure your discussions and comments reflect your understanding of the concept at hand.

For tips on how to give a quality online post and response go to:

<http://www.elearners.com/online-education-resources/online-learning/how-to-write-an-a-discussion-posting/>

Writing Assignments

All papers must be submitted electronically. Use a single-space format with one blank line between paragraphs. Place your name, last name first, in the upper right hand corner; place the name of the course on the next line; and the date on the third line. Skip a line and then center the title of your paper. In completing discussion questions, repeat the question, skip a line, and then provide your answer.

Activities, Case Studies and Projects

Students will draw from course materials and their own experience to prepare an appropriate response to any of the assignments. Responses will be submitted electronically, in writing.

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:

NA

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:

NA

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

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

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

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

- ☒ Approved: Department Chairperson
Date 8/14/15 Signature, Department Chairperson Alice C. Fagerson
- ☒ Approved: College Curriculum Committee
Date 10/6/15 Signature, College Curriculum Committee Chair Howard W. Suhl
- ☒ Approved: Dean of College
Date 10/7/15 Signature, Dean Howard W. Suhl
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☒ Approved: Council for Teacher Education (if applicable)
Date 10/7/15 Signature, Council for Teacher Education Chair Howard W. Suhl
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/16/15 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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

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

Pittsburg State University
College of Education
Department of Teaching and Leadership

Spring 2016

Course Number: EDUC 370

Credit Hours: 2

Title: Organization and Management of the Middle and Secondary Classroom

Course Delivery Method: Online

Instructor: Dr. Jean Dockers

Office: 110A Hughes Hall

E-Mail: jdockers@pittstate.edu

Office Hours: By appointment

Phone: (620) 235-4636

HOW TO ACCESS COURSE ON THE WEBSITE

1. Access your internet service provider.
2. URL address: <http://www.pittstate.edu>
3. Click on Login (upper right hand corner)
4. Click on CANVAS (*IF you have not used CANVAS before scroll to the bottom of the sign-in page and click on Canvas 101 Tutorial for Students.*)
5. Type in the following information:
Name: PSU ID Number (use all 7 digits)
Password: GUS PIN
6. Click on EDUC 370 Organization and Management of the Middle and Secondary Classroom

COURSE DESCRIPTION

This course is designed to give teacher candidates a broad overview of classroom organization and management at the middle and secondary level that includes research, theories, and applications in practice, in view of creating and sustaining positive and productive learning environments. Teacher candidates will examine their own values and beliefs, observe and reflect upon the experience of current educators, understand a variety of current and past methodologies of organization and management, and explore working with diverse students. Finally, each candidate will begin to develop an individual approach to building an inclusive, productive and well- structured learning environment.

PREREQUISITES FOR THE COURSE

None

PURPOSE OF THE COURSE

This course is designed to empower teacher candidates by providing them with research-based strategies for effective management of the secondary classroom. In this course, the candidate will identify and analyze ways to create and sustain an efficient learning environment that promotes positive expectations, engaged learning, and student academic success. Teacher candidates will explore their own values and beliefs, observe and reflect upon other teachers' strategies, and learn about a variety of current and past methodologies of leadership as they confidently develop and create their own successful classroom management framework.

COURSE REQUIREMENTS

Outlined in the CANVAS course Modules

COURSE OBJECTIVES

Upon successful completion of this course, the student should be able to:

1. Believe in and communicate a well-defined classroom management system.
2. Organize and maintain the physical environment of the classroom in a functional, pleasant, and orderly manner conducive to student learning and safety.
3. Establish, teach and reinforce classroom expectations, rules, routines, and procedures fairly and with an awareness of cultural attitudes.
4. Monitor and keep track of all students' behavior and activities in the classroom at all times.
5. Display a consistency in dealing with behavior in the least disruptive manner, utilizing appropriate positive and negative consequences.
6. Handle multiple tasks, intrusions, and distractions while maintaining momentum and smoothness in the lesson.
7. Understand how to handle unexpected classroom incidents and emergencies appropriately.
8. Analyze classroom problems and resourcefully seeks strategies to help develop a learning environment which encourages self-management, social interaction, high time-on-task and active engagement.

REQUIRED TEXT AND MATERIALS

1. Ebert, Edward S., Ebert, Christine, & Bentley, Michael L. (2011) *The Educator's Field Guide From Organization to Assessment (And Everything in Between)*. Thousand Oaks California: Corwin Press. ISBN: 9781412969499
2. Gill, Vickie. (2007). *The Ten Students You'll Meet in Your Classroom: Classroom Management Tips for Middle and High School Teachers*. Thousand Oaks California: Corwin Press. ISBN: 9781412949125
3. Tingley, Suzanne. (2012). *How to Handle Difficult Parents: Proven Solutions for Teachers*. Waco, TX: Prufrock Press Inc. ISBN: 97815936399587

Other Instructional Resources

- CANVAS Management System
- Internet Resources and Websites
- *Teaching With Love & Logic*, Jim Fay & David Funk
- *Classroom Management for Middle and High School Teachers*, Edmund Emmer & Carolyn Evertson
- *Cases in Behavior Management*, Scot Danforth & Joseph Boyle
- *A Handbook for Classroom Management that Works*, Robert Marzano, Barbara Gaddy, Maria Foseid, Mark Foseid & Jana Marzano
- *The Art and Science of Teaching*, Robert J. Marzano & John L. Brown

METHODS OF INSTRUCTION

- | | |
|--|---|
| <input type="checkbox"/> Video lessons | <input type="checkbox"/> Discussion Board |
| <input type="checkbox"/> Inquiry Based Learning | <input type="checkbox"/> Communication with experts/professionals |
| <input type="checkbox"/> Student interaction | <input type="checkbox"/> Case Studies |
| <input type="checkbox"/> Independent reading from professional sources | <input type="checkbox"/> Reflective Practices |

GRADING CRITERIA AND FEEDBACK

Your grade will be determined by your participation in the modules in CANVAS. Grades will be determined through a point system. Each class requirement is assigned a predetermined point value. The final grade is determined by adding points from all assignments and converting to a letter grade based on the grading scale

GRADING SCALE: Incompletes are not given for this class.

- | | |
|------------|---|
| 100% - 90% | A |
| 89% - 80% | B |
| 79% - 70% | C |
| 69% - 60% | D |
| 59% - 0% | F |

Grading Criteria- Learning objectives at the broad level of the course and for each module are provided in the module guide. Further explanation of the assessment criteria will be found in the module and assignment descriptions.

Feedback- I will try to keep up with work as you turn it in so you know how you are doing. (This is at least a 24 hour window however)

GENERAL COURSE REQUIREMENTS

Time Commitment Between You and This CANVAS Course- You need to adopt a “conceptual course week” that starts 7 days before assigned work is due. Start that first day to “go over” what needs to be done and plan it out. Working early leaves time for questions. If you wait until the night before the deadline to look at what you need to do and discover you’ll need 3 days-you’re stuck. If you need to ask me a follow-up the night before the deadline, I may not be available.

I expect that you will check your messages at least once every 48 hours-and sooner if you have made a request of me. If a discussion forum requires a short-turn around, you will need to achieve that.

Online learning is NOT easier than a traditional face-to-face class. You must have discipline, you must set goals and keep them or you will be overwhelmed. Be sure to read the “How to Succeed in an Online Course” for hints and support to keep you on track.

A traditional 3 credit hour semester lecture class meets for 3 hours of lecture-a total clock time of about 3 hrs each week. Assume one hour outside of class for each hour in lecture, makes a total commitment of about 6 hours a week for the 15 weeks.

The advantage of an online class is that you can choose the time to work, but you don’t have a lot of time to waste choosing. Deadlines come fast. If you can’t meet the time commitment or cannot meet the deadlines in the schedule, this is not the format of the course for you. You must start the work for a week at the start of the week so as to lay out a work plan.

What you do NOT want to do: give yourself 24 hrs or less at the deadline to do the work.

Meeting and Not Meeting the Deadlines- You are responsible for completing or submitting all course work before the designated deadlines. All assignments will be available ahead of time so you can do the work and turn it in anytime sooner than that on your schedule. Again, Quizzes cannot be made up-they have to be taken within the time allowed.

Computer problems are not an acceptable excuse for missing deadlines-at the deadline. Computer hardware and software, I swear, know when the deadline is and conspire to thwart you at this critical time period. Your goal should be to submit material at least 24-48 hours before actual due time. For quizzes, take them early in the access period-not at the last minute.

COURSE COMMUNICATIONS

CANVAS manages course communications as conversations in which you sent and receive messages – to or from e-mail or text-enabled devices. All course communications must be from within the CANVAS message system.

Although the CANVAS system is called a “conversation”, it is only that if two people are the only two exchanging messages without interruption. With messages leading from me and coming back to me, the CANVAS system makes it harder – from my central perspective – to know what each message is about. Imagine being in the middle of 4 or more spoken conversations at the same time with everyone breaking in with short snippets out of context. So I need help.

When you message me be sure to use proper formal format and always be clear. For example, give your entire name. If you have a question about an assignment, please clearly state what the assignment is – I'm not being picky here...some students will be working ahead and I could be juggling different assignments. Help me to understand the context of your question, so I can do the best possible job for you – and this is important – in the shortest amount of time.

All electronic communications conducted in the course of an on-line class are "public" communications in the same way that classroom exchanges are public. We must all adhere to the same principles of respect, professionalism, and concern that would be found in any classroom or office interaction.

You can expect that I will check my messages at least twice a day during the work week (very likely more than that) and on Sunday. I will not be online on Saturday. I am generally off-line from 9 p.m. to 8 a.m.

I expect that you will check your message at least once every 48 hours – and sooner if you have made a request of me.

TECHNICAL REQUIREMENTS

You will need the latest version of Internet Explorer, Firefox, Safari, or Chrome for a browser and be able to access the PSU CANVAS website. It is your responsibility to have and use a suitable browser.

Your browser must have the latest plug-ins for commonly used functions like Adobe, Flash, and Java.

You have access to and can use word processing software including the use of its basic functions.

You have the ability to perform the tasks (or can learn how to do them) outlined elsewhere in the Syllabus and "About..." documents including: learning CANVAS, performing file operations (renaming and saving), and other related basic computer-based functions.

ACCESSIBILITY AND ACCOMMODATIONS

While every effort is made to keep the course and its material accessible, if you cannot perform certain tasks or if the content is not accessible to you, contact me. This includes any content provided – text pages, Word files, pdf files, audio or video from links provided within the course.

Even if alternative assistive technologies are not available, alternative means of meeting objectives most likely can be found. PSU notes: "All students are expected to meet the standards for this course as set by the instructor. However, students with learning disabilities who may need reasonable accommodations should discuss options with the Center for Student Accommodations (x4452 <http://www.pittstate.edu/office/counseling/center-for-student-accommodations.dot>) during the first two weeks of class. The CSA will contact professors with suggested classroom needs and accommodations. Approved documentation needs to be on file in the CSA prior to the start of the semester."

Special attention has been paid to making Canvas screen0readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010.

Find more information by visiting the Canvas Voluntary Product Accessibility Template (VPAT) at <http://www.instructure.com/canvas-vpat>.

STUDENT SUPPORT

Computer Technical Support – Generally speaking, I serve as the first line of tech support for computer and CANVAS issues. When reporting computer/CANVAS problems, again, please be clear. Don't say "it doesn't work" – what is "it"? Tell me specifically what is happening and always include computer type (PC/Mac) with browser and version, where were you in CANVAS, what were you trying to do...if possible capture a "screenshot" and send it with your message. The "serious support" comes from the Gorilla Geeks Help Desk at (<http://www.pittstate.edu/office/gorilla-geeks/>).

Writing Support – Writing support is available at the "Writing Center" found in Axe Library (http://www.pittstate.edu/office/writing_center/).

Students Services Support – When help is needed in a variety of areas, consider the PSU Campus Life Support (<http://www.pittstate.edu/campus-life/support/>). Among the services offered or described include Student Health Services, University Counseling Services, Legal Resource Center, Office of Student Diversity, Gorilla Card and Banana Bucks, Technology Support, Tutoring, and The Writing Center.

Library Services – Axe Library provides a variety of services related to information retrieval, research, and other services (<http://axe.pittstate.edu/>).

COURSE AND UNIVERSITY POLICIES

Pittstate Policies – Read the Fall 2014 PSU Supplemental Syllabus available at the Course information Module for more information. This includes various dates for adding and dropping, and other related time-sensitive actions.

Incompletes and Drop – I cannot emphasize enough that falling behind is a very very very bad idea. Most all F's in this class in the past have come from falling behind and not being able to catch up. At the end, this may involve invoking one of the **two** PSU policy statements related to the issue of falling behind and failing to meet deadlines.

The **first** is that a grade of incomplete may be recorded "when a student is granted an extension of time to complete course work because course work could not be completed for reasons beyond the student's control." Incompletes are a big nuisance all the way around and are to be avoided. If the "reason" occurs early in the term, you will be advised to drop. If it occurs very late due to unforeseen circumstances, then an incomplete will be considered. (See also PSU Supplemental Syllabus available at the Course information Module.)

The **second** PSU policy is that faculty may drop a student for non-attendance. The policy states: "An instructor may withdraw a student from a class at any time during the semester. If a student is withdrawn beginning with the 12th week of class, the student shall receive a grade of F." For the *purposes of this class*, "nonattendance" means missing two weeks of deadlines without any communication to me about the issues. Simply logging on or downloading is not "attendance", "attendance" is operationally defined as the submission of a reasonable Chapter Assignment (not quizzes). (See also the PSU Supplemental Syllabus available at the Course information Module).

Regarding any of these issues, serious life circumstances may occur during a semester that prevents your participation for significant amounts of time. In the event this happens, please contact the Office of Student Services and me so that we can figure out what to do.

Course Integrity – By enrolling in and participating in this course, you are certifying that all work you submit is your own and in your own words.

To prepare answers to Assignments, you use only the resources specified. As with regular face-to-face classes, discussions with friends or other students in the class are encouraged...but when you sit and write, do so in your own words. Other than brief phrases or accidental linking of words, any "significant" similarity will be taken to be evidence of dishonesty.

To take quizzes, you should have read and reviewed the reading assigned (and done the Assignment – it may help). When you sit and take the quiz, the text may be consulted...but time is not on your side and I would not recommend it. Remember you cannot go back and change answers, so when the time for taking the quiz is over, it's over and any unanswered questions are wrong.

What is plagiarism? *Plagiarism.org* gives these as examples of plagiarism:

1. Turning in someone else's work as your own.
2. Copying words or ideas from someone else without giving credit.
3. Failing to put a quotation in quotation marks.
4. Giving incorrect information about the source of a quotation.
5. Changing words but copying the sentence structure of a source without giving credit.
6. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Items 2 and 5 require specific comment. They suggest that is OK to copy "words" or "sentence structure" as long as you give credit. No – these sorts of actions are not acceptable here.

Unfortunately, even the PSU honest policy allows this. For this course, you CANNOT copy someone else's work, paste it into your work and call it your own just because you give a proper citation. Other than very short illustrative quoted material to make a point, all wording must be your own (obviously, technical terms and phrases excluded).

Consequences: The first time a submission or submissions are judged to be plagiarized, a warning will be given. On second occurrence, or the first occurrence during the last 4 weeks of the semester, a zero will be given for the **entire** submission regardless of the extent of the plagiarism within the submission. Any subsequent occurrence will result in an XF for the course with report being made according to the PSU policy. Evidence of use of a person other than the person enrolled to take quizzes or otherwise prepare assignment will follow the same procedure. (See also the PSU Supplemental Syllabus available at the Course information Module).

REQUIREMENTS AND EVALUATION

A. Attendance/Participation

Because this is an on-line class and we will not be meeting as a class, attendance/participation will be defined differently than for site-based courses. Attendance/participation for this online course is defined as completion of assignments. If one assignment period goes by without turning in any assignments, participation in group activities, or there is no contact with the instructor of this course, then the student will be **dropped** from the course. Active participation in the course is expected of all students.

Each student is to exchange ideas and information through class discussion board and instructional exercises; complete all projects and successfully complete a final assignment.

Students are expected to log in prepared for intellectual engagement and raise and answer questions posed by the readings, presentations, and discussion boards.

Students will be expected to extend their thinking with the purposes of improving their understanding of their educational practice.

B. EVALUATION AND ASSESSMENT

Discussion Board –

A variety of discussion topics will be posted throughout the course. The topics for the discussion board will promote further thinking based on the topic of the week. You will be required to post a

response and then respond to your classmates. Add **new insight** or a **new angle** to your peers' comments. Be sure your discussions and comments reflect your understanding of the concept at hand.

For tips on how to give a quality online post and response go to:
<http://www.elearners.com/online-education-resources/online-learning/how-to-write-an-a-discussion-posting/>

Writing Assignments

All papers must be submitted electronically. Use a single-space format with one blank line between paragraphs. Place your name, last name first, in the upper right hand corner; place the name of the course on the next line; and the date on the third line. Skip a line and then center the title of your paper. In completing discussion questions, repeat the question, skip a line, and then provide your answer.

Activities, Case Studies and Projects

Students will draw from course materials and their own experience to prepare an appropriate response to any of the assignments. Responses will be submitted electronically, in writing.

Academic Honesty:

Course participants are expected to follow the PSU Academic Honesty Policy, which speaks to unethical acts associated with coursework or grades. The policy lists specifically, but is not limited to, the following:

1. Giving or receiving unauthorized aid on examinations, preparation of notebooks, papers, and other assignments;
2. Handing in the same work for more than one course without instructor permission;
3. Engaging in plagiarism (FULL TEXT of this policy in PSU catalog) including the use of part or all of someone else's written or spoken ideas without fully citing the source.)

<http://www.pittstate.edu/dotAsset/9e421c72-1f34-441c-8c7f-2f68fd510e80.pdf>

Late Projects

Late Assignments and projects will NOT be accepted unless written permission is given by the instructor.

NOTE: *The instructor may find it necessary to modify assignments as the course progresses.*

Syllabus Supplement

Spring 2015 Syllabus Supplement

CONFIDENTIALITY

Strict confidentiality of all teacher, student, data, or any personal or professional information must be maintained at all times

KANSAS STANDARDS FOR PROFESSIONAL EDUCATION

Standard#2: The educator demonstrates an understanding of how individuals learn and develop intellectually, socially and personally and provides learning opportunities that support this development.

Standard #3: The educator demonstrates the ability to provide different approaches to learning and creates instructional opportunities that are equitable, that are based on developmental levels, and that are adapted to diverse learners, including those with exceptionalities.

Standard #4: The educator understands and uses a variety of appropriate instructional strategies to develop various kinds of student learning including critical thinking, problem solving and reading.

Standard #5: The educator uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

Standard #6: The educator uses a variety of effective verbal and non-verbal communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

Standard #8: The educator understands and uses formal and informal assessment strategies to evaluate and ensure the continual intellectual, social and other personal developmental aspects for all learners.

Standard #9: The educator is reflective practitioner who continually evaluates the effects of his or her choices and actions on others (students, parents, and other professionals in the learning community), actively seeks out opportunities to grow professionally, and participates in school improvement process (Kansas Quality Performance Accreditation).

Standard #10: The educator fosters collegial relationships with school personnel, parents, and agencies in the larger community to support all students' learning and well-being.

Zimbra

jvanbecelaere@pittstate.edu

Re: Curriculum Legislation

From : Alice Sagehorn <asagehorn@pittstate.edu> Mon, Nov 16, 2015 12:15 PM
Subject : Re: Curriculum Legislation 1 attachment
To : Jeanine Van Becelaere
<jvanbecelaere@pittstate.edu>

Thank you, Jeanine.

While this courses is not required for the Secondary Education degree, it is recommended. The course was discussed at more than one Secondary Education Coordinating Council meetings by Dr. Jean Dockers, Director of Teacher Education. Every department with a teacher education program was in attendance at one or more of these meetings when the course was discussed.

Alice

Alice C. Sagehorn, PhD
Chairperson/Professor
Teaching and Leadership
Pittsburg State University
Pittsburg, KS 66762
620-235-4499
620-235-4520 Fax
asagehorn@pittstate.edu

From: "Jeanine Van Becelaere" <jvanbecelaere@pittstate.edu>
To: "Alice Sagehorn" <asagehorn@pittstate.edu>
Sent: Monday, November 16, 2015 9:45:43 AM
Subject: Curriculum Legislation

Your department's curriculum legislation has been through the University Undergraduate Curriculum Committee but there is a question that needs answered on the form before the committee chair can sign your form for approval.

On the request for new course form for EDUC 370 Organization and Management of the Middle and Secondary Classroom, there is a question that states, "Is this new course proposal related to, and/or may affect, any other department's/college's

/unit's curricula or programs at Pittsburg State University?" Yes or No. Yes was marked but an explanation needs to be provided because the form also states, "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."

Please provide your explanation as a reply to this email and I will attach it to the form. Thank you.

Jeanine



Jeanine VanBecelaere
Administrative Specialist
Registrar's Office
Pittsburg State University
Pittsburg, KS 66762
Phone: 620-235-4206 fax: 620-235-4015



Jeanine VanBecelaere
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Phone: 620-235-4206 fax: 620-235-4015

Jeanine Signature.png
10 KB

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: TechnologySubmission Date: 08/08/15Contact Person: Greg Belcher ☒ Faculty member ☐ ChairRevision Effective: Fall/2016 (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 solely used for the Bachelor of Science in Vocational Technical Education (pending name change to Bachelor of Science in Career and Technical Education) or Technical Teacher Certificate.Purpose/Justification for Revision to Course: Updated language to match state and national legislation and pathways.**Existing Course:**Course Number: TTED 193Title of Course: Workshop for Beginning Vocational TeachersCredit Hours: 3Prerequisite: NoneCourse Description (as it appears in the current catalog): Intensive study of methods of teaching, principles of learning, and evaluating procedures. Summer only. Offered as Pass-Fail only.**Proposed Course:**Course Number: TTED 193Title of Course: Workshop for Beginning Career and Technical Education TeachersCredit Hours: 3Prerequisite: NoneCourse Description (as it will appear in the next catalog): Intensive study of methods of teaching, principles of learning, and evaluating procedures. Summer only. Offered as Pass-Fail only.

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 09/01/15 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 10.7.15 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 10.19.15 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/16/15 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: TechnologySubmission Date: 08/08/15Contact Person: Greg Belcher ☒ Faculty member ☐ ChairRevision Effective: Fall/2016 (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 solely used for the Bachelor of Science in Vocational Technical Education (pending name change to Bachelor of Science in Career and Technical Education) or Technical Teacher Certificate.

Purpose/Justification for Revision to Course: Updated language to match state and national legislation and pathways.**Existing Course:**Course Number: TTED 201Title of Course: Vocational Work ExperienceCredit Hours: 3-12Prerequisite: None

Course Description (as it appears in the current catalog): Work experience in a specific vocation accepted toward vocational teacher certification. May be repeated for a maximum of 12 hours. Offered as Pass-Fail only.

Proposed Course:Course Number: TTED 201Title of Course: Occupational Work ExperienceCredit Hours: 3-12Prerequisite: None

Course Description (as it will appear in the next catalog): Work experience in a specific Career and Technical Education (CTE) area accepted toward CTE teacher certification. May be repeated for a maximum of 12 hours. Offered as Pass-Fail only.

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

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Date 09/01/15 Signature, Department Chairperson [Signature]
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Date 10.19.15 Signature, Dean [Signature]
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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: TechnologySubmission Date: 08/08/15Contact Person: Greg Belcher ☒ Faculty member ☐ ChairRevision Effective: Fall/2016 (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 solely used for the Bachelor of Science in Vocational Technical Education (pending name change to Bachelor of Science in Career and Technical Education) or Technical Teacher Certificate.Purpose/Justification for Revision to Course: Updated language to match state and national legislation and pathways.**Existing Course:**Course Number: TTED 391Title of Course: Student Assessment Development in Vocational/Technical EducationCredit Hours: 3Prerequisite: NoneCourse Description (as it appears in the current catalog): Techniques and instruments to be utilized in evaluating the affective, cognitive, and psychomotor domains for applied technology courses.**Proposed Course:**Course Number: TTED 391Title of Course: Student Assessment Development in Career and Technical EducationCredit Hours: 3Prerequisite: NoneCourse Description (as it will appear in the next catalog): Techniques and instruments to be utilized in evaluating the affective, cognitive, and psychomotor domains for applied technology courses.

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
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Date 09/01/15 Signature, Department Chairperson [Signature]
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Date 10.19.15 Signature, Dean [Signature]
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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: TechnologySubmission Date: 08/08/15Contact Person: Greg Belcher ☒ Faculty member ☐ ChairRevision Effective: Fall/2016 (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 solely used for the Bachelor of Science in Vocational Technical Education (pending name change to Bachelor of Science in Career and Technical Education) or Technical Teacher Certificate.

Purpose/Justification for Revision to Course: Updated language to match state and national legislation and pathways.

Existing Course:

Course Number: TTED 401Title of Course: Vocational Work ExperienceCredit Hours: 3-12Prerequisite: TTED 201 Vocational Work Experience

Course Description (as it appears in the current catalog): Work experience in a specific vocation accepted toward vocational teacher certification. May be repeated for a maximum of 12 hours. Offered as Pass-Fail only.

Proposed Course:

Course Number: TTED 401Title of Course: Occupational Work ExperienceCredit Hours: 3-12Prerequisite: TTED 201: Occupational Work Experience

Course Description (as it will appear in the next catalog): Work experience in a specific Career and Technical Education (CTE) area accepted toward CTE teacher certification. May be repeated for a maximum of 12 hours. Offered as Pass-Fail only. Prerequisite: TTED 201 Career and Technical Education Work Experience ().

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
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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: TechnologySubmission Date: 08/08/15Contact Person: Greg Belcher ☒ Faculty member ☐ ChairRevision Effective: Fall/2016 (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 solely used for the Bachelor of Science in Vocational Technical Education (pending name change to Bachelor of Science in Career and Technical Education) or Technical Teacher Certificate.Purpose/Justification for Revision to Course: Updated language to match state and national legislation and pathways.**Existing Course:**Course Number: TTED 479Title of Course: Techniques for Teaching Vocational-Technical EducationCredit Hours: 3Prerequisite: Admission to teacher education and PSYCH 357 Educational PsychologyCourse Description (as it appears in the current catalog): Techniques and methods used in teaching vocational-technical education in vocational classes at the secondary and post-secondary level. To be taken before the professional semester. Offered by the Technical Education Department for undergraduates only. Prerequisites: Admission to teacher education and PSYCH 357 Educational Psychology.**Proposed Course:**Course Number: TTED 479Title of Course: Techniques for Teaching Career and Technical EducationCredit Hours: 3Prerequisite: NoneCourse Description (as it will appear in the next catalog): Techniques and methods used in teaching career & technical education in classes and laboratory environments at the secondary and post-secondary level.

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 10/11/15 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 10.7.15 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 10.19.15 Signature, Dean [Signature]
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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: TechnologySubmission Date: 08/08/15Contact Person: Greg Belcher ☒ Faculty member ☐ ChairRevision Effective: Fall/2016 (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 solely used for the Bachelor of Science in Vocational Technical Education (pending name change to Bachelor of Science in Career and Technical Education) or Technical Teacher Certificate.Purpose/Justification for Revision to Course: Updated language to match state and national legislation and pathways.**Existing Course:**Course Number: TTED 483Title of Course: Teaching InternshipCredit Hours: 5Prerequisite: Permission of instructorCourse Description (as it appears in the current catalog): Directed teaching internship for persons employed as vocational instructors. Prerequisite: Permission of instructor. Offered as Pass/Fail only.**Proposed Course:**Course Number: TTED 483Title of Course: Teaching InternshipCredit Hours: 5Prerequisite: Permission of instructorCourse Description (as it will appear in the next catalog): Directed teaching internship for persons employed as career and technical education instructors. Prerequisite: Permission of instructor. Offered as Pass/Fail only.

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 10/10/15 Signature, Department Chairperson [Signature]
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Date 10.7.15 Signature, College Curriculum Committee Chair [Signature]
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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: TechnologySubmission Date: 08/08/15Contact Person: Greg Belcher ☒ Faculty member ☐ ChairRevision Effective: Fall/2016 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall
☒ Spring
☐ Summer

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

☐ Yes ☒ No

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This course is solely used for the Bachelor of Science in Vocational Technical Education (pending name change to Bachelor of Science in Career and Technical Education) or Technical Teacher Certificate.

Purpose/Justification for Revision to Course: Updated language to match state and national legislation and pathways.**Existing Course:**Course Number: TTED 607Title of Course: Student Leadership Development in Vocational EducationCredit Hours: 3Prerequisite: None

Course Description (as it appears in the current catalog): The organization and administration of vocational student organizations, especially at the local level. Incorporation of the student organization into the vocational program curriculum and the uses in public relations.

Proposed Course:Course Number: TTED 607Title of Course: Student Leadership Development in Career and Technical EducationCredit Hours: 3Prerequisite: None

Course Description (as it will appear in the next catalog): The organization and administration of career and technical education student organizations, especially at the local level. Incorporation of the student organization into the career and technical education program curriculum and the uses in public relations.

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 09/01/15 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 10.7.15 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 10.19.15 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/16/15 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: TechnologySubmission Date: 08/08/15Contact Person: Greg Belcher ☒ Faculty member ☐ ChairRevision Effective: Fall/2016 (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 solely used for the Bachelor of Science in Vocational Technical Education (pending name change to Bachelor of Science in Career and Technical Education) or Technical Teacher Certificate.Purpose/Justification for Revision to Course: Updated language to match state and national legislation and pathways.**Existing Course:**Course Number: TTED 619Title of Course: Planning Shop Layout for Vocational EducationCredit Hours: 3Prerequisite: NoneCourse Description (as it appears in the current catalog): Planning and layout of school shop facilities and the organization and management of these facilities.**Proposed Course:**Course Number: TTED 619Title of Course: Planning Shop Layout for Career and Technical EducationCredit Hours: 3Prerequisite: NoneCourse Description (as it will appear in the next catalog): Planning and layout of school shop facilities and the organization and management of these facilities.

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

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Date 11/16/15 Signature, Undergraduate Curriculum Committee Chair [Signature]
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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: TechnologySubmission Date: 08/08/15Contact Person: Greg Belcher ☒ Faculty member ☐ ChairRevision Effective: Fall/2016 (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 solely used for the Bachelor of Science in Vocational Technical Education (pending name change to Bachelor of Science in Career and Technical Education) or Technical Teacher Certificate.

Purpose/Justification for Revision to Course: Updated language to match state and national legislation and pathways.

Existing Course:Course Number: TTED 694Title of Course: Foundations of Vocational/Technical EducationCredit Hours: 3Prerequisite: None

Course Description (as it appears in the current catalog): Basic foundations of career and technical education including national and state initiatives as well as legislative influences. Covers a basic understanding of funding, course competencies, business and industry collaboration, articulation agreements, advisory boards, student organizations, etc. to prepare teachers in CTE pathways/programs at secondary and post-secondary levels.

Proposed Course:Course Number: TTED 694Title of Course: Foundations of Career and Technical EducationCredit Hours: 3Prerequisite: None

Course Description (as it will appear in the next catalog): Basic foundations of career and technical education including national and state initiatives as well as legislative influences. Covers a basic understanding of funding, course

competencies, business and industry collaboration, articulation agreements, advisory boards, student organizations, etc. to prepare teachers in CTE pathways/programs at secondary and post-secondary levels.

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: TechnologySubmission Date: 08/08/15Contact Person: Greg Belcher ☒ Faculty member ☐ ChairRevision Effective: Fall/2016 (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 solely used for the Bachelor of Science in Vocational Technical Education (pending name change to Bachelor of Science in Career and Technical Education) or Technical Teacher Certificate.

Purpose/Justification for Revision to Course: Updated language to match state and national legislation and pathways.

Existing Course:Course Number: TTED 697Title of Course: Identification and Instruction of Students with Special NeedsCredit Hours: 3Prerequisite: None

Course Description (as it appears in the current catalog): A study of teaching strategies for special needs students as identified in P.L. 94-142. Awareness, strategies for teaching, curriculum and facility modification as needed for special needs students will be addressed.

Proposed Course:Course Number: TTED 697Title of Course: Identification and Instruction of Students with Special NeedsCredit Hours: 3Prerequisite: None

Course Description (as it will appear in the next catalog): A study of legislation and teaching strategies applicable for students with special needs in career and technical education courses. Includes a focus on legislative awareness, strategies for teaching, curriculum and facility modification, and individualized approaches.

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 10/19/2015 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 10.7.15 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 10.19.15 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
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Date 11/16/15 Signature, Undergraduate Curriculum Committee Chair [Signature]
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Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: Technology & Workforce Learning College: Technology

Submission Date: 08/15/2015

Revision Effective: Fall, 2016
(Year)

Contact Person: Greg Belcher ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Bachelor of Science in Vocational Technical Educaiton

If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:
Bachelor of Science in Career and Technical Education

Description of Change: Degree name change only. No changes to current curriculum.

Rationale for Change (include changes to curriculum objectives): Updated name to match state and national legislation and career and technical education pathways.

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.

<http://www.pittstate.edu/departement/tech-workforce/wood-technology/faculty.dot>

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.

Updated name to match state and national legislation and career and technical education pathways.

Existing Major or Minor/Emphasis/Certificate

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

Bachelor of Science in Vocational Technical Education

Baccalaureate Degree Requirements for Private Sector Teaching Emphasis

General Education Requirements for students preparing to teach in a private sector setting

Basic Skills (12-13 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)

Mathematics (select one) (3-4 hours)

MATH-110: College Algebra with Review (5 hours)

MATH-113: College Algebra (3 hours)

MATH-126: Pre-Calculus (4 hours)

- MATH-133: Quantitative Reasoning (3 hours)
- MATH-143: Elementary Statistics (3 hours)
- General Education Electives (34-39 hours)
- Sciences (8-9 hours)
 - Natural Sciences (Select one)
 - BIOL-111: General Biology (3 hours)
 - AND BIOL-112: General Biology Laboratory (2 hours)
 - BIOL-113: Environmental Life Science (4 hours)
 - BIOL-211: Principles of Biology I (4 hours)
 - Physical Sciences (Select one)
 - CHEM-105: Introductory Chemistry (3 hours)
 - AND CHEM-106: Introductory Chemistry Laboratory (1 hours)
 - CHEM-107: Chemistry for the Life Sciences (3 hours)
 - AND CHEM-108: Chemistry for the Life Sciences Laboratory (1 hours)
 - PHYS-160: Physical Geology (3 hours)
 - AND PHYS-165: Physical Geology Laboratory (1 hours)
 - PHYS-166: Meteorology (3 hours)
 - AND PHYS-167: Meteorology Laboratory (1 hours)
 - PHYS-171: Physical Science (3 hours)
 - AND PHYS-172: Physical Science Laboratory (1 hours)
 - PHYS-175: Descriptive Astronomy (3 hours)
 - AND PHYS-176: Astronomy Laboratory (1 hours)
 - PHYS-375: Solar System Astronomy (3 hours)
 - AND PHYS-176: Astronomy Laboratory (1 hours)
- Social Studies (Select one) (3 hours)
 - SOC-100: Introduction to Sociology (3 hours)
 - WGS-200: Introduction to Women's Studies (3 hours)
- Political Studies (Select one) (3 hours)
 - POLS-101: U.S. Politics (3 hours)
 - POLS-103: Comparative Political Institutions (3 hours)
- Producing and Consuming (Select one from two of the following three categories) (5-6 hours)
 - Economy
 - ECON-191: Issues in Today's Economy (3 hours)
 - FCS-230: Consumer Education and Personal Finance (3 hours)
 - Technology
 - EET-247: Computer Programming for Electronic Systems (3 hours)
 - GT-190: Introduction to Technological Systems (2 hours)
 - GT-350: Technology and Civilization (3 hours)
 - TM-350: Societal Influence of Technology (3 hours)
 - TE-551: Integrated Technology for Educators (3 hours)
 - Business
 - ACCTG-201: Financial Accounting (3 hours)
 - CIS-130: Computer Information Systems (3 hours)
 - MGMKT-101: Introduction to Business (3 hours)
- Fine Arts and Aesthetic Studies (select one) (2-3 hours)
 - ART-155: Printmaking and Paper Arts (3 hours)
 - ART-178: Introduction to the Visual Arts (3 hours)
 - ART-188: The Designed World (3 hours)
 - ART-217: Crafts I (3 hours)
 - ART-222: Jewelry Design I (3 hours)
 - ART-233: Drawing I (3 hours)

- ART-244: Ceramics I (3 hours)
- ART-266: Sculpture I (3 hours)
- ART-277: Painting I (3 hours)
- ART-288: Introduction to Art History I (3 hours)
- ART-289: Introduction to Art History II (3 hours)
- ART-311: Art Education (3 hours)
- ART-351: Printmaking, Papermaking, Bookarts and the Letterpress (3 hours)
- ART-430: Automotive: Art and Design (3 hours)
- COMM-105: Performance Appreciation (3 hours)
- COMM-205: Performance Studies (3 hours)
- COMM-295: Theatre History (____) (3 hours)
- ENGL-250: Introduction to Creative Writing (3 hours)
- HHP-151: Dance Appreciation (3 hours)
- MUSIC-120: Music Appreciation (____) (3 hours)
- MUSIC-121: Introduction to Music Literature (2 hours)
- MUSIC-321: History of Music (3 hours)
- Cultural Studies (Select one) (3 hours)
 - ANTH-101: Introduction to Cultural Anthropology (3 hours)
 - MLL-114: Chinese Language and Culture I (3 hours)
 - MLL-124: French Language and Culture I (3 hours)
 - MLL-154: Spanish Language and Culture I (3 hours)
 - MLL-184: Russian Language and Culture I (3 hours)
 - MLL-194: Korean Language and Culture I (3 hours)
 - GEOG-106: World Regional Geography (3 hours)
 - GEOG-300: Elements of Geography (3 hours)
 - GEOG-304: Human Geography (3 hours)
 - WGS-399: Global Women's Issues (3 hours)
- Health and Well Being (4-6 hours)
 - 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 (Select one from two of the following three categories) (6 hours)
 - History
 - HIST-101: World History to 1500 (3 hours)
 - HIST-102: World History from 1500 (3 hours)
 - HIST-201: American History to 1865 (3 hours)
 - HIST-202: American History from 1865 (3 hours)
 - Literature
 - ENGL-113: General Literature (3 hours)
 - ENGL-114: General Literature (Genre) (3 hours)
 - ENGL-116: General Literature (Theme) (3 hours)
 - ENGL-120: Literature and Film (3 hours)
 - ENGL-315: Mythology (3 hours)
 - ENGL-320: Literature and Film (3 hours)
 - Philosophy
 - PHIL-103: Introduction to Philosophy (3 hours)
 - PHIL-105: Ethics (3 hours)

PHIL-111: Ethics: Applied Emphasis (____) (3 hours)

PHIL-112: Biomedical Ethics (3 hours)

PHIL-113: Business Ethics (3 hours)

PHIL-114: Environmental Ethics (3 hours)

PHIL-207: Critical Thinking (3 hours)

PHIL-208: Logic (3 hours)

PHIL-231: World Religions (3 hours)

Vocational Technical Education Major for Private Sector Teaching Emphasis (30 hours)

Selected from the following courses

ET-299: Cooperative Industrial Training (Electrical Internship) (6 hours)

TM-390: Trade and Job Analysis (3 hours)

TTED-391: Student Assessment Development in Vocational/Technical Education (3 hours)

EST-393: Introduction to Industrial Safety (3 hours)

TTED-395: Task Analysis for Technical Teachers (1 hours)

EST-396: Introduction to Construction Safety (3 hours)

TTED-396: Curriculum Usage in Technical Education (2 hours)

TTED-445: Development of a Unit Study Guide (3 hours)

TTED-479: Techniques for Teaching Vocational-Technical Education (3 hours)

TM-606: Industrial Supervision (3 hours)

TTED-619: Planning Shop Layout for Vocational Education (3 hours)

TTED-695: Using Technology as an Instructional Tool (2 hours)

TTED-698: Leadership and Professionalism in Career and Technical Education (3 hours)

TTED-780: Classroom Management in Career and Technical Education (3 hours)

TM 390, TTED 391, TTED 445 and TTED 479 are required of all majors.

Area of Support Requirements for Private Sector Teaching Emphasis (21 hours)

Requires study in no more than two departments outside the major selection of courses, as this area should give consideration to study that supports a student's professional development objectives. Examples of outside departments are Chemistry, Computer Information Systems, Military Science, Psychology and Counseling, and Technology and Workforce Learning.

Technical Elective Requirements for Private Sector Teaching Emphasis (24 hours)

Technical electives may total 24 hours of technical courses that are directly related to the student's career objective.
(Maximum transfer credit of 24 hours in this area)

General Electives (0-3 hours)

Total minimum hours required (124 hours)

Baccalaureate Degree Requirements for Public Sector Teaching Emphasis

General Education Requirements for students preparing to teach in a public sector setting@

Communication (9 hours)

English Composition (6 hours)

Speech Communication (3 hours)

Social and Behavioral Science (6 hours)

Economics, geography, political science, psychology, sociology

Mathematics and Science (6 hours)

Biology, chemistry, mathematics, physics (MATH 017 Elementary Algebra, MATH 019 Intermediate Algebra, or two hours of MATH 110 College Algebra with Review are not accepted for the mathematics and science area of concentration.)

Humanities (6 hours)

· Art, foreign language, history, literature, music, philosophy, theatre

Electives (16 hours)

To be selected from any course taken outside the College of Technology.

Total (43 hours)

Vocational Technical Education Major for Public Sector Teaching Emphasis (45 hours)

Selected from the following courses

TTED-193: Workshop for Beginning Vocational Teachers (3 hours)

TTED-201: Vocational Work Experience (3-12 hours)

TTED-308: Laboratory and Shop Safety (3 hours)

TM-390: Trade and Job Analysis (3 hours)

TTED-391: Student Assessment Development in Vocational/Technical Education (3 hours)

EST-393: Introduction to Industrial Safety (3 hours)

TTED-395: Task Analysis for Technical Teachers (1 hours)

EST-396: Introduction to Construction Safety (3 hours)

TTED-396: Curriculum Usage in Technical Education (2 hours)

TTED-401: Vocational Work Experience (3-12 hours)

TTED-445: Development of a Unit Study Guide (3 hours)

TM-606: Industrial Supervision (3 hours)

TTED-607: Student Leadership Development in Vocational Education (3 hours)

TTED-608: Components of Work-based Learning in Career and Technical Education (3 hours)

TTED-610: Seminar (____) (1-6 hours)

TTED-619: Planning Shop Layout for Vocational Education (3 hours)

TTED-694: Foundations of Vocational/Technical Education (3 hours)

TTED-695: Using Technology as an Instructional Tool (2 hours)

TTED-697: Identification and Instruction of Students with Special Needs (3 hours)

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

TTED-698: Leadership and Professionalism in Career and Technical Education (3 hours)

TTED-780: Classroom Management in Career and Technical Education (3 hours)

TTED 201 Vocational Work Experience and TTED 401 Vocational Work Experience must both be taken for 12 hours each.

TTED 201, TTED 401, TTED 694, and TTED 697 or SPED 510 are required of all majors.

Professional Education and Support Requirements for Public Sector Teaching Emphasis (14 hours)

PSYCH-263: Developmental Psychology (3 hours)

PSYCH-357: Educational Psychology (3 hours)

TTED-479: Techniques for Teaching Vocational-Technical Education (3 hours)

TTED-483: Teaching Internship (3-6 hours)

Electives (22 hours)

Total (124 hours)

On December 18, 1989 the Faculty Senate adopted the General Education Committee's recommendation to grant an exception from the general education requirements as stated in this current catalog for the Bachelor of Science in Vocational Technical Education degree candidates and permit these students to meet the requirements for graduation by meeting the general education requirements listed in the 1984-86 Pittsburg State University Catalog, on page 31, with an additional 16 hours of general education electives. Students enrolled as on-campus students are required to meet the current University Catalog general education requirements. This policy was reaffirmed by the General Education Committee on October 15, 2004, and the Faculty Senate on November 22, 2004.

Credit for Work Experience

A maximum of twenty-four semester hours of work experience credit may be granted to qualified students working toward meeting requirements for the Bachelor of Science in Vocational-Technical Education degree. Applicants are expected to meet the minimum work experience time for industrial, technical, or health occupation teachers established by the Division of Community Colleges and Vocational Education as specified in the Kansas State Teacher Certification Standards. Two years of experience above the learning level are required. One year of the experience is to be full-time, continuous work.

Applicants who hold a license or certificate will not be required to take the written or skill sections of the examination, but will take the classification test and oral interview. University credit is granted by enrolling in the work experience courses TTED 201 and TTED 401 Vocational Work Experience for a total of twenty-four semester hours. The following procedure should be followed by persons desiring to qualify for vocational, industrial or technical certification and to become eligible for university credit:

1. Make application for the Competency Examination with the Area Test Center Coordinator, Department of Technology and Workforce Learning, Pittsburg State University. Pittsburg, Kansas 66762.

2. Complete the examination form with documented record of work experience.

3. Schedule examinations and pay required fee.

4. Satisfactorily complete the following examinations with a grade of "C" or better.

- a. A written examination relating to information of the occupation.

- b. A performance examination in the skill area.

5. Persons who pass the examination may enroll in the courses TTED 201 and TTED 401 Vocational Work Experience. Persons who have completed a baccalaureate degree may not enroll for work experience credit.

Skill Competency Examinations are scheduled each year in April. Written competency tests are administered in April and, in some cases, on demand.

Minor in Human Resource Development

TM-390: Trade and Job Analysis (3 hours)

TM-520: Leadership in the Workplace (3 hours)

HRD-575: Instructional Media in Human Resource Development (3 hours)

HRD-596: Introduction to Human Resource Development (3 hours)

HRD-597: Organizational Staffing (3 hours)

HRD-598: Talent Management (3 hours)

TM-606: Industrial Supervision (3 hours)
HRD-630: Employee and Labor Relations (3 hours)
TM-653: Workforce Preparation (3 hours)
TM-679: Presentation Skills (3 hours)

Minor in Industrial Management and Supervision

FIN-326: Business Finance (3 hours)
MGMKT-327: Organizational Theory and Behavior (3 hours)
EST-393: Introduction to Industrial Safety (3 hours)
TM-501: Work Measurement and Efficiency Methods (3 hours)
TM-520: Leadership in the Workplace (3 hours)
HRD-596: Introduction to Human Resource Development (3 hours)
TM-606: Industrial Supervision (3 hours)

Minor in Technology Education (Non-Teaching)

Courses for Technology Education (Non-Teaching) Minor (24 hours)
GT-300: Engineering Design and Problem Solving (3 hours)
GT-320: Communication Systems in Technology (3 hours)
GT-330: Engineering Materials and Processes (3 hours)
GT-340: Power/Energy/Transportation Systems (3 hours)
GT-350: Technology and Civilization (3 hours)
GT-370: Construction Systems Technology (3 hours)
GT-380: Manufacturing Enterprise (3 hours)
TE-331: Overview of Technology and Engineering in STEM Education (3 hours)

Minor in Technological Literacy

Required Courses (19 hours)
TE-301: STEM Experiences for Elementary Education (1 hours)
EDTH-330: Technology for the Classroom (3 hours)
TE-331: Overview of Technology and Engineering in STEM Education (3 hours)
EDUC-345: Topics in (____) (1-3 hours)
TE-403: Current Topics in Technology Education (____) (1-3 hours)
TE-551: Integrated Technology for Educators (3 hours)
EDTH-551: Instructional Technology for Educators (3 hours)

EDUC 345 Topics in Education the topic should be STEM Integration. TE 403 Current Topics in Technology Education the topic should be STEM Delivery Techniques.

Minor in Wood Technology

Wood Technology Minor

WT-182: Wood Science (3 hours)
WT-185: Fundamentals of Wood Technology (3 hours)
WT-226: CAD for Wood Product Development (3 hours)
OR GT-360: Computer Aided Drafting (3 hours)
WT-282: Machine Woodworking (3 hours)
WT-301: Finishing (3 hours)
WT-333: Tool Technology (3 hours)

WT-525: Cabinets and Fixtures (3-5 hours)

Select one course (3 hours) from the following

WT-383: Computer-Aided Manufacturing in Wood Technology (3 hours)

WT-412: Overlay and Laminate Materials (3 hours)

WT-585: Wood Production Estimating (3 hours)

Technical Teacher Certificate

TTED-308: Laboratory and Shop Safety (3 hours)

TTED-391: Student Assessment Development in Vocational/Technical Education (3 hours)

TTED-395: Task Analysis for Technical Teachers (1 hours)

TTED-396: Curriculum Usage in Technical Education (2 hours)

TTED-479: Techniques for Teaching Vocational-Technical Education (3 hours)

TTED-694: Foundations of Vocational/Technical Education (3 hours)

TTED-695: Using Technology as an Instructional Tool (2 hours)

TTED-697: Identification and Instruction of Students with Special Needs (3 hours)

TTED-698: Leadership and Professionalism in Career and Technical Education (3 hours)

TTED-731: Adult Learners (3 hours)

TTED-780: Classroom Management in Career and Technical Education (3 hours)

Proposed Major or Minor/Emphasis/Certificate:

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

Bachelor of Science in Career and Technical Education

Baccalaureate Degree Requirements for Private Sector Teaching Emphasis

General Education Requirements for students preparing to teach in a private sector setting

Basic Skills (12-13 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)

Mathematics (select one) (3-4 hours)

MATH-110: College Algebra with Review (5 hours)

MATH-113: College Algebra (3 hours)

MATH-126: Pre-Calculus (4 hours)

MATH-133: Quantitative Reasoning (3 hours)

MATH-143: Elementary Statistics (3 hours)

General Education Electives (34-39 hours)

Sciences (8-9 hours)

Natural Sciences (Select one)

BIOL-111: General Biology (3 hours)

AND BIOL-112: General Biology Laboratory (2 hours)

BIOL-113: Environmental Life Science (4 hours)

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

Physical Sciences (Select one)

CHEM-105: Introductory Chemistry (3 hours)

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

CHEM-107: Chemistry for the Life Sciences (3 hours)

AND CHEM-108: Chemistry for the Life Sciences Laboratory (1 hours)

PHYS-160: Physical Geology (3 hours)

- AND PHYS-165: Physical Geology Laboratory (1 hours)
- PHYS-166: Meteorology (3 hours)
- AND PHYS-167: Meteorology Laboratory (1 hours)
- PHYS-171: Physical Science (3 hours)
- AND PHYS-172: Physical Science Laboratory (1 hours)
- PHYS-175: Descriptive Astronomy (3 hours)
- AND PHYS-176: Astronomy Laboratory (1 hours)
- PHYS-375: Solar System Astronomy (3 hours)
- AND PHYS-176: Astronomy Laboratory (1 hours)
- Social Studies (Select one) (3 hours)
 - SOC-100: Introduction to Sociology (3 hours)
 - WGS-200: Introduction to Women's Studies (3 hours)
- Political Studies (Select one) (3 hours)
 - POLS-101: U.S. Politics (3 hours)
 - POLS-103: Comparative Political Institutions (3 hours)
- Producing and Consuming (Select one from two of the following three categories) (5-6 hours)
 - Economy
 - ECON-191: Issues in Today's Economy (3 hours)
 - FCS-230: Consumer Education and Personal Finance (3 hours)
 - Technology
 - EET-247: Computer Programming for Electronic Systems (3 hours)
 - GT-190: Introduction to Technological Systems (2 hours)
 - GT-350: Technology and Civilization (3 hours)
 - TM-350: Societal Influence of Technology (3 hours)
 - TE-551: Integrated Technology for Educators (3 hours)
 - Business
 - ACCTG-201: Financial Accounting (3 hours)
 - CIS-130: Computer Information Systems (3 hours)
 - MGMKT-101: Introduction to Business (3 hours)
- Fine Arts and Aesthetic Studies (select one) (2-3 hours)
 - ART-155: Printmaking and Paper Arts (3 hours)
 - ART-178: Introduction to the Visual Arts (3 hours)
 - ART-188: The Designed World (3 hours)
 - ART-217: Crafts I (3 hours)
 - ART-222: Jewelry Design I (3 hours)
 - ART-233: Drawing I (3 hours)
 - ART-244: Ceramics I (3 hours)
 - ART-266: Sculpture I (3 hours)
 - ART-277: Painting I (3 hours)
 - ART-288: Introduction to Art History I (3 hours)
 - ART-289: Introduction to Art History II (3 hours)
 - ART-311: Art Education (3 hours)
 - ART-351: Printmaking, Papermaking, Bookarts and the Letterpress (3 hours)
 - ART-430: Automotive: Art and Design (3 hours)
 - COMM-105: Performance Appreciation (3 hours)
 - COMM-205: Performance Studies (3 hours)
 - COMM-295: Theatre History (____) (3 hours)
 - ENGL-250: Introduction to Creative Writing (3 hours)
 - HHP-151: Dance Appreciation (3 hours)
 - MUSIC-120: Music Appreciation (____) (3 hours)
 - MUSIC-121: Introduction to Music Literature (2 hours)

- MUSIC-321: History of Music (3 hours)
- Cultural Studies (Select one) (3 hours)
 - ANTH-101: Introduction to Cultural Anthropology (3 hours)
 - MLL-114: Chinese Language and Culture I (3 hours)
 - MLL-124: French Language and Culture I (3 hours)
 - MLL-154: Spanish Language and Culture I (3 hours)
 - MLL-184: Russian Language and Culture I (3 hours)
 - MLL-194: Korean Language and Culture I (3 hours)
 - GEOG-106: World Regional Geography (3 hours)
 - GEOG-300: Elements of Geography (3 hours)
 - GEOG-304: Human Geography (3 hours)
 - WGS-399: Global Women's Issues (3 hours)
- Health and Well Being (4-6 hours)
 - 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 (Select one from two of the following three categories) (6 hours)
 - History
 - HIST-101: World History to 1500 (3 hours)
 - HIST-102: World History from 1500 (3 hours)
 - HIST-201: American History to 1865 (3 hours)
 - HIST-202: American History from 1865 (3 hours)
 - Literature
 - ENGL-113: General Literature (3 hours)
 - ENGL-114: General Literature (Genre) (3 hours)
 - ENGL-116: General Literature (Theme) (3 hours)
 - ENGL-120: Literature and Film (3 hours)
 - ENGL-315: Mythology (3 hours)
 - ENGL-320: Literature and Film (3 hours)
 - Philosophy
 - PHIL-103: Introduction to Philosophy (3 hours)
 - PHIL-105: Ethics (3 hours)
 - PHIL-111: Ethics: Applied Emphasis (____) (3 hours)
 - PHIL-112: Biomedical Ethics (3 hours)
 - PHIL-113: Business Ethics (3 hours)
 - PHIL-114: Environmental Ethics (3 hours)
 - PHIL-207: Critical Thinking (3 hours)
 - PHIL-208: Logic (3 hours)
 - PHIL-231: World Religions (3 hours)

Career and Technical Education Major for Private Sector Teaching Emphasis (30 hours)

Selected from the following courses

- ET-299: Cooperative Industrial Training (Electrical Internship) (6 hours)
- TM-390: Trade and Job Analysis (3 hours)
- TTED-391: Student Assessment Development in Career and Technical Education (3 hours)
- EST-393: Introduction to Industrial Safety (3 hours)
- TTED-395: Task Analysis for Technical Teachers (1 hours)

EST-396: Introduction to Construction Safety (3 hours)
TTED-396: Curriculum Usage in Technical Education (2 hours)
TTED-445: Development of a Unit Study Guide (3 hours)
TTED-479: Techniques for Teaching Career and Technical Education (3 hours)
TM-606: Industrial Supervision (3 hours)
TTED-619: Planning Shop Layout for Career and Technical Education (3 hours)
TTED-695: Using Technology as an Instructional Tool (2 hours)
TTED-698: Leadership and Professionalism in Career and Technical Education (3 hours)
TTED-780: Classroom Management in Career and Technical Education (3 hours)

TM 390, TTED 391, TTED 445 and TTED 479 are required of all majors.
Area of Support Requirements for Private Sector Teaching Emphasis (21 hours)

Requires study in no more than two departments outside the major selection of courses, as this area should give consideration to study that supports a student's professional development objectives. Examples of outside departments are Chemistry, Computer Information Systems, Military Science, Psychology and Counseling, and Technology and Workforce Learning.

Technical Elective Requirements for Private Sector Teaching Emphasis (24 hours)

Technical electives may total 24 hours of technical courses that are directly related to the student's career objective.
(Maximum transfer credit of 24 hours in this area)

General Electives (0-3 hours)

Total minimum hours required (124 hours)

Baccalaureate Degree Requirements for Public Sector Teaching Emphasis

General Education Requirements for students preparing to teach in a public sector setting@

Communication (9 hours)

English Composition (6 hours)

Speech Communication (3 hours)

Social and Behavioral Science (6 hours)

Economics, geography, political science, psychology, sociology

Mathematics and Science (6 hours)

Biology, chemistry, mathematics, physics (MATH 017 Elementary Algebra, MATH 019 Intermediate Algebra, or two hours of MATH 110 College Algebra with Review are not accepted for the mathematics and science area of concentration.)

Humanities (6 hours)

Art, foreign language, history, literature, music, philosophy, theatre

Electives (16 hours)

To be selected from any course taken outside the College of Technology.

Total (43 hours)

Career and Technical Education Major for Public Sector Teaching Emphasis (45 hours)

Selected from the following courses

TTED-193: Workshop for Beginning Career and Technical Education Teachers (3 hours)

TTED-201: Occupational Work Experience (3-12 hours)

TTED-308: Laboratory and Shop Safety (3 hours)

- TM-390: Trade and Job Analysis (3 hours)
- TTED-391: Student Assessment Development in Career and Technical Education (3 hours)
- EST-393: Introduction to Industrial Safety (3 hours)
- TTED-395: Task Analysis for Technical Teachers (1 hours)
- EST-396: Introduction to Construction Safety (3 hours)
- TTED-396: Curriculum Usage in Technical Education (2 hours)
- TTED-401: Occupational Work Experience (3-12 hours)
- TTED-445: Development of a Unit Study Guide (3 hours)
- TM-606: Industrial Supervision (3 hours)
- TTED-607: Student Leadership Development in Career and Technical Education (3 hours)
- TTED-608: Components of Work-based Learning in Career and Technical Education (3 hours)
- TTED-610: Seminar (____) (1-6 hours)
- TTED-619: Planning Shop Layout for Career and Technical Education (3 hours)
- TTED-694: Foundations of Career and Technical Education (3 hours)
- TTED-695: Using Technology as an Instructional Tool (2 hours)
- TTED-697: Identification and Instruction of Students with Special Needs (3 hours)
- OR SPED-510: Overview of Special Education (3 hours)
- TTED-698: Leadership and Professionalism in Career and Technical Education (3 hours)
- TTED-780: Classroom Management in Career and Technical Education (3 hours)

TTED 201 Occupational Work Experience and TTED 401 Occupational Work Experience must both be taken for 12 hours each.

- TTED 201, TTED 401, TTED 694, and TTED 697 or SPED 510 are required of all majors.
- Professional Education and Support Requirements for Public Sector Teaching Emphasis (14 hours)
 - PSYCH-263: Developmental Psychology (3 hours)
 - PSYCH-357: Educational Psychology (3 hours)
 - TTED-479: Techniques for Teaching Career and Technical Education (3 hours)
 - TTED-483: Teaching Internship (3-6 hours)
- Electives (22 hours)

Total (124 hours)

@On December 18, 1989 the Faculty Senate adopted the General Education Committee's recommendation to grant an exception from the general education requirements as stated in this current catalog for the Bachelor of Science in Career and Technical Education degree candidates and permit these students to meet the requirements for graduation by meeting the general education requirements listed in the 1984-86 Pittsburg State University Catalog, on page 31, with an additional 16 hours of general education electives. Students enrolled as on-campus students are required to meet the current University Catalog general education requirements. This policy was reaffirmed by the General Education Committee on October 15, 2004, and the Faculty Senate on November 22, 2004.

Credit for Work Experience

A maximum of twenty-four semester hours of work experience credit may be granted to qualified students working toward meeting requirements for the Bachelor of Science in Career and Technical Education degree. Applicants are expected to meet the minimum work experience time for industrial, technical, or health occupation teachers established by the Division of Community Colleges and Career and Technical Education as specified in the Kansas State Teacher

Certification Standards. Two years of experience above the learning level are required. One year of the experience is to be full-time, continuous work.

Applicants who hold a license or certificate will not be required to take the written or skill sections of the examination, but will take the classification test and oral interview. University credit is granted by enrolling in the work experience courses TTED 201 and TTED 401 Occupational Work Experience for a total of twenty-four semester hours. The following procedure should be followed by persons desiring to earn university credit based upon their occupational work experience.

1. Make application for the Competency Examination with the Area Test Center Coordinator, Department of Technology and Workforce Learning, Pittsburg State University, Pittsburg, Kansas 66762.

2. Complete the examination form with documented record of work experience.

3. Schedule examinations and pay required fee.

4. Satisfactorily complete the following examinations with a grade of "C" or better.

a. A written examination relating to information of the occupation.

b. A performance examination in the skill area.

5. Persons who pass the examination may enroll in the courses TTED 201 and TTED 401 Occupational Work Experience. Persons who have completed a baccalaureate degree may not enroll for work experience credit.

Minor in Human Resource Development

TM-390: Trade and Job Analysis (3 hours)

TM-520: Leadership in the Workplace (3 hours)

HRD-575: Instructional Media in Human Resource Development (3 hours)

HRD-596: Introduction to Human Resource Development (3 hours)

HRD-597: Organizational Staffing (3 hours)

HRD-598: Talent Management (3 hours)

TM-606: Industrial Supervision (3 hours)

HRD-630: Employee and Labor Relations (3 hours)

TM-653: Workforce Preparation (3 hours)

TM-679: Presentation Skills (3 hours)

Minor in Industrial Management and Supervision

FIN-326: Business Finance (3 hours)

MGMKT-327: Organizational Theory and Behavior (3 hours)

EST-393: Introduction to Industrial Safety (3 hours)

TM-501: Work Measurement and Efficiency Methods (3 hours)

TM-520: Leadership in the Workplace (3 hours)

HRD-596: Introduction to Human Resource Development (3 hours)

TM-606: Industrial Supervision (3 hours)

Minor in Technology Education (Non-Teaching)

Courses for Technology Education (Non-Teaching) Minor (24 hours)

GT-300: Engineering Design and Problem Solving (3 hours)
GT-320: Communication Systems in Technology (3 hours)
GT-330: Engineering Materials and Processes (3 hours)
GT-340: Power/Energy/Transportation Systems (3 hours)
GT-350: Technology and Civilization (3 hours)
GT-370: Construction Systems Technology (3 hours)
GT-380: Manufacturing Enterprise (3 hours)
TE-331: Overview of Technology and Engineering in STEM Education (3 hours)

Minor in Technological Literacy

Required Courses (19 hours)

TE-301: STEM Experiences for Elementary Education (1 hours)
EDTH-330: Technology for the Classroom (3 hours)
TE-331: Overview of Technology and Engineering in STEM Education (3 hours)
EDUC-345: Topics in (____) (1-3 hours)
TE-403: Current Topics in Technology Education (____) (1-3 hours)
TE-551: Integrated Technology for Educators (3 hours)
EDTH-551: Instructional Technology for Educators (3 hours)

EDUC 345 Topics in Education the topic should be STEM Integration. TE 403 Current Topics in Technology Education the topic should be STEM Delivery Techniques.

Minor in Wood Technology

Wood Technology Minor

WT-182: Wood Science (3 hours)
WT-185: Fundamentals of Wood Technology (3 hours)
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TTED-698: Leadership and Professionalism in Career and Technical Education (3 hours)
TTED-731: Adult Learners (3 hours)

TTED-780: Classroom Management in Career and Technical Education (3 hours

Additional Questions

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

None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

3. Will this revision have specific General Education courses required? ☐ Yes ☒ No

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

4. Will this revision affect any education majors? ☐ Yes ☒ No

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

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?

None


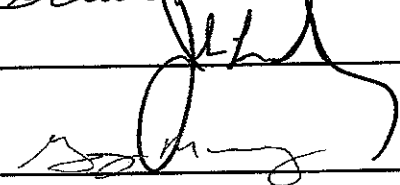
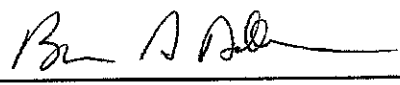
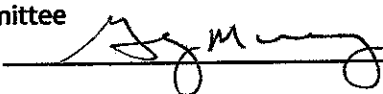
Additional Questions for certificate only:

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

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

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

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

- ☐ Approved: Department Chairperson
Date 09/01/15 Signature, Department Chairperson 
- ☒ Approved: College Curriculum Committee
Date 10.7.15 Signature, College Curriculum Committee Chair 
- ☒ Approved: Dean of College
Date 10.19.15 Signature, Dean 
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/16/15 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.