

Pittsburg State University

Faculty Senate Meeting

DATE: Monday, March 28, 2016
TIME: 3:00
LOCATION: Sunflower Room, Overman Student Center

AGENDA

- I. Call to Order**
- II. Approval of January 25, 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 Clem**
 - 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, Kristi Frisbee**
 - 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:

VI. New Business:

VII. Open Forum:

VIII. Adjournment

Pittsburg State University
University Undergraduate Curriculum Committee

March 21, 2016 @ 11:00 a.m.
S224 Kansas Technology Center

Members present: Greg Murray (COT) – chair
Kristen Maceli (COB)
Jim McBain (A&S)
Brenda Roberts (COE) – recorder
Janice Jewett – ex-officio

Invited Guests: Catherine Hooey
David Miller

Chair Greg Murray called the meeting to order.

College of Arts and Sciences

English – Modern Language

Request to Revision to Course
ENGL 579 Supervised Student Teaching and Follow-up of Teachers – course
description

Motion to approve; second. Motion passed

History, Philosophy, Social Science

Request for New Certificate – Geographic Information Systems

Motion to approve; second. Motion passed

Request for New Emphasis – Bachelor of Science with Major in Geography with an
emphasis in Urban Development.

Request for New Emphasis – Bachelor of Science with Major in Geography with an
emphasis in Environmental Geography and Sustainability

Request for New Emphasis – Bachelor of Science with Major in Geography with an
emphasis in Geographic Information Systems

Motion to approve three new emphases; second. Motion passed

Request for Revision to Curriculum
Fraud Examination Minor – Delete POLS 562 Law and Politics;
Add POLS 609 Administrative Law

Motion to approve; second. Motion passed

Math

Request for New Course
Math 154 Engineering Calculus II

Motion to approve; second. Motion passed

College of Technology**Engineering Technology**

Request for Revision to Course
MECT 220 Statics – change prerequisites

Motion to approve; second. Motion passed.

Request to Revision to Curriculum
Bachelor of Science in Engineering Technology, major Plastics Engineering Technology (BSET PET), delete emphasis areas: 1) Design, and 2) Manufacturing; change to No Emphasis Area

Motion to approve; second. Motion passed

Request for Deletion of Curriculum
BSET PET delete emphasis – Design
BSET PET delete emphasis – Manufacturing

Motion to approve; second. Motion passed

Meeting adjourned.

Respectfully submitted,
Brenda Roberts (recorder)

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: ENGML College: A&SSubmission Date: 11-4-15Contact Person: Celia Patterson ☐ 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.

email of 10/21 (2), 10/23 (2), 10/29 and 11/2 attached

Purpose/Justification for Revision to Course: This course had been modified over the years but the course description has not been changed to reflect those modifications.

Existing Course:Course Number: ENGL579Title of Course: Supervised Student teaching and Follow-up of TeachersCredit Hours: 2Prerequisite: none

Course Description (as it appears in the current catalog): Departmental representatives will visit each student teacher during the professional semester. Additionally, departmental representatives will follow-up with each area student during the first year of teaching with assistance and support. Concurrent enrollment in the professional semester is required.

Proposed Course:Course Number: ENGL 579Title of Course: Supervised Student Teaching and Follow-up of TeachersCredit Hours: 2Prerequisite: none

Course Description (as it will appear in the next catalog): Available only to students enrolled in the professional semester. A supervising professor will visit each student teacher. Additional mentoring, outreach, and support are available to first-year teachers who maintain contact with the department.

Additional Questions

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

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

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

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

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

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

none

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

- ☒ Approved: Department Chairperson
Date 11-24-15 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 12/7/15 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 12/7/15 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☒ Approved: Council for Teacher Education (if applicable)
Date 12/9/16 Signature, Council for Teacher Education Chair [Signature]
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/21/16 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.

Zimbra

jfranklin@pittstate.edu

course catalog descriptions' proposed revisions

From : John Franklin <jfranklin@pittstate.edu>

Wed, Oct 21, 2015 12:30 PM

Subject : course catalog descriptions' proposed revisions**To :** Chris Anderson <canders1@pittstate.edu>**Cc :** Lyle Morgan II <lmorgan@pittstate.edu>, Celia
Patterson <cpatters@pittstate.edu>, John Franklin
<jfranklin@pittstate.edu>

Chris--

Several weeks ago we discussed revising catalog descriptions for some of the courses I teach.

I have followed through, offering descriptions that reflect current versions of ENGL 478 and ENGL 579.

Would your committee please take a look with an eye toward legislating changes for future catalogs?

John

Zimbra**jfranklin@pittstate.edu**

Re: ENGI 478 and ENGL 579 new descriptions

From : Chris Anderson <ctanderson@pittstate.edu>

Wed, Oct 21, 2015 09:40 PM

Subject : Re: ENGI 478 and ENGL 579 new descriptions**To :** John Franklin <jfranklin@pittstate.edu>

Thanks for sending this, John. I'll have the committee look at it.

----- On Oct 21, 2015, at 12:33 PM, John Franklin <jfranklin@pittstate.edu> wrote:

Chris--

I have shared this with Celia and Lyle. Lyle made a suggestion; it is incorporated into this draft.

John

Zimbra

jfranklin@pittstate.edu

ENGL 478 and 579 descriptions

From : Chris Anderson <ctanderson@pittstate.edu>

Fri, Oct 23, 2015 05:31 PM

Subject : ENGL 478 and 579 descriptions**To :** John Franklin <jfranklin@pittstate.edu>, Cella
Patterson <capatterson@pittstate.edu>

John and Cella,

The English Curriculum Committee met to consider the proposal to revise the catalog descriptions for ENGL 478 and 579. Although the committee members support the plan to change the descriptions, they did suggest some modifications to the original versions I received from John. Below, I've included the original proposal, the modified versions the committee came up with, and an explanation of the committee's reasoning (as best as I remember).

If the two of you are okay with the modified versions, they can move forward to the English faculty and then to the College Curriculum Committee. If you don't approve of the new versions, it might be useful for all of us meet (committee and the two of you) to discuss how to move forward with wording for the descriptions. I'll try to answer any questions you have.

Chris

ORIGINAL PROPOSAL

ENGL 478: Literature for Middle and Secondary Schools. (3 hours) Criteria and methods for selection, analysis and presentation of literature appropriate for middle and secondary schools, including young adult literature and literature from the Common Core exemplars list. Requirements include designing curriculum to incorporate learning theory, state standards, teaching methods/practices and technology into the classroom; and, teaching demonstration of a selected work of literature.

ENGL 579: Supervised Student Teaching and Follow-up of Teachers. (2 hours) Available only to students enrolled in the professional semester. The Department's Supervising Professor will visit each student teacher. Additional mentoring, outreach and support are available to first-year teachers who maintain contact with the Department.

MODIFICATIONS PROPOSED BY CURRICULUM COMMITTEE

ENGL 478: Literature for Middle and Secondary Schools. (3 hours) Criteria and methods for

selection, analysis, and presentation of young adult literature and literature appropriate for middle and secondary schools. Requirements include designing curriculum to incorporate learning theory, state standards, teaching methods/practices, and technology into the classroom.

ENGL 579: Supervised Student Teaching and Follow-up of Teachers. (2 hours) Available only to students enrolled in the professional semester. A supervising professor will visit each student teacher. Additional mentoring, outreach, and support are available to first-year teachers who maintain contact with the department.

EXPLANATIONS

In the 478 description, the committee felt that it wasn't necessary to mention the Common Core, the thought being that the catalog description would have to be changed again if the Common Core is dropped or changes name at some point. The instructor can of course still teach works from the Common Core list, even if it isn't mentioned by name in the catalog. Additionally, the committee felt that the reference to a teaching demonstration is a specific assignment that would appear in a course syllabus, but that doesn't need to be part of the catalog description. [I would add that that kind of info, about specific assignments, can also be included in the expanded course descriptions we post on the English web page each semester.]

In the 579 description, the committee suggests changing "The Department's Supervising Professor" to "A supervising professor." The thinking here is that the original wording limits the course and the supervision duty to just one possible person. The committee thought that the new wording would be appropriate in cases when John is on sabbatical (or perhaps if he should make use of an assistant to visit student teachers' classes at some point in the future, or something like that). The committee also preferred lowercase for "supervising professor" in the context of the suggested modification.

Zimbra

jfranklin@pittstate.edu

Re: ENGL 478 and 579 descriptions

From : Chris Anderson <ctanderson@pittstate.edu>

Fri, Oct 23, 2015 10:26 PM

Subject : Re: ENGL 478 and 579 descriptions**To :** John Franklin <jfranklin@pittstate.edu>

Thanks, John. And have a good weekend!

Chris

----- On Oct 23, 2015, at 9:24 PM, John Franklin <jfranklin@pittstate.edu> wrote:

Chris,

I appreciate the Committee's thoughtful response, which I accept.
John

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

From: Chris Anderson <ctanderson@pittstate.edu>

To: John Franklin <jfranklin@pittstate.edu>, Celia Patterson
<capatterson@pittstate.edu>

Sent: Fri, 23 Oct 2015 17:31:45 -0500 (CDT)

Subject: ENGL 478 and 579 descriptions

John and Celia,

The English Curriculum Committee met to consider the proposal to revise the catalog descriptions for ENGL 478 and 579. Although the committee members support the plan to change the descriptions, they did suggest some modifications to the original versions I received from John. Below, I've included the original proposal, the modified versions the committee came up with, and an explanation of the committee's reasoning (as best as I remember).

If the two of you are okay with the modified versions, they can move forward to the English faculty and then to the College Curriculum Committee. If you don't approve of the new versions, it might be useful for all of us meet (committee and the two of you) to discuss how to move forward with wording for the descriptions. I'll try to answer any questions you have.

Chris

O RIGINAL PROPOSAL

ENGL 478: Literature for Middle and Secondary Schools. (3 hours) Criteria and methods for selection, analysis and presentation of literature appropriate for middle and secondary schools, including young adult literature and literature from the Common Core exemplars list. Requirements include designing curriculum to incorporate learning theory, state standards, teaching methods/practices and technology into the classroom; and, teaching demonstration of a selected work of literature.

ENGL 579: Supervised Student Teaching and Follow-up of Teachers. (2 hours)
Available only to students enrolled in the professional semester. The Department's Supervising Professor will visit each student teacher. Additional mentoring, outreach and support are available to first-year teachers who maintain contact with the Department.

MODIFICATIONS PROPOSED BY CURRICULUM COMMITTEE

ENGL 478: Literature for Middle and Secondary Schools. (3 hours) Criteria and methods for selection, analysis, and presentation of young adult literature and literature appropriate for middle and secondary schools. Requirements include designing curriculum to incorporate learning theory, state standards, teaching methods/practices, and technology into the classroom.

ENGL 579: Supervised Student Teaching and Follow-up of Teachers. (2 hours)
Available only to students enrolled in the professional semester. A supervising professor will visit each student teacher. Additional mentoring, outreach, and support are available to first-year teachers who maintain contact with the department.

EXPLANATIONS

In the 478 description, the committee felt that it wasn't necessary to mention the Common Core, the thought being that the catalog description would have to be

changed again if the Common Core is dropped or changes name at some point. The instructor can of course still teach works from the Common Core list, even if it isn't mentioned by name in the catalog. Additionally, the committee felt that the reference to a teaching demonstration is a specific assignment that would appear in a course syllabus, but that doesn't need to be part of the catalog description. [I would add that that kind of info, about specific assignments, can also be included in the expanded course descriptions we post on the English web page each semester.]

In the 579 description, the committee suggests changing "The Department's Supervising Professor" to "A supervising professor." The thinking here is that the original wording limits the course and the supervision duty to just one possible person. The committee thought that the new wording would be appropriate in cases when John is on sabbatical (or perhaps if he should make use of an assistant to visit student teachers' classes at some point in the future, or something like that). The committee also preferred lowercase for "supervising professor" in the context of the suggested modification.

Re: ENGL 478 and 579 descriptions

From : Celia Patterson <capatterson@pittstate.edu>

Thu, Oct 29, 2015 02:25 PM

Subject : Re: ENGL 478 and 579 descriptions**To :** John Franklin <jfranklin@pittstate.edu>**Cc :** Chris Anderson <ctanderson@pittstate.edu>

Sorry about the delay in responding. After I was gone for 2 1/2 days last week, I have just now managed to catch up with my email. I also approve the changes to the course descriptions. Since we don't have a department meeting scheduled in the near future, Chris, could you handle this through email to the department members? Or should I call a meeting?

Celia

Dr. Celia Patterson
Professor and Chair
English and Modern Languages
620-235-4689

Pittsburg State University
Pittsburg, KS 66762

<http://www.pittstate.edu/department/english-languages/index.dot>

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

From: "John Franklin" <jfranklin@pittstate.edu>
To: "Chris Anderson" <ctanderson@pittstate.edu>
Cc: "Celia Patterson" <capatterson@pittstate.edu>
Sent: Friday, October 23, 2015 9:24:24 PM
Subject: Re: ENGL 478 and 579 descriptions

Chris,

I appreciate the Committee's thoughtful response, which I accept.
John

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

From: Chris Anderson <ctanderson@pittstate.edu>
To: John Franklin <jfranklin@pittstate.edu>, Celia Patterson <capatterson@pittstate.edu>
Sent: Fri, 23 Oct 2015 17:31:45 -0500 (CDT)
Subject: ENGL 478 and 579 descriptions

John and Celia,

The English Curriculum Committee met to consider the proposal to revise the catalog descriptions for ENGL 478 and 579. Although the committee members support the plan to change the descriptions, they did suggest some modifications to the original versions I received from John. Below, I've included the original proposal, the modified versions the committee came up with, and an explanation of the committee's reasoning (as best as I remember).

If the two of you are okay with the modified versions, they can move forward to the English faculty and then to the College Curriculum Committee. If you don't approve of the new versions, it might be useful for all of us meet (committee and the two of you) to discuss how to move forward with wording for the descriptions. I'll try to answer any questions you have.

Chris

O RIGINAL PROPOSAL

ENGL 478: Literature for Middle and Secondary Schools. (3 hours)
Criteria and methods for selection, analysis and presentation of literature appropriate for middle and secondary schools, including young adult literature and literature from the Common Core exemplars list. Requirements include designing curriculum to incorporate learning theory, state standards, teaching methods/practices and technology into the classroom; and, teaching demonstration of a selected work of literature.

ENGL 579: Supervised Student Teaching and Follow-up of Teachers. (2 hours) Available only to students enrolled in the professional semester. The Department's Supervising Professor will visit each student teacher. Additional mentoring, outreach and support are available to first-year teachers who maintain contact with the Department.

MODIFICATIONS PROPOSED BY CURRICULUM COMMITTEE

ENGL 478: Literature for Middle and Secondary Schools. (3 hours)
Criteria and methods for selection, analysis, and presentation of young adult literature and literature appropriate for middle and secondary schools. Requirements include designing curriculum to

incorporate learning theory, state standards, teaching methods/practices, and technology into the classroom.

ENGL 579: Supervised Student Teaching and Follow-up of Teachers. (2 hours) Available only to students enrolled in the professional semester. A supervising professor will visit each student teacher. Additional mentoring, outreach, and support are available to first-year teachers who maintain contact with the department.

EXPLANATIONS

In the 478 description, the committee felt that it wasn't necessary to mention the Common Core, the thought being that the catalog description would have to be changed again if the Common Core is dropped or changes name at some point. The instructor can of course still teach works from the Common Core list, even if it isn't mentioned by name in the catalog. Additionally, the committee felt that the reference to a teaching demonstration is a specific assignment that would appear in a course syllabus, but that doesn't need to be part of the catalog description. [I would add that that kind of info, about specific assignments, can also be included in the expanded course descriptions we post on the English web page each semester.]

In the 579 description, the committee suggests changing "The Department's Supervising Professor" to "A supervising professor." The thinking here is that the original wording limits the course and the supervision duty to just one possible person. The committee thought that the new wording would be appropriate in cases when John is on sabbatical (or perhaps if he should make use of an assistant to visit student teachers' classes at some point in the future, or something like that). The committee also preferred lowercase for "supervising professor" in the context of the suggested modification.

Zimbra

jfranklin@pittstate.edu

Vote needed for changes approved by the English Curriculum Committee

From : Celia Patterson <capatterson@pittstate.edu>

Mon, Nov 02, 2015 03:59 PM

Subject : Vote needed for changes approved by the English Curriculum Committee

To : Anderson, Chris <ctanderson@pittstate.edu>, Caldwell, Lynn <caldwelllynnm@gmail.com>, Carlson, Susan <scarison@pittstate.edu>, Cox, Sandra <smcox@pittstate.edu>, De Grave, Kathy <kdegrave@pittstate.edu>, Franklin, John <jfranklin@pittstate.edu>, Greene, Jim <jimgreene@pittstate.edu>, Hermansson, Casie <chermansson@pittstate.edu>, Judd, Don <djudd@pittstate.edu>, McCallum, Paul <pmccallum@pittstate.edu>, McDaniel, Jamie <jmcdaniel@pittstate.edu>, Morgan, Lyle <lmorgan@pittstate.edu>, Morris, Skip <smorris@pittstate.edu>, Patterson, Celia <capatterson@pittstate.edu>, Rudd, Phil <prudd@pittstate.edu>, Spear, Shannon <sspear@pittstate.edu>, Tsybizova, Tamara <ttsybizova@pittstate.edu>, Washburn, Laura <lwashburn@pittstate.edu>, Winters, Lora <lwinters@pittstate.edu>, Zepernick, Janet <jzepernick@pittstate.edu>, Lori Martin <lkmartin@pittstate.edu>, Michelle Gorges <mgorges@pittstate.edu>

Colleagues,

The English Curriculum Committee recently approved some changes that are now ready for a faculty vote. I hope we can vote on these through email rather than having to call a meeting. The changes are listed below. You can vote yes or no for all three changes or you can vote yes or no on individual changes.

Change in Course title:

ENGL 558 Topics in Film changed to Topics in Film and Media Studies

Explanation: This course was created as part of the minor in Film and Media Studies, but the course title Topics in Film excluded the opportunity to offer courses in Media Studies.

Changes in course catalog descriptions:

ENGL 478: Literature for Middle and Secondary Schools. (3 hours) Criteria and methods for selection, analysis, and presentation of young adult literature and literature appropriate for middle and secondary schools. Requirements include designing curriculum to incorporate learning theory, state standards, teaching methods/practices, and technology into the classroom.

ENGL 579: Supervised Student Teaching and Follow-up of Teachers. (2 hours) Available only to students enrolled in the professional semester. A supervising professor will visit each student teacher. Additional mentoring, outreach, and support are available to first-year teachers who maintain contact with the department.

EXPLANATIONS

The courses have been modified over the years but the course descriptions have not been changed to reflect those modifications.

Thanks,
Celia

Dr. Celia Patterson
Professor and Chair
English and Modern Languages
620-235-4689
Pittsburg State University
Pittsburg, KS 66762
<http://www.pittstate.edu/department/english-languages/index.dot>

Request for New Minor/Emphasis/Certificate

Proposal for a New: ☐ Minor ☐ Emphasis ☒ Certificate

Department: HPSS College: Arts and Sciences

Submission Date: November 11, 2015

Effective: Fall, 2016
(Year)

Contact Person: Catherine Hooey

☒ Faculty member ☐ Chair

Title of Proposed Minor/Emphasis /Certificate: Certificate in Geographic Information Systems

Purpose/Justification for Minor/Emphasis/Certificate: to provide the students with proof of an academic concentration that is relevant to their employment that is in addition to their major

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.

There is no comparable certificate program at a Regent university.

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.

CIS 230 and CIS 420 (Dept of Accounting and Computer Information Systems) will be included in the certificate.

Approval from the Chair (Dr Peter Rosen) is attached.

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 7 Jan., '16 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 2-1-16 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 2-1-16 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/21/16 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.

(4)
January 4, 2007

Kansas Board of Regents
APPLICATION FOR APPROVAL
OF UNDERGRADUATE CERTIFICATE

PITTSBURG STATE UNIVERSITY
(NAME OF INSTITUTION)

1701 S. BROADWAY
(ADDRESS)

620-235-4327
(TELEPHONE)

Concentration or Major:

CERTIFICATE IN GEOGRAPHIC INFORMATION SYSTEMS
(Title and CIP)

☐ New
☒ Derived from Existing Program

(DATE SUBMITTED)

(Signature of Vice-President
/or Provost)

PROPOSAL FOR MINOR/CONCENTRATION
Kansas Board of Regents

Submitted by Pittsburg State University

College of Arts and Sciences

Division of Academic Affairs

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

Bachelor of Science in Geography

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

Name: Certificate in Geographic Information Systems

Description of Purpose: to provide students with proof of an academic concentration that is relevant to their employment that is in addition to their major

(Use other sheets as needed)

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

Geography
Name of Major

Certificate in Geographic Information Systems
(Name of Certificate)

	Course Name & Number	Credit Hours
Concentration:	GEOG 303 GIS 1	4
	GEOG 403 GIS 2	4
	SOSCI 388 Social Research Analysis	4
	CIS 230 Visual Basic Programming	3
	CIS 420 Information Systems	3
	Total:	18

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

1. 24 hours or less at the undergraduate level

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

IV. Faculty resources:

- A. Number of FTE faculty who teach in the major, including all concentrations:
4
- B. Rank of faculty:
Instr. 1; Asst. Prof. 0; Assoc. Prof. 1; Prof. 2; TAs 0.
- C. Preparation of faculty;
Indicate level of degrees: Bach. 0; Masters 1; Doctors 3.
- D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors): None

Re: GIS certificate

From : Pete Rosen <prosen@pittstate.edu>

Wed, Nov 11, 2015 10:49 AM

Subject : Re: GIS certificate

To : Tim Bailey <tbailey@pittstate.edu>

Cc : Catherine Hooey <chooey@pittstate.edu>

Approved.

Peter Rosen, Ph.D.

Chair, Accounting and Computer Information Systems Department

Pittsburg State University

620-235-4089

From: "Tim Bailey" <tbailey@pittstate.edu>

To: "Pete Rosen" <prosen@pittstate.edu>

Cc: "Catherine Hooey" <chooey@pittstate.edu>

Sent: Wednesday, November 11, 2015 10:48:44 AM

Subject: GIS certificate

Dear Dr Rosen

Following on our conversation earlier today, I request permission to include CIS 230 and CIS 420 in our proposed GIS certificate. It is hoped the certificate will begin in the next academic year (2016-17).

Thank you for your support.

Tim Bailey

--

Tim Bailey, PhD

Professor of Geography

Dept of History, Philosophy and Social Sciences

Pittsburg State University

Request for New Minor/Emphasis/Certificate

Proposal for a New: ☐ Minor ☒ Emphasis ☐ Certificate

Department: HPSS College: Arts and Sciences

Submission Date: Nov. 11, 2015

Effective: Fall, 2016
(Year)

Contact Person: Catherine Hooey

☒ Faculty member ☐ Chair

Title of Proposed Minor/Emphasis /Certificate: Bachelor of Science with a Major in Geography with an emphasis in Urban Development

Purpose/Justification for Minor/Emphasis/Certificate: to provide the students with proof of an academic concentration that is in addition to their major

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.

There is no comparable emphasis at a Regent university.

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.

Permission has been obtained from all relevant departments and programs with regard to required, non General Education courses which will be required for completion of the emphasis. Please see the attached file that contains all approval correspondence.

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 7 Jan., '16 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 2-1-16 Signature, College Curriculum Committee Chair Mary Carol Pomato
- ☒ Approved: Dean of College
Date 2-1-16 Signature, Dean Mary Carol Pomato
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/21/16 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

January 4, 2007

Kansas Board of Regents
APPLICATION FOR APPROVAL
OF UNDERGRADUATE CERTIFICATE

PITTSBURG STATE UNIVERSITY
(NAME OF INSTITUTION)

1701 S. BROADWAY
(ADDRESS)

620-235-4327
(TELEPHONE)

Concentration or Major:

EMPHASIS IN URBAN DEVELOPMENT
(Title and CIP)

☐ New
☒ Derived from Existing Program

(DATE SUBMITTED)

**(Signature of Vice-President
for Provost)**

PROPOSAL FOR MINOR/CONCENTRATION
Kansas Board of Regents

Submitted by Pittsburg State University

College of Arts and Sciences

Division of Academic Affairs

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

Bachelor of Science in Geography

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

Name: Emphasis in Urban Development

Description of Purpose: to provide students with proof of an academic concentration that is relevant to their potential employment or graduate studies pursuit

(Use other sheets as needed)

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

Geography

Name of Major

	Course Name & Number	Credit Hours
Core Courses:	GEOG 106__World Regional Geography	<u>3</u>
	GEOG 303__GIS 1	<u>4</u>
	GEOG 305__Cartography	<u>3</u>
	GEOG 601__Senior Seminar	<u>3</u>
	SOSCI 388__Social Research Analysis	<u>4</u>
	ENGL 301__Technical Writing	<u>3</u>
	COMM 450__Small Group Communication	<u>3</u>
	MGMKT 101__Introduction to Business	<u>3</u>
	ECON 201__Micro Economics	<u>3</u>
	Total:	<u>29</u>

Emphasis in Urban Development
(Name of Emphasis)

Course Name & Number	Credit Hours
----------------------	--------------

Concentration:	GEOG 301_Urban Geography	3
	GEOG 401_Urban Planning	3
	GEOG 302 or 502 Environment/Change	3
	GEOG 501_Sustainability	3
	CMCET 133_Construction Graphics	3
	CMCET 336_Land Development	3
	ENGL 504_Advanced Technical Writing	3
	PHIL 114_Environmental Ethics	3
	Total:	24

Electives:	GEOG 300_Elements of Geography	3
	GEOG 302_Environmental Geography	3
	GEOG 304_Human Geography	3
	GEOG 307_East Asia	3
	GEOG 395_Topics in Geography	3
	GEOG 403_GIS 2	4
	GEOG 502_Global Environmental Change	3
	GEOG 507_Geography of the Global Economy	3
	GEOG 508_Hazards & Disasters	3
	GEOG 594_Directed Readings	3
	GEOG 596_Individual Study	3
	GEOG 600_Service Learning: Development	3
	GEOG 602_Service Learning: Environment	3
	GEOG 603_Service Learning: GIS	3
	GEOG 795_Topics in Geography	3

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

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

IV. Faculty resources:

- A. Number of FTE faculty who teach in the major, including all concentrations:
4
- B. Rank of faculty:
Instr. 1; Asst. Prof. 0; Assoc. Prof. 1; Prof. 2; TAs 0
- C. Preparation of faculty:
Indicate level of degrees: Bach. 0; Masters 1; Doctors 3
- D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors): None

Re: Geography and CIS course inclusion

From : Pete Rosen <prosen@pittstate.edu>

Mon, Feb 16, 2015 12:04 PM

Subject : Re: Geography and CIS course inclusion

To : Tim Bailey <tbailey@pittstate.edu>

Approved.

From: "Tim Bailey" <tbailey@pittstate.edu>

To: prosen@pittstate.edu

Sent: Monday, February 16, 2015 11:12:18 AM

Subject: Geography and CIS course inclusion

Dear Dr Rosen

Following our recent telephone conversation, I wanted to confirm that we have your approval to include the following courses as required elements in our proposed

Geography GIS emphasis:

CIS 230: Visual Basic Programming

CIS 420: Management information systems

Thank you for consideration of this request.

Tim Bailey

—
Tim Bailey, PhD

Professor of Geography

Dept of History, Philosophy and Social Sciences

Pittsburg State University

Re: Geography

From : Celia Patterson <capatterson@pittstate.edu> Wed, Feb 11, 2015 09:22 AM
Subject : Re: Geography
To : Tim Bailey <tbailey@pittstate.edu>

Yes, we would welcome your geography majors in those courses

Dr. Celia Patterson
Professor and Chair
English and Modern Languages
620-235-4689
Pittsburg State University
Pittsburg, KS 66762
<http://www.pittstate.edu/department/english/>
<http://www.pittstate.edu/department/languages/index.dot>

From: "Tim Bailey" <tbailey@pittstate.edu>
To: "Celia Patterson" <cpatters@pittstate.edu>
Cc: "Barbara Bonneken" <bbonneken@pittstate.edu>
Sent: Wednesday, February 11, 2015 9:19:12 AM
Subject: Geography

Dear Dr Patterson

Following our recent telephone conversation, I wanted to confirm that we have your approval to include the following courses as required elements in our proposed Geography emphases:

ENGL 301 Technical/Professional Writing

ENGL 504 Advanced Technical/Professional Writing

Thank you for considering this request.

Tim Bailey

Tim Bailey, PhD
Professor of Geography
Dept of History, Philosophy and Social Sciences
Pittsburg State University

Re: Geography

From : Cynthia Allan <callan@pittstate.edu>

Wed, Feb 11, 2015 10:53 AM

Subject : Re: Geography**To :** Tim Bailey <tbailey@pittstate.edu>

Tim,

Given that this course has been used as an elective prior to this and that it is one strongly encouraged by your program, I see no reason why it should not be included as a required element in your emphases. Please accept this email as my approval to include COMM 450 Small Group Communication as a requirement in your proposed program revision.

Regards,
Cynthia Allan

Cynthia L. Allan, Ph.D.
Professor and Chair
Department of Communication
Pittsburg State University, Pittsburg, KS

From: "Tim Bailey" <tbailey@pittstate.edu>
To: "Cynthia Allan" <callan@pittstate.edu>
Cc: "Barbara Bonneken" <bbonneken@pittstate.edu>
Sent: Wednesday, February 11, 2015 10:27:24 AM
Subject: Geography

Dear Dr Allen

Following our recent telephone conversation, I wanted to confirm that we have your approval to include the following course as a required element in our proposed Geography emphases:

COMM 450 Small Group Communication

Thank you for considering this request.

Tim Bailey

--

Tim Bailey, PhD
Professor of Geography
Dept of History, Philosophy and Social Sciences

Re: Geography

From : James Otter <jlotter@pittstate.edu>

Wed, Feb 11, 2015 12:13 PM

Subject : Re: Geography

To : Tim Bailey <tbailey@pittstate.edu>

Cc : Barbara Bonneken
<bbonneken@pittstate.edu>

Tim:

I checked with Justin Honey on the Land Development course and we would be able to handle additional students. Since we offer 6-7 sections of CMCET 133 each year I do not see that being an issue either. You have our approval.

James Otter, LS, LEED-AP

Director, School of Construction

College of Technology

Pittsburg State University

1701 South Broadway

Pittsburg, KS 66762

Phone: 620.235.4349

e-mail: jlotter@pittstate.edu

From: "Tim Bailey" <tbailey@pittstate.edu>

To: "James Otter" <jlotter@pittstate.edu>

Cc: "Barbara Bonneken" <bbonneken@pittstate.edu>

Sent: Wednesday, February 11, 2015 9:02:50 AM

Subject: Geography

Dear Mr Otter

Re: Geography

From : Dixie Smith <dsmith@pittstate.edu>

Wed, Feb 18, 2015 09:43 AM

Subject : Re: Geography

To : Tim Bailey <tbailey@pittstate.edu>

Tim - I never received any issues with your new emphasis from my faculty. I would say that we are ready to support your students, no problem. Dixie

From: "Dixie Smith" <dsmith@pittstate.edu>

To: "Tim Bailey" <tbailey@pittstate.edu>

Cc: "Cindy" <cford@pittstate.edu>, "Daniel Zurek" <dzurek@pittstate.edu>, "Dave" <dgordon@pittstate.edu>, "Delia" <dalister@pittstate.edu>, "Dixie Smith" <dsmith@pittstate.edu>, "Hermann Nonnenmacher" <hnonnenmacher@pittstate.edu>, "Joe Arruda" <jarruda@pittstate.edu>, "Kelly Borden" <kborden@pittstate.edu>, "Mandy Peak" <mpeak@pittstate.edu>, "Neal Schmidt" <nschmidt@pittstate.edu>, "Peter Chung" <pchung@pittstate.edu>, "Phil" <pharries@pittstate.edu>, "Steve" <sford@pittstate.edu>, "Suzanne Arruda" <sarruda@pittstate.edu>, "Virginia Rider" <vrider@pittstate.edu>, "Xiaolu Wu" <xwu@pittstate.edu>, jdawson@pittstate.edu, "Kimberly Grissom" <kgrissom@pittstate.edu>, "Neil Snow" <nsnow@pittstate.edu>

Sent: Wednesday, February 11, 2015 9:56:56 AM

Subject: Re: Geography

Tim - I am sending this around to my faculty for comment. You indicated on the phone that including BIOL 313 (Principles of Conservation) in your program would add about 1-2 students to our course. Adding BIOL 330 (Ecology) might add around 4 students to that course. I will look at the comments returned and let you know if we anticipate any issues. Dixie

From: "Tim Bailey" <tbailey@pittstate.edu>

To: "Dixie Smith" <dsmith@pittstate.edu>

Cc: "Barbara Bonneken" <bbonneken@pittstate.edu>

Sent: Wednesday, February 11, 2015 9:32:08 AM

Subject: Geography

Dear Dr Smith

Following our recent telephone conversation, I wanted to confirm that we have your approval to include the following courses as required elements in our proposed Geography emphases:

BIOL 313 Principles of Conservation

Request for New Minor/Emphasis/Certificate

Proposal for a New: ☐ Minor ☒ Emphasis ☐ Certificate

Department: HPSS College: Arts and Sciences

Submission Date: Nov. 11, 2015

Effective: Fall, 2016
(Year)

Contact Person: Catherine Hooey

☒ Faculty member ☐ Chair

Title of Proposed Minor/Emphasis /Certificate: Bachelor of Science with a Major in Geography with an emphasis in Environmental Geography and Sustainability

Purpose/Justification for Minor/Emphasis/Certificate: to provide the students with proof of an academic concentration that is in addition to their major

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.

There is no comparable emphasis at a Regent university.

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.

Permission has been obtained from all relevant departments and programs with regard to required, non General Education courses which will be required for completion of the emphasis. Please see the attached file that contains all approval correspondence.

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 7 Jan., '16 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 2-1-16 Signature, College Curriculum Committee Chair Mary Carol Lomath
- ☒ Approved: Dean of College
Date 2-1-16 Signature, Dean Mary Carol Lomath
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/21/16 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

37
January 4, 2007

Kansas Board of Regents

APPLICATION FOR APPROVAL
OF UNDERGRADUATE CERTIFICATE

PITTSBURG STATE UNIVERSITY
(NAME OF INSTITUTION)

1701 S. BROADWAY
(ADDRESS)

620-235-4327
(TELEPHONE)

Concentration or Major:

EMPHASIS IN ENVIRONMENTAL GEOGRAPHY AND SUSTAINABILITY
(Title and CIP)

☐ New
☒ Derived from Existing Program

(DATE SUBMITTED)

(Signature of Vice-President
/or Provost)

PROPOSAL FOR MINOR/CONCENTRATION
Kansas Board of Regents

Submitted by Pittsburg State University

College of Arts and Sciences

Division of Academic Affairs

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

Bachelor of Science in Geography

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

Name: Emphasis in Environmental Geography and Sustainability

Description of Purpose: to provide students with proof of an academic concentration that is relevant to their potential employment or graduate studies pursuit

(Use other sheets as needed)

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

Geography
Name of Major

	Course Name & Number	Credit Hours
Core Courses:	GEOG 106 <u>World Regional Geography</u>	<u>3</u>
	GEOG 303 <u>GIS 1</u>	<u>4</u>
	GEOG 305 <u>Cartography</u>	<u>3</u>
	GEOG 601 <u>Senior Seminar</u>	<u>3</u>
	SOSCI 388 <u>Social Research Analysis</u>	<u>4</u>
	ENGL 301 <u>Technical Writing</u>	<u>3</u>
	COMM 450 <u>Small Group Communication</u>	<u>3</u>
	MGMKT 101 <u>Introduction to Business</u>	<u>3</u>
	ECON 201 <u>Micro Economics</u>	<u>3</u>
	Total:	<u>29</u>

Emphasis in Environmental Geography and Sustainability
(Name of Emphasis)

Course Name & Number	Credit Hours
----------------------	--------------

Concentration:	GEOG 302_Environmental Geography	3
	GEOG 301 or 401 Urban/Planning	3
	GEOG 501_Sustainability	3
	GEOG 502_Environmental Change	3
	GEOG 508_Hazards & Disasters	3
	POLS 512 or 609_Environmental/Law	3
	BIOL 313_Conservation	3
	PHIL 114_Environmental Ethics	3
	Total:	24

Electives:	GEOG 300_Elements of Geography	3
	GEOG 301_Urban Geography	3
	GEOG 304_Human Geography	3
	GEOG 307_East Asia	3
	GEOG 395_Topics in Geography	3
	GEOG 401_Urban Planning	3
	GEOG 403_GIS 2	4
	GEOG 507_Geography of the Global Economy	3
	GEOG 594_Directed Readings	3
	GEOG 596_Individual Study	3
	GEOG 600_Service Learning: Development	3
	GEOG 602_Service Learning: Environment	3
	GEOG 603_Service Learning: GIS	3
	GEOG 795_Topics in Geography	3

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

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

IV. Faculty resources:

- A. Number of FTE faculty who teach in the major, including all concentrations:
4
- B. Rank of faculty:
Instr. 1; Asst. Prof. 0; Assoc. Prof. 1; Prof. 2; TAs 0
- C. Preparation of faculty;
Indicate level of degrees: Bach. 0; Masters 1; Doctors 3
- D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors): None

Request for New Minor/Emphasis/Certificate

Proposal for a New: ☐ Minor ☒ Emphasis ☐ Certificate

Department: HPSS College: Arts and Sciences

Submission Date: Nov. 11, 2015

Effective: Fall, 2016
(Year)

Contact Person: Catherine Hooey

☒ Faculty member ☐ Chair

Title of Proposed Minor/Emphasis /Certificate: Bachelor of Science with a Major in Geography with an emphasis in Geographic Information Systems

Purpose/Justification for Minor/Emphasis/Certificate: to provide the students with proof of an academic concentration that is in addition to their major

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.

There is no comparable emphasis at a Regent university.

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.

Permission has been obtained from all relevant departments and programs with regard to required, non General Education courses which will be required for completion of the emphasis. Please see the attached file that contains all approval correspondence.

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 7 Jan., '16 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 2-1-16 Signature, College Curriculum Committee Chair Mary Paul Parnath
- ☒ Approved: Dean of College
Date 2-1-16 Signature, Dean Mary Paul Parnath
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/21/16 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

61
January 4, 2007

Kansas Board of Regents

APPLICATION FOR APPROVAL
OF UNDERGRADUATE CERTIFICATE

PITTSBURG STATE UNIVERSITY
(NAME OF INSTITUTION)

1701 S. BROADWAY
(ADDRESS)

620-235-4327
(TELEPHONE)

Concentration or Major:

EMPHASIS IN GEOGRAPHIC INFORMATION SYSTEMS
(Title and CIP)

☐ New
☒ Derived from Existing Program

(DATE SUBMITTED)

(Signature of Vice-President
for Provost)

PROPOSAL FOR MINOR/CONCENTRATION
Kansas Board of Regents

Submitted by Pittsburg State University

College of Arts and Sciences

Division of Academic Affairs

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

Bachelor of Science in Geography

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

Name: Emphasis in Geographic Information Systems

Description of Purpose: to provide students with proof of an academic concentration that is relevant to their potential employment or graduate studies pursuit

(Use other sheets as needed)

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

Geography
Name of Major

	Course Name & Number	Credit Hours
Core Courses:	GEOG 106 World Regional Geography	3
	GEOG 303 GIS 1	4
	GEOG 305 Cartography	3
	GEOG 601 Senior Seminar	3
	SOSCI 388 Social Research Analysis	4
	ENGL 301 Technical Writing	3
	COMM 450 Small Group Communication	3
	MGMKT 101 Introduction to Business	3
	ECON 201 Micro Economics	3
	Total:	29

Emphasis in Geographic Information Systems
(Name of Emphasis)

	Course Name & Number	Credit Hours
Concentration:	GEOG 302 or 502 or 508_Environmental	3
	GEOG 301 or 401 or 501_Urban	3
	GEOG 403_GIS 2	4
	GEOG 600 or 602 or 603 Service Learning	3
	CMCET 133_Construction Graphics	3
	CIS 230_Visual Basic Programming	3
	CIS 420_Information Systems	3
	BIOL 313 or 330_Conservation/Ecology	3
	Total:	25
Electives:	GEOG 300_Elements of Geography	3
	GEOG 301_Urban Geography	3
	GEOG 302_Environmental Geography	3
	GEOG 304_Human Geography	3
	GEOG 307_East Asia	3
	GEOG 395_Topics in Geography	3
	GEOG 401_Urban Planning	3
	GEOG 501_Urban & Rural Sustainability	3
	GEOG 502_Global Environmental Change	3
	GEOG 507_Geography of the Global Economy	3
	GEOG 508_Hazards & Disasters	3
	GEOG 594_Directed Readings	3
	GEOG 596_Individual Study	3
	GEOG 600_Service Learning: Development	3
	GEOG 602_Service Learning: Environment	3
	GEOG 603_Service Learning: GIS	3
	GEOG 795_Topics in Geography	3

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

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

IV. Faculty resources:

- A. Number of FTE faculty who teach in the major, including all concentrations:
4
- B. Rank of faculty:
Instr. 1; Asst. Prof. 0; Assoc. Prof. 1; Prof. 2; TAs 0
- C. Preparation of faculty:
Indicate level of degrees: Bach. 0; Masters 1; Doctors 3

- D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors): None

Request for Revision to Curriculum

Revision for: ☐ Major ☒ Minor ☐ Emphasis ☐ Certificate

Department: HPASS College: Arts and Sciences

Submission Date: 11-11-15

Revision Effective: Fall, 2016
(Year)

Contact Person: David O'Bryan ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Fraud Examination Minor

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

Description of Change: Delete POLS 562: Law and Politics as an allowed selection and replace it with POLS 609: Administrative Law. In the catalog copy below, this would be a change in the third block of classes in which students are required to select one from among three choices.

Rationale for Change (include changes to curriculum objectives): The fraud minor was initiated in 2007. As the minor has evolved it has become clear to both the Justice Studies program and the Department of Accounting and Computer Information Systems that POLS 609 provides more relevant content for fraud minors than POLS 562.

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

☐ Yes ☒ No

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

This change only affects the Fraud Examination minor at Pittsburg State University.

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

☒ Yes ☐ No

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

The Fraud Examination minor is an interdisciplinary program / joint effort of the Justice Studies program and the Department of Accounting and Computer Information Systems. Both units concur with this change as evidenced by the attached email correspondence between unit chairpersons. This curriculum revision is being processed in parallel through both the College of Business and the College of Arts and Sciences to ensure both units approve of the revision.

Existing Major or Minor/Emphasis/Certificate

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

Core Classes (15 hours):

ACCTG 201: Financial Accounting (3 hours)

ACCTG 422: Internal Auditing (3 hours)

ACCTG 625: Fraud Examination (3 hours)

JUST 223: Basic Interviewing and Counseling Skills (3 hours)

JUST 522: Crime Scenes and the Law of Evidence (3 hours)

Selection one (3 hours):

JUST 528: White Collar Crime (3 hours)

SOC 547: Criminology (3 hours)

Select one (3 hours)

JUST 500: Criminal Law and Society (3 hours)

JUST 501: Criminal Procedure (3 hours)

POLS 562: Law and Politics (3 hours)

Proposed Major or Minor/Emphasis/Certificate:

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

Core Classes (15 hours):

ACCTG 201: Financial Accounting (3 hours)

ACCTG 422: Internal Auditing (3 hours)

ACCTG 625: Fraud Examination (3 hours)

JUST 223: Basic Interviewing and Counseling Skills (3 hours)

JUST 522: Crime Scenes and the Law of Evidence (3 hours)

Selection one (3 hours):

JUST 528: White Collar Crime (3 hours)

SOC 547: Criminology (3 hours)

Select one (3 hours)

JUST 500: Criminal Law and Society (3 hours)

JUST 501: Criminal Procedure (3 hours)

POLS 609: Administrative Law (3 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:

None will be required

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

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

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

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

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

None.

Additional Questions for certificate only:

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

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

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

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

- ☒ Approved: Department Chairperson
Date 10. Nov. 15 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 2-1-16 Signature, College Curriculum Committee Chair Mary Carol Poretti
- ☒ Approved: Dean of College
Date 2-1-16 Signature, Dean Mary Carol Poretti
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/21/16 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.


Re: Proposed Change to Fraud Examination Minor

From : Pete Rosen <prosen@pittstate.edu>

Tue, Nov 10, 2015 04:02 PM

Subject : Re: Proposed Change to Fraud Examination Minor**To :** David O'bryan <dobryan@pittstate.edu>**Cc :** Roy Janisch <rjanisch@pittstate.edu>, McBain, James
<jmcbain@pittstate.edu>, Barbara Bonnekessen
<bbonnekessen@pittstate.edu>

David,

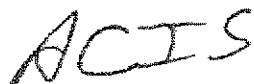
 Since the change in the minor only impacts the POLS courses accepted, and since Barbara has signed off on this, you have my approval as well.

Thanks to you and Roy for your hard work in maintaining this minor as a viable option for Pitt State students.

Sincerely,


Peter Rosen

Chair, Accounting and Computer Information Systems Department



From: "Barbara Bonnekessen" <bbonnekessen@pittstate.edu>**To:** "David O'bryan" <dobryan@pittstate.edu>**Cc:** "Pete Rosen" <prosen@pittstate.edu>, "Roy Janisch" <rjanisch@pittstate.edu>, "McBain, James" <jmcbain@pittstate.edu>**Sent:** Tuesday, November 10, 2015 3:39:15 PM**Subject:** Re: Proposed Change to Fraud Examination Minor

David,

 you have my approval. I am returning a PDF of the document with my signature on the last page. I am also copying Jim McBain - please let him know your timeline to upload it to our committee's Briefcase.

bb

Barbara Bonnekessen, Ph.D.

Associate Professor & Chair

Department of History, Philosophy, and Social Sciences

412 Russ Hall

Pittsburg State University

1701 South Broadway

Pittsburg KS 66762



Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Mathematics College: Arts and SciencesSubmission Date: 11/4/15Contact Person: Tim Flood ☐ Faculty member ☒ Chair

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

☒ Yes ☐ No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*The development of this course has taken place over several years in close cooperation with various College of Technology administrators and faculty. One of many emails is attached for documentation.**Proposed Course:**Course Number: Math 154Title of Course: Engineering Calculus IICredit Hours: 4Date first offered: Fall 2016 ☒ Fall ☒ Spring ☐ Summer
(Semester/Year) (check all that apply)Prerequisite: Grade of C or higher in Math 150 Calculus I, or permission of instructor.Course Description (as it will appear in the next catalog): Advanced topics in calculus with an emphasis on computer-based application to engineering technology. Topics covered include integration techniques, complex numbers and polar coordinates, multivariable differentiation and integration, matrix algebra and systems of equations, and differential equations.Purpose/Justification for Proposed Course: Members of the Departments of Mathematics and Engineering Technology (ET) have been meeting over the past two years to discuss an alternative to Calculus II as a requirement for some ET degree programs. Members of the mathematics faculty have noticed that a significant proportion of ET students have difficulty successfully completing Calculus II, and ET faculty have questioned the usefulness of Calculus II for their students. The content of Calculus II is primarily theoretical, and the number of applications covered in the course are few. Furthermore, a significant portion of the theory is not directly applicable to ET majors. These discussions have led to work on developing Engineering Calculus II. This course would contain a curriculum that is more focused on applications in the field of engineering technology.The new course is anticipated to have a positive effect on both the Mathematics and Engineering Technology departments. For the Engineering Technology departments, Engineering Calculus II course will replace Calculus II with a more application-oriented course that should be of greater interest to their students and more beneficial in preparation for their careers. Electronics engineering technology (EET) students will further benefit as calculus is not required for freshman and sophomore electronics courses. The EET problems developed for the Engineering Calculus II labs will show students how calculus can be used to better understand basic electronics. Engineering Calculus II course will help with the ABET accreditation of the electronics engineering technology and mechanical engineering technology programs. The Engineering Technology Accreditation Commission of ABET has established General Criterion 3.B.b.

which states that the student outcomes of an accredited engineering technology program must include the ability to select and apply a knowledge of mathematics to engineering technology problems. The creation of the new course will demonstrate to ABET that the programs are performing continuous improvement in order to meet their student outcomes. The benefit of the new course for the mathematics department will be in the changing demographics of students enrolled Calculus II. By giving ET students whose interests are primarily application-oriented another option, the remaining students enrolling in Calculus II should be those who are more interested in the theoretical aspects of calculus. This should allow for the deeper exploration of the topics covered in Calculus II.

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

At the conclusion of the course, students should be able to

- Evaluate integrals using advanced integration techniques
- Create graphs of polar equations and use polar coordinates to describe curves in the plane
- Evaluate partial derivatives and multiple integrals
- Solve systems of equations using matrices
- Solve first- and second- order differential equations
- Apply the above mathematical tools to engineering problems
- Utilize software to solve complex problems using the above mathematical tools

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

Homework assignments, quizzes, exams, and laboratory projects (completed via computer).

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.):
The course will require the use of a computer lab. The software to be used in the lab, SAGE, is free and will not require any extra expense

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

Please give the rationale for additional student fees:

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

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

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

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

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

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

- ☒ Approved: Department Chairperson
Date 11/4/15 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 2-1-16 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 2-1-16 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/21/16 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.

----- Forwarded Message -----

From: "Jeremy Wade" <jwade@pittstate.edu>

To: "Tim Flood" <tflood@pittstate.edu>, "Bobby Winters" <bwinters@pittstate.edu>, "Tadek Dobrowolski" <tdobrowolski@pittstate.edu>, "Yaping Liu" <yliu@pittstate.edu>, emayer@pittstate.edu, "David Miller" <djmiller@pittstate.edu>

Cc: tthomas@pittstate.edu, jlotter@pittstate.edu

Sent: Thursday, November 13, 2014 3:53:23 PM

Subject: Proposed Course, Next Meeting

Colleagues,

I am attaching a schedule for a 4-hour course we came up with to replace Calc II for Engineering Technology students. Please forward to your colleagues and gather feedback. In particular, are there any glaring omissions, or any topics included that are not essential? A few things to note:

- The weekly structure of the course is 3 days of lecture, 1 day of meeting in a computer lab. CAS = "Computer Algebra System" in the schedule.
- The textbook mentioned in our last meeting, "Engineering Mathematics" by Dexter J. Booth, has very few applications. This needs to be addressed, either by selecting a different text, or providing applications.
- Statistics/Probability isn't currently covered in the schedule. I don't believe it is out of the question to include some Prob and Stats, but I think we need more direction on what is needed, how it differs from what is covered in Math 143, Elementary Statistics, and whether including it in this course is the best option.

Does Dec. 1 at 2 pm work for everyone for our next meeting?

Jeremy

--

Jeremy Wade
Associate Professor
Department of Mathematics
Pittsburg State University
jwade@pittstate.edu
(620) 235-4406

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: ETECH College: TechnologySubmission Date: 11-19-15Contact Person: David Miller ☒ Faculty member ☐ ChairRevision Effective: WF 16 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall
☒ Spring
☐ Summer

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

☒ Yes ☐ No

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

This is a service course for other majors in the College of Technology, but the increase in minimum grade requirements will not negatively affect the programs as a whole. Letters of support and letters attempting follow-up contact are attached.

Purpose/Justification for Revision to Course: Analysis of student grade data from WF14, SP15 & WF15 showed that students who got a D or lower in Physics I (Engineering or College) were more likely to fail Statics. This data was supported by anecdotal evidence from the PSU Math Department concerning a similar requirement for the Calculus I & II sequence. Upon presentation of these findings to the Mechanical Engineering Technology Industrial Advisory Committee, the Committee recommended raising the grade requirement to a C or better to try to improve student success in the Mechanical Engineering Technology program.

Existing Course:

Course Number: MECET 220Title of Course: StaticsCredit Hours: 3

Prerequisite: Prerequisites: PHYS 100 College Physics I and PHYS 130 Elementary Physics Laboratory I. Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

Course Description (as it appears in the current catalog): (3 hours lecture). Study of forces acting on rigid bodies at rest. Vectors, couples, equilibrium, distributed forces, geometric properties, beam analysis, and friction.

Proposed Course:

Course Number: MECET 220Title of Course: StaticsCredit Hours: 3

Prerequisite: Prerequisites: Grade of C or higher in PHYS 100 College Physics I OR PHYS 104 Engineering Physics I AND PHYS 130 Elementary Physics Laboratory I. Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

Course Description (**as it will appear in the next catalog**): (3 hours lecture). Study of forces acting on rigid bodies at rest. Vectors, couples, equilibrium, distributed forces, geometric properties, beam analysis, and friction.

Additional Questions

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

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

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

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

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

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

None

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

- ☒ Approved: Department Chairperson
Date 12/09/15 Signature, Department Chairperson Tim Thomas
- ☒ Approved: College Curriculum Committee
Date 2.3.16 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 2.17.16 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/21/16 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.

Zimbra

djmillier@pittstate.edu

Re: Proposed Change to MECET 220 - Statics

From : Robert Frisbee <rfrisbee@pittstate.edu>

Wed, Nov 18, 2015 04:22 PM

Subject : Re: Proposed Change to MECET 220 - Statics**To :** David Miller <djmillier@pittstate.edu>**Cc :** Tim Thomas <tthomas@pittstate.edu>, Randall Timi <rtimi@pittstate.edu>, DELL, Tim <tdell@pittstate.edu>, Dallman Bruce <bdallman@pittstate.edu>, Otter Jim <otter@pittstate.edu>

David:

Thanks for the note back. The Automotive Department is supportive of the prerequisite change.

Thanks,
Bob

Robert Frisbee
Pittsburg State University
Pittsburg, KS 66762
620 235 4380
rfrisbee@pittstate.edu

From: "David Miller" <djmillier@pittstate.edu>**To:** "Robert Frisbee" <rfrisbee@pittstate.edu>**Cc:** "Tim Thomas" <tthomas@pittstate.edu>, "Randall Timi" <rtimi@pittstate.edu>, "DELL, Tim" <tdell@pittstate.edu>, "Dallman Bruce" <bdallman@pittstate.edu>, "Otter Jim" <otter@pittstate.edu>**Sent:** Wednesday, November 18, 2015 12:49:23 PM**Subject:** Re: Proposed Change to MECET 220 - Statics

Bob--

We were not originally intending to use this delivery method this semester; the decision was made when the enrollment got to a point where the classroom resources (seats in the lecture room and computers in the lab) were insufficient to meet the need. Because of the Provost's recent push toward alternate course delivery methods and the large enrollment in Statics this year, Dan Maxwell, Tim Thomas and I decided to utilize the online content (which I developed over the past summer as part of a Langford Faculty of Distinction Award) to collect data on student outcomes and reception, and to make delivery consistent for so many students. So far this semester, the data have been positive. The class average for the first exam was 3% higher than

last semester, and the second exam score was 4% higher than last year, with the standard deviations about the same. Exam 3 had a slightly lower average (about 3% lower than last year), but was still well within an acceptable range (75%).

We've also found that the number of students who have dropped since the beginning of the semester is not out of line with what we've seen in the past. The GUS records show that out of a total of 57 students who registered for the class this semester, 15 have dropped (26%). In past years, the percentages of students who dropped were: WF13 = 19%, SP14 = 7%, WF14 = 25%, and SP15 = 4%. So the current delivery method is not greatly affecting the number of students who struggle so much that they drop the class. I've also gotten positive feedback from a number of students (from different disciplines) - they like having access to the online content. There are those who have given negative feedback, but not an overwhelming number - the ratio is probably 50%/50% of those who like it to those who don't.

Having said that, the course is not being delivered online. I provide the lectures and example problems (the same problems as last semester from a newer edition of the text) online for the students to view prior to coming to class, and students are strongly encouraged to attend the normal face-to-face class time for Q&A, discussion, and as many additional example problems as time allows. Dan and I are in class Tuesday and Thursday from 8:00 until whenever the students run out of questions, and routinely encourage students to come to class or ask questions outside of normal class time.

We also allow students to come talk to us for partial make-up credit after each exam so that we can explain in more detail and have individual face time with the students.

Since the face-to-face portion of the course is on an as needed basis we do not take roll, but I am collecting data on how many times the students view the content and how many students attend the Q&A session. Without knowing to which students you're referring, there's no way for me to say how many times the students attended a class session, but I can view how many times they reviewed the videos. If they have already dropped the class I cannot look at their exam scores in Canvas and will not be able to tell if they made use of our offer of partial credit. Based on the number of students we typically have in class (5-10 on any given day) and the number of students who have taken advantage of the partial exam credit (around 10 for each exam), I wonder if the students you're referring to were not willing to put in the effort required.

After discussing these points with Randy Timi and Jim Otter, we came up with the following path moving forward:

1. During the Spring 2016 Semester, I will remove any language from the syllabus that makes it seem that class attendance is optional.
2. I will take steps to reinforce the mandatory nature of in-class meetings (for instance, taking attendance during class).

I think we can all agree that retention is a big deal, so any further suggestions you have for improving student retention are appreciated, but I need to start moving forward with this legislation soon to have it in place for Fall 2016, so please make your suggestions soon.

--DM

From: "Robert Frisbee" <rfrisbee@pittstate.edu>
To: "djmillr" <djmillr@pittstate.edu>
Cc: "Tim Thomas" <tthomas@pittstate.edu>, "Randall Timi" <rtimi@pittstate.edu>, "Tim Dell" <tdell@pittstate.edu>, "Bruce Dallman" <bdallman@pittstate.edu>, "Otter Jim" <otter@pittstate.edu>
Sent: Wednesday, November 18, 2015 11:25:02 AM
Subject: Fwd: Proposed Change to MECET 220 - Statics

David:

Please see the response from Tim Dell on the request. Tim wrote this without seeing Jim Otter's note of October 26th. Tim is saying very similar things as Jim. Our best automotive students are doing the AMD option and they are really struggling with the physics class.

Thanks,
Bob

Robert Frisbee
Pittsburg State University
Pittsburg, KS 66762
620 235 4380
rfrisbee@pittstate.edu

From: "DELL, Tim" <tdell@pittstate.edu>
To: "Robert Frisbee" <rfrisbee@pittstate.edu>
Sent: Wednesday, November 18, 2015 9:51:00 AM
Subject: Re: Proposed Change to MECET 220 - Statics

Bob

Based on feedback from our students, there are two issues.

The PSU 100 level physics course is the hardest class on campus. I have yet to hear one student in our department say something positive about the PSU physic courses. I have heard it is much easier to take Calc I, II and III than the 100 level physics. The students mention that Google becomes their professor. As a result, when possible I strongly recommend students taking the class off our campus. You will remember that Mike Elder was able to find us a Physics tutor one year that tutored some of our students so they could somehow pass the course. I am not 100% sure that I could achieve a C in the PSU 100 physics course?

The second issue is a recent development that students have shared with me about statics. The students are mentioning that the class is now being mediated in an on-line format, which is not working for many students. The students mentioned that they are not able to perform well in that class format.

The challenge is that the student feedback is from our brightest caliber students with

the highest GPA, ACTs and PSU honor students.

Tim Dell, PhD
Associate Professor
Automotive Technology, KTC N105b
Pittsburg State University
Pittsburg, KS 66762
620 235 4182
tdell@pittstate.edu
www.pittstate.edu/autotech

From: "Robert Frisbee" <rfrisbee@pittstate.edu>
To: "Tim Dell" <tdell@pittstate.edu>
Sent: Wednesday, November 18, 2015 8:12:49 AM
Subject: Fwd: Proposed Change to MECET 220 - Statics

Tim:
I told David that I wanted to run this by you first. You ok with this?
Bob

Robert Frisbee
Pittsburg State University
Pittsburg, KS 66762
620 235 4380
rfrisbee@pittstate.edu

From: "David Miller" <djmiller@pittstate.edu>
To: "Robert Frisbee" <rfrisbee@pittstate.edu>
Sent: Friday, November 13, 2015 2:48:49 PM
Subject: Fwd: Proposed Change to MECET 220 - Statics

I would like to start the legislation process to make this change before the end of this semester in order to have it approved in time for Fall '16. Could you please review my proposed changes to the Statics catalog description and let me know if this change is reasonable for students in your program?

---DM

From: "djmiller" <djmiller@pittstate.edu>
To: "Tim Thomas" <tthomas@pittstate.edu>, "James Otter" <jlotter@pittstate.edu>, "Robert Frisbee" <rfrisbee@pittstate.edu>
Sent: Monday, October 26, 2015 2:55:51 PM
Subject: Proposed Change to MECET 220 - Statics

All--

After reviewing the grades from WF14, SP15 and WF15 Statics classes and the grades in Calc I and Physics I (both co-/prerequisites for Statics), it was found that a large portion of students (20-27%) are coming into Statics with a D or lower in Physics I; in those same semesters, anywhere from 33-44% of the students got a D or lower in Statics. The Math Department at PSU has a requirement that all students get a C or better in Calc I before being admitted to Calc II; the Math faculty believe that this leads to improved performance within the Calculus sequence for a number of reasons.

Last week, based on this information, the Mechanical Engineering Technology Industrial Advisory Committee passed a motion to raise the prerequisite requirement for MECET 220 - Statics (which itself is a prerequisite for a number of other courses in the CoT). It is hoped that this change will help improve student outcomes not only in Statics, but all the subsequent courses in the sequence.

Currently, the requirement reads:

Prerequisites: PHYS 100 College Physics I and PHYS 130 Elementary Physics Laboratory I. Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

I am proposing that the requirement be changed to read:

Prerequisites: Grade of C or higher in PHYS 100 College Physics I OR PHYS 104 Engineering Physics I AND PHYS 130 Elementary Physics Laboratory I. Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

Before submitting the documentation to the legislative process, I wanted to get feedback from programs that might be affected by this change. We would like to legislate this change for implementation in WF16 (a year from now), so if you could have your feedback to me by the beginning of the SP16 semester, I'd appreciate it.

David Miller, PhD
Associate Professor
Mechanical Engineering Technology
Pittsburg State University
W224c KTC
1701 South Broadway
Pittsburg, KS 66762-7565
P: (620) 235-6115 F: (620) 235-4004
djmillier@pittstate.edu

Zimbra

djmillier@pittstate.edu

Fwd: Proposed Change to MECET 220 - Statics

From : David Miller <djmillier@pittstate.edu>

Fri, Nov 13, 2015 02:48 PM

Subject : Fwd: Proposed Change to MECET 220 - Statics**To :** Robert Frisbee <rfrisbee@pittstate.edu>

I would like to start the legislation process to make this change before the end of this semester in order to have it approved in time for Fall '16. Could you please review my proposed changes to the Statics catalog description and let me know if this change is reasonable for students in your program?

---DM

From: "djmillier" <djmillier@pittstate.edu>**To:** "Tim Thomas" <tthomas@pittstate.edu>, "James Otter" <jlotter@pittstate.edu>, "Robert Frisbee" <rfrisbee@pittstate.edu>**Sent:** Monday, October 26, 2015 2:55:51 PM**Subject:** Proposed Change to MECET 220 - Statics

All--

After reviewing the grades from WF14, SP15 and WF15 Statics classes and the grades in Calc I and Physics I (both co-/prerequisites for Statics), it was found that a large portion of students (20-27%) are coming into Statics with a D or lower in Physics I; in those same semesters, anywhere from 33-44% of the students got a D or lower in Statics. The Math Department at PSU has a requirement that all students get a C or better in Calc I before being admitted to Calc II; the Math faculty believe that this leads to improved performance within the Calculus sequence for a number of reasons.

Last week, based on this information, the Mechanical Engineering Technology Industrial Advisory Committee passed a motion to raise the prerequisite requirement for MECET 220 - Statics (which itself is a prerequisite for a number of other courses in the CoT). It is hoped that this change will help improve student outcomes not only in Statics, but all the subsequent courses in the sequence.

Currently, the requirement reads:

Prerequisites: PHYS 100 College Physics I and PHYS 130 Elementary Physics Laboratory I. Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

I am proposing that the requirement be changed to read:

Prerequisites: Grade of C or higher in PHYS 100 College Physics I OR PHYS 104 Engineering Physics I AND PHYS 130 Elementary Physics Laboratory I.
Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

Before submitting the documentation to the legislative process, I wanted to get feedback from programs that might be affected by this change. We would like to legislate this change for implementation in WF16 (a year from now), so if you could have your feedback to me by the beginning of the SP16 semester, I'd appreciate it.

David Miller, PhD
Associate Professor
Mechanical Engineering Technology
Pittsburg State University
W224c KTC
1701 South Broadway
Pittsburg, KS 66762-7565
P: (620) 235-6115 F: (620) 235-4004
djmill@pittstate.edu

Zimbra**djmiller@pittstate.edu**

Re: Proposed Change to MECET 220 - Statics

From : Philip Mcnew <pmcnew@pittstate.edu>

Tue, Nov 03, 2015 03:30 PM

Subject : Re: Proposed Change to MECET 220 - Statics**To :** Bob Susnik <rsusnik@pittstate.edu>, Russ Rosmait <rrosmait@pittstate.edu>, Jacob Lehman <jlehman@pittstate.edu>, David Lomshek <dlomshek@pittstate.edu>, Tim Thomas <tthomas@pittstate.edu>, Clark Shaver <cshaver@pittstate.edu>, David Miller <djmiller@pittstate.edu>, Greg Murray <gmurray@pittstate.edu>

All,

This requirement, for achievement of the higher Physics grade, is fine with me. I would, however, project that we will see more of our students (possibly even more from the 20-27% David mentions) take Physics at the Community Colleges. Any issues/concerns if this proves true? No ABET or assessment issues? As an Advisor I'll have to make sure my Advisee's realize this caveat. Thanks to Dr. Miller, for trying to improve the program/class.

Phil McNew

From: "Tim Thomas" <tthomas@pittstate.edu>**To:** "Bob Susnik" <rsusnik@pittstate.edu>, "Clark Shaver" <cshaver@pittstate.edu>, "Russ Rosmait" <rrosmait@pittstate.edu>, "Philip Mcnew" <pmcnew@pittstate.edu>, "David Lomshek" <dlomshek@pittstate.edu>, "Jacob Lehman" <jlehman@pittstate.edu>**Sent:** Tuesday, November 3, 2015 2:51:55 PM**Subject:** Fwd: Proposed Change to MECET 220 - Statics

All;

Please review this proposed change to MECET 220 prereq's and provide feedback to Dave or Greg.

Tim Thomas
Professor/Chair
Engineering Technology
W215, KTC

1701 S. Broadway
Pittsburg State University
620.235.4353, ph
620.235.4004, fx

From: "David Miller" <djmiller@pittstate.edu>
To: "Tim Thomas" <tthomas@pittstate.edu>, "jlotter" <jlotter@pittstate.edu>, "Robert Frisbee" <rfrisbee@pittstate.edu>
Sent: Monday, October 26, 2015 2:55:51 PM
Subject: Proposed Change to MECET 220 - Statics

All--

After reviewing the grades from WF14, SP15 and WF15 Statics classes and the grades in Calc I and Physics I (both co-/prerequisites for Statics), it was found that a large portion of students (20-27%) are coming into Statics with a D or lower in Physics I; in those same semesters, anywhere from 33-44% of the students got a D or lower in Statics. The Math Department at PSU has a requirement that all students get a C or better in Calc I before being admitted to Calc II; the Math faculty believe that this leads to improved performance within the Calculus sequence for a number of reasons.

Last week, based on this information, the Mechanical Engineering Technology Industrial Advisory Committee passed a motion to raise the prerequisite requirement for MECET 220 - Statics (which itself is a prerequisite for a number of other courses in the CoT). It is hoped that this change will help improve student outcomes not only in Statics, but all the subsequent courses in the sequence.

Currently, the requirement reads:

Prerequisites: PHYS 100 College Physics I and PHYS 130 Elementary Physics Laboratory I. Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

I am proposing that the requirement be changed to read:

Prerequisites: Grade of C or higher in PHYS 100 College Physics I OR PHYS 104 Engineering Physics I AND PHYS 130 Elementary Physics Laboratory I.
Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

Before submitting the documentation to the legislative process, I wanted to get feedback from programs that might be affected by this change. We would like to legislate this change for implementation in WF16 (a year from now), so if you could have your feedback to me by the beginning of the SP16 semester, I'd appreciate it.

David Miller, PhD
Associate Professor
Mechanical Engineering Technology
Pittsburg State University

W224c KTC
1701 South Broadway
Pittsburg, KS 66762-7565
P: (620) 235-6115 F: (620) 235-4004
djmillier@pittstate.edu

Zimbra

djmillier@pittstate.edu

Proposed Change to MECET 220 - Statics

From : David Miller <djmillier@pittstate.edu>

Mon, Oct 26, 2015 02:55 PM

Subject : Proposed Change to MECET 220 - Statics**To :** Tim Thomas <tthomas@pittstate.edu>, James Otter <jlotter@pittstate.edu>, Robert Frisbee <rfrisbee@pittstate.edu>

All--

After reviewing the grades from WF14, SP15 and WF15 Statics classes and the grades in Calc I and Physics I (both co-/prerequisites for Statics), it was found that a large portion of students (20-27%) are coming into Statics with a D or lower in Physics I; in those same semesters, anywhere from 33-44% of the students got a D or lower in Statics. The Math Department at PSU has a requirement that all students get a C or better in Calc I before being admitted to Calc II; the Math faculty believe that this leads to improved performance within the Calculus sequence for a number of reasons.

Last week, based on this information, the Mechanical Engineering Technology Industrial Advisory Committee passed a motion to raise the prerequisite requirement for MECET 220 - Statics (which itself is a prerequisite for a number of other courses in the CoT). It is hoped that this change will help improve student outcomes not only in Statics, but all the subsequent courses in the sequence.

Currently, the requirement reads:

Prerequisites: PHYS 100 College Physics I and PHYS 130 Elementary Physics Laboratory I. Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

I am proposing that the requirement be changed to read:

Prerequisites: Grade of C or higher in PHYS 100 College Physics I OR PHYS 104 Engineering Physics I AND PHYS 130 Elementary Physics Laboratory I. Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

Before submitting the documentation to the legislative process, I wanted to get feedback from programs that might be affected by this change. We would like to legislate this change for implementation in WF16 (a year from now), so if you could have your feedback to me by the beginning of the SP16 semester, I'd appreciate it.

David Miller, PhD
Associate Professor
Mechanical Engineering Technology

Pittsburg State University
W224c KTC
1701 South Broadway
Pittsburg, KS 66762-7565
P: (620) 235-6115 F: (620) 235-4004
djmillier@pittstate.edu

Zimbra

djmillier@pittstate.edu

Re: Proposed Change to MECET 220 - Statics

From : James Otter <jlotter@pittstate.edu>

Thu, Nov 19, 2015 08:00 AM

Subject : Re: Proposed Change to MECET 220 - Statics**To :** David Miller <djmillier@pittstate.edu>**Cc :** Robert Frisbee <rfrisbee@pittstate.edu>, Tim Thomas <tthomas@pittstate.edu>, Randall Timi <rtimi@pittstate.edu>, Tim Dell <tdell@pittstate.edu>, Bruce Dallman <bdallman@pittstate.edu>

David:

I do not have any issues with the proposed pre-requisite change for the Statics course. I do not think that alone will resolve the issues that are being presented. I think Tim Dell, Randy and I all believe that a certain percentage of our students (25-50%) do not respond well to on-line course delivery, particularly with a subject like Statics/Physics. I am pleased that you have decided to make the class time component of this course a requirement.

For many years the Physics/Statics sequence has always been a challenge. Typically we blame the students (some basis for some students). If we want to improve the process, maybe we should visit with the Physics department and review how Physics I is being covered and see if it is consistent with the needs of our students in the College. We might be able to provide some input that might help.

Regardless the issue of Physics/Statics being a "weed out" has been a perception for many years and we have not done much to change that image. Maybe we should.

James Otter, LS, LEED-AP

Director, School of Construction

College of Technology

Pittsburg State University

1701 South Broadway

Pittsburg, KS 66762

Phone: 620.235.4349

e-mail: jlotter@pittstate.edu

From: "David Miller" <djmiller@pittstate.edu>
To: "Robert Frisbee" <rfrisbee@pittstate.edu>
Cc: "Tim Thomas" <tthomas@pittstate.edu>, "Randall Timi" <rtimi@pittstate.edu>, "Tim Dell" <tdell@pittstate.edu>, "Bruce Dallman" <bdallman@pittstate.edu>, "Otter Jim" <otter@pittstate.edu>
Sent: Wednesday, November 18, 2015 12:49:23 PM
Subject: Re: Proposed Change to MECET 220 - Statics

Bob--

We were not originally intending to use this delivery method this semester; the decision was made when the enrollment got to a point where the classroom resources (seats in the lecture room and computers in the lab) were insufficient to meet the need. Because of the Provost's recent push toward alternate course delivery methods and the large enrollment in Statics this year, Dan Maxwell, Tim Thomas and I decided to utilize the online content (which I developed over the past summer as part of a Langford Faculty of Distinction Award) to collect data on student outcomes and reception, and to make delivery consistent for so many students. So far this semester, the data have been positive. The class average for the first exam was 3% higher than last semester, and the second exam score was 4% higher than last year, with the standard deviations about the same. Exam 3 had a slightly lower average (about 3% lower than last year), but was still well within an acceptable range (75%).

We've also found that the number of students who have dropped since the beginning of the semester is not out of line with what we've seen in the past. The GUS records show that out of a total of 57 students who registered for the class this semester, 15 have dropped (26%). In past years, the percentages of students who dropped were: WF13 = 19%, SP14 = 7%, WF14 = 25%, and SP15 = 4%. So the current delivery method is not greatly affecting the number of students who struggle so much that they drop the class. I've also gotten positive feedback from a number of students (from different disciplines) - they like having access to the online content. There are those who have given negative feedback, but not an overwhelming number - the ratio is probably 50%/50% of those who like it to those who don't.

Having said that, the course is not being delivered online. I provide the lectures and example problems (the same problems as last semester from a newer edition of the text) online for the students to view prior to coming to class, and students are strongly encouraged to attend the normal face-to-face class time for Q&A, discussion, and as many additional example problems as time allows. Dan and I are in class Tuesday and Thursday from 8:00 until whenever the students run out of questions, and routinely encourage students to come to class or ask questions outside of normal class time.

We also allow students to come talk to us for partial make-up credit after each exam so that we can explain in more detail and have individual face time with the students.

Since the face-to-face portion of the course is on an as needed basis we do not take roll, but I am collecting data on how many times the students view the content and how many students attend the Q&A session. Without knowing to which students you're referring, there's no way for me to say how many times the students attended a class session, but I can view how many times they reviewed the videos. If they have already dropped the class I cannot look at their exam scores in Canvas and will not be able to tell if they made use of our offer of partial credit. Based on the number of students we typically have in class (5-10 on any given day) and the number of students who have taken advantage of the partial exam credit (around 10 for each exam), I wonder if the students you're referring to were not willing to put in the effort required.

After discussing these points with Randy Timi and Jim Otter, we came up with the following path moving forward:

1. During the Spring 2016 Semester, I will remove any language from the syllabus that makes it seem that class attendance is optional.
2. I will take steps to reinforce the mandatory nature of in-class meetings (for instance, taking attendance during class).

I think we can all agree that retention is a big deal, so any further suggestions you have for improving student retention are appreciated, but I need to start moving forward with this legislation soon to have it in place for Fall 2016, so please make your suggestions soon.

--DM

From: "Robert Frisbee" <rfrisbee@pittstate.edu>
To: "djmilller" <djmilller@pittstate.edu>
Cc: "Tim Thomas" <tthomas@pittstate.edu>, "Randall Timi" <rtimi@pittstate.edu>, "Tim Dell" <tdell@pittstate.edu>, "Bruce Dallman" <bdallman@pittstate.edu>, "Otter Jim" <otter@pittstate.edu>
Sent: Wednesday, November 18, 2015 11:25:02 AM
Subject: Fwd: Proposed Change to MECET 220 - Statics

David:

Please see the response from Tim Dell on the request. Tim wrote this without seeing Jim Otter's note of October 26th. Tim is saying very similar things as Jim.

Our best automotive students are doing the AMD option and they are really struggling with the physics class.

Thanks,
Bob

Robert Frisbee
Pittsburg State University
Pittsburg, KS 66762
620 235 4380
rfrisbee@pittstate.edu

From: "DELL, Tim" <tdell@pittstate.edu>
To: "Robert Frisbee" <rfrisbee@pittstate.edu>
Sent: Wednesday, November 18, 2015 9:51:00 AM
Subject: Re: Proposed Change to MECET 220 - Statics

Bob

Based on feedback from our students, there are two issues.

The PSU 100 level physics course is the hardest class on campus. I have yet to hear one student in our department say something positive about the PSU physic courses. I have heard it is much easier to take Calc I, II and III than the 100 level physics. The students mention that Google becomes their professor. As a result, when possible I strongly recommend students taking the class off our campus. You will remember that Mike Elder was able to find us a Physics tutor one year that tutored some of our students so they could somehow pass the course. I am not 100% sure that I could achieve a C in the PSU 100 physics course?

The second issue is a recent development that students have shared with me about statics. The students are mentioning that the class is now being mediated in an on-line format, which is not working for many students. The students mentioned that they are not able to perform well in that class format.

The challenge is that the student feedback is from our brightest caliber students with the highest GPA, ACTs and PSU honor students.

Tim Dell, PhD
Associate Professor
Automotive Technology, KTC N105b
Pittsburg State University
Pittsburg, KS 66762
620 235 4182
tdell@pittstate.edu
www.pittstate.edu/autotech

From: "Robert Frisbee" <rfrisbee@pittstate.edu>
To: "Tim Dell" <tdell@pittstate.edu>
Sent: Wednesday, November 18, 2015 8:12:49 AM
Subject: Fwd: Proposed Change to MECET 220 - Statics

Tim:

I told David that I wanted to run this by you first. You ok with this?

Bob

Robert Frisbee
Pittsburg State University
Pittsburg, KS 66762

620 235 4380
rfrisbee@pittstate.edu

From: "David Miller" <djmiller@pittstate.edu>
To: "Robert Frisbee" <rfrisbee@pittstate.edu>
Sent: Friday, November 13, 2015 2:48:49 PM
Subject: Fwd: Proposed Change to MECET 220 - Statics

I would like to start the legislation process to make this change before the end of this semester in order to have it approved in time for Fall '16. Could you please review my proposed changes to the Statics catalog description and let me know if this change is reasonable for students in your program?

---DM

From: "djmiller" <djmiller@pittstate.edu>
To: "Tim Thomas" <tthomas@pittstate.edu>, "James Otter" <jlotter@pittstate.edu>, "Robert Frisbee" <rfrisbee@pittstate.edu>
Sent: Monday, October 26, 2015 2:55:51 PM
Subject: Proposed Change to MECET 220 - Statics

All--

After reviewing the grades from WF14, SP15 and WF15 Statics classes and the grades in Calc I and Physics I (both co-/prerequisites for Statics), it was found that a large portion of students (20-27%) are coming into Statics with a D or lower in Physics I; in those same semesters, anywhere from 33-44% of the students got a D or lower in Statics. The Math Department at PSU has a requirement that all students get a C or better in Calc I before being admitted to Calc II; the Math faculty believe that this leads to improved performance within the Calculus sequence for a number of reasons.

Last week, based on this information, the Mechanical Engineering Technology Industrial Advisory Committee passed a motion to raise the prerequisite requirement for MECET 220 - Statics (which itself is a prerequisite for a number of other courses in the CoT). It is hoped that this change will help improve student outcomes not only in Statics, but all the subsequent courses in the sequence.

Currently, the requirement reads:

Prerequisites: PHYS 100 College Physics I and PHYS 130 Elementary Physics Laboratory I. Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

I am proposing that the requirement be changed to read:

Prerequisites: Grade of C or higher in PHYS 100 College Physics I OR PHYS 104 Engineering Physics I AND PHYS 130 Elementary Physics Laboratory I.

Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

Before submitting the documentation to the legislative process, I wanted to get feedback from programs that might be affected by this change. We would like to legislate this change for implementation in WF16 (a year from now), so if you could have your feedback to me by the beginning of the SP16 semester, I'd appreciate it.

David Miller, PhD
Associate Professor
Mechanical Engineering Technology
Pittsburg State University
W224c KTC
1701 South Broadway
Pittsburg, KS 66762-7565
P: (620) 235-6115 F: (620) 235-4004
djmiller@pittstate.edu

Zimbra

djmilller@pittstate.edu

Fwd: Proposed Change to MECET 220 - Statics

From : Bob Susnik <rsusnik@pittstate.edu>

Wed, Nov 04, 2015 04:51 PM

Subject : Fwd: Proposed Change to MECET 220 - Statics**To :** David Miller <dmiller@pittstate.edu>, Greg
Murray <gmurray@pittstate.edu>

Gentlemen:

This makes sense to me, thus I agree to it!

Bob...

----- Forwarded Message -----

From: "Tim Thomas" <tthomas@pittstate.edu>

To: "Bob Susnik" <rsusnik@pittstate.edu>, "Clark Shaver"
<cshaver@pittstate.edu>, "Russ Rosmait" <rrosmait@pittstate.edu>,
"Philip Mcnew" <pmcnew@pittstate.edu>, "David Lomshek"
<dlomshek@pittstate.edu>, "Jacob Lehman" <jlehman@pittstate.edu>

Sent: Tuesday, November 3, 2015 2:51:55 PM

Subject: Fwd: Proposed Change to MECET 220 - Statics

All;

Please review this proposed change to MECET 220 prereq's and provide
feedback to Dave or Greg.Tim Thomas
Professor/Chair
Engineering Technology
W215, KTC
1701 S. Broadway
Pittsburg State University
620.235.4353, ph
620.235.4004, fx

From: "David Miller" <djmilller@pittstate.edu>

To: "Tim Thomas" <tthomas@pittstate.edu>, "jlotter"
<jlotter@pittstate.edu>, "Robert Frisbee" <rfrisbee@pittstate.edu>

Sent: Monday, October 26, 2015 2:55:51 PM

Subject: Proposed Change to MECET 220 - Statics

All--

After reviewing the grades from WF14, SP15 and WF15 Statics classes and the grades in Calc I and Physics I (both co-/prerequisites for Statics), it was found that a large portion of students (20-27%) are coming into Statics with a D or lower in Physics I; in those same semesters, anywhere from 33-44% of the students got a D or lower in Statics. The Math Department at PSU has a requirement that all students get a C or better in Calc I before being admitted to Calc II; the Math faculty believe that this leads to improved performance within the Calculus sequence for a number of reasons. Last week, based on this information, the Mechanical Engineering Technology Industrial Advisory Committee passed a motion to raise the prerequisite requirement for MECET 220 - Statics (which itself is a prerequisite for a number of other courses in the CoT). It is hoped that this change will help improve student outcomes not only in Statics, but all the subsequent courses in the sequence.

Currently, the requirement reads:

Prerequisites: PHYS 100 College Physics I and PHYS 130 Elementary Physics Laboratory I. Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

I am proposing that the requirement be changed to read:

BQ_BEGIN

Prerequisites: Grade of C or higher in PHYS 100 College Physics I OR PHYS 104 Engineering Physics I AND PHYS 130 Elementary Physics Laboratory I. Prerequisite or Corequisite: MATH 150 Calculus I or equivalent.

BQ_END

Before submitting the documentation to the legislative process, I wanted to get feedback from programs that might be affected by this change. We would like to legislate this change for implementation in WF16 (a year from now), so if you could have your feedback to me by the beginning of the SP16 semester, I'd appreciate it.

David Miller, PhD
Associate Professor
Mechanical Engineering Technology
Pittsburg State University
W224c KTC

1701 South Broadway
Pittsburg, KS 66762-7565
P: (620) 235-6115 F: (620) 235-4004
djmilller@pittstate.edu

Zimbra

djmilller@pittstate.edu

Re: Minimum Grade Requirement for Calc I/II

From : Dr. Cynthia Huffman <cjhuffman@pittstate.edu> Thu, Oct 15, 2015 06:00 PM
Subject : Re: Minimum Grade Requirement for Calc I/II
To : David Miller <djmilller@pittstate.edu>

Hi, David! I might add a couple of comments. I think for some students the minimum grade requirement motivates them to work a little harder.

There are always some students who will do just enough to get by and this make the bar a little higher for them. I also think it helps get the message across to students that they're going to actually need the material from the first course in the subsequent one.

I seem to recall department conversations about the minimum grade requirement. We may have had it for a while and then dropped it. The results were that Calc II instructors requested to have it reinstated.

I'm not sure if that was with the 93-95 calendar or more recently.

Best regards,
Cynthia

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

From: "David Miller" <djmilller@pittstate.edu>
To: "Tim Flood" <tflood@pittstate.edu>
Cc: "Yaping Liu" <yliu@pittstate.edu>, "Cynthia Huffman" <cjhuffman@pittstate.edu>, "Jeremy Wade" <jwade@pittstate.edu>
Sent: Thursday, October 15, 2015 3:57:53 PM
Subject: Re: Minimum Grade Requirement for Calc I/II

Tim--

It does help. Thanks to both you and Jeremy for your input.

--DM

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

From: "Tim Flood" <tflood@pittstate.edu>
To: "djmilller" <djmilller@pittstate.edu>
Cc: "Yaping Liu" <yliu@pittstate.edu>, "Dr. Cynthia Huffman" <cjhuffman@pittstate.edu>, "Jeremy Wade" <jwade@pittstate.edu>
Sent: Thursday, October 15, 2015 3:56:46 PM
Subject: Re: Minimum Grade Requirement for Calc I/II

David,

First of all, the change predates all of us, at least in our role as faculty. I looked back in Catalogs and the grade of C requirement was in the 93-95 catalog but not the 87-89 catalog so the change happened in the late 80's/early 90's.

In our situation, I feel it is much stronger than simply "help them do better" but is nearly a necessity. In Calc I, we develop the basic techniques of differentiation and integration and Calc II we apply these techniques in a variety of ways and build on these basics. If someone is not proficient in Calc I, they do not stand a chance in Calc II. My own anecdotal evidence is that it is not unusual for a students grade to drop by one letter grade going from Calc I to Calc II. Calc II is a difficult class for most students. So if a students earns a grade of D in Calc I, I would expect a grade of F in Calc II.

If you could get some data on what happens to students that get a D and then go on to the next course you could probably build a very strong case for requiring a C (or maybe decide it really doesn't effect subsequent outcomes). If this data is not available to you, Dai Li in Institutional Research is always very helpful in obtaining this type of data.

I hope this helps to shed some light on your situation. Let me know if you have any more questions.

Thanks,
Tim

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

From: "Jeremy Wade" <jwade@pittstate.edu>
To: "Tim Flood" <tflood@pittstate.edu>, "Yaping Liu" <yliu@pittstate.edu>, "Dr. Cynthia Huffman" <cjhuffman@pittstate.edu>
Sent: Thursday, October 15, 2015 3:17:59 PM
Subject: Fwd: Minimum Grade Requirement for Calc I/II

Tim, Yaping, Cynthia,

I received the email below from David Miller in the Mechanical Engineering Technology program out at the COT. I sent him my thoughts, but I wasn't around when the Calc II pre-requisite of a grade of C or higher in Calc I was implemented. I told him I would forward his email on to some faculty who have been here a bit longer and may be able to comment.

If you could send him your thoughts, he would appreciate it. Thanks!

Jeremy

----- Forwarded Message -----

Subject: Minimum Grade Requirement for Calc I/II

Date: Wed, 14 Oct 2015 22:40:41 -0500 (CDT)

From: David Miller <djmiller@pittstate.edu>

To: Jeremy Wade <jwade@pittstate.edu>

Jeremy--

In ETECH, there is a sequence of courses that has to be taken in series: Physics/Calc I, Statics, Mechanics of Materials, Mechanical Design. We are trying to look at options for improving student outcomes in that sequence. One of the options brought forward by our advisory committee is to implement a minimum grade requirement prerequisite like the Math Department has for the Calc I/II sequence.

The thought is that since these courses build on one another, requiring the students to get a C or better in Physics will help them do better in Statics, and a C or better in Statics will help prepare them better for Mechanics of Materials, and so on. Since most of my students already need a C or better to get to Calc II, that requirement is already essentially in place.

Can you provide any insight into how the prerec has helped/hurt students in the Calc sequence? Has it always been a requirement; if not, do you remember any details about the transition? I would appreciate any thoughts you might have.

--DM

Zimbra

djmillier@pittstate.edu

Re: Minimum Grade Requirement for Calc I/II

From : Tim Flood <tflood@pittstate.edu>

Thu, Oct 15, 2015 03:56 PM

Subject : Re: Minimum Grade Requirement for Calc I/II**To :** djmillier@pittstate.edu**Cc :** Yaping Liu <yliu@pittstate.edu>, Dr. Cynthia Huffman <cjhuffman@pittstate.edu>, Jeremy Wade <jwade@pittstate.edu>

David,

First of all, the change predates all of us, at least in our role as faculty. I looked back in Catalogs and the grade of C requirement was in the 93-95 catalog but not the 87-89 catalog so the change happened in the late 80's/early 90's.

In our situation, I feel it is much stronger than simply "help them do better" but is nearly a necessity. In Calc I, we develop the basic techniques of differentiation and integration and Calc II we apply these techniques in a variety of ways and build on these basics. If someone is not proficient in Calc I, they do not stand a chance in Calc II. My own anecdotal evidence is that it is not unusual for a students grade to drop by one letter grade going from Calc I to Calc II. Calc II is a difficult class for most students. So if a students earns a grade of D in Calc I, I would expect a grade of F in Calc II.

If you could get some data on what happens to students that get a D and then go on to the next course you could probably build a very strong case for requiring a C (or maybe decide it really doesn't effect subsequent outcomes). If this data is not available to you, Dai Li in Institutional Research is always very helpful in obtaining this type of data.

I hope this helps to shed some light on your situation. Let me know if you have any more questions.

Thanks,
Tim

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

From: "Jeremy Wade" <jwade@pittstate.edu>

To: "Tim Flood" <tflood@pittstate.edu>, "Yaping Liu"

<yliu@pittstate.edu>, "Dr. Cynthia Huffman" <cjhuffman@pittstate.edu>

Sent: Thursday, October 15, 2015 3:17:59 PM
Subject: Fwd: Minimum Grade Requirement for Calc I/II

Tim, Yaping, Cynthia,

I received the email below from David Miller in the Mechanical Engineering Technology program out at the COT. I sent him my thoughts, but I wasn't around when the Calc II pre-requisite of a grade of C or higher in Calc I was implemented. I told him I would forward his email on to some faculty who have been here a bit longer and may be able to comment.

If you could send him your thoughts, he would appreciate it. Thanks!

Jeremy

----- Forwarded Message -----

Subject: Minimum Grade Requirement for Calc I/II
Date: Wed, 14 Oct 2015 22:40:41 -0500 (CDT)
From: David Miller <djmiller@pittstate.edu>
To: Jeremy Wade <jwade@pittstate.edu>

Jeremy--

In ETECH, there is a sequence of courses that has to be taken in series: Physics/Calc I, Statics, Mechanics of Materials, Mechanical Design. We are trying to look at options for improving student outcomes in that sequence. One of the options brought forward by our advisory committee is to implement a minimum grade requirement prerequisite like the Math Department has for the Calc I/II sequence.

The thought is that since these courses build on one another, requiring the students to get a C or better in Physics will help them do better in Statics, and a C or better in Statics will help prepare them better for Mechanics of Materials, and so on. Since most of my students already need a C or better to get to Calc II, that requirement is already essentially in place.

Can you provide any insight into how the prerec has helped/hurt students in the Calc sequence? Has it always been a requirement; if not, do you remember any details about the transition? I would appreciate any thoughts you might have.

--DM

Zimbra

djmillier@pittstate.edu

Re: Minimum Grade Requirement for Calc I/II

From : Jeremy Wade <jwade@pittstate.edu>

Thu, Oct 15, 2015 02:18 PM

Subject : Re: Minimum Grade Requirement for Calc I/II**To :** David Miller <djmillier@pittstate.edu>

Hi, David,

The pre-req requirement for a C or higher in Calc II has been in place since I have been here, so I can't comment on any details on the transition. I can forward your email to our chair, or a faculty member who has been here longer, if you would like.

I don't think the pre-req hurts students. I think any student who receives a D in Calc I stands no chance of passing Calc II (at PSU), so it prevents them from a wasted effort.

I do think it helps students, though not as much as I would hope. A C in Calc I doesn't necessarily mean that the student has all of the skills to be successful in Calc II. We usually have 3 sections of Calc I, and each instructor has their own idea of what qualifies as C-level work - where one instructor sees C-level work, another may see F-level work, or A-level work. A pre-req would work better if there were some uniformity in assessment. I often have students in Calc II who have received a C or higher in Calc I, but don't appear to have the skills needed to succeed in Calc II, in my estimation.

What I think would work better is a common final and grading rubric, along with a grading policy that stipulates that a student will not pass the class without receiving a specified minimal score on the final. This really impinges on faculty independence, and I think it would be difficult to get people on board.

I hope that helps. Let me know if you want me to forward your email along.

Jeremy

On 10/14/2015 10:40 PM, David Miller wrote:

> Jeremy--

>

> In ETECH, there is a sequence of courses that has to be taken in
> series: Physics/Calc I, Statics, Mechanics of Materials, Mechanical

> Design. We are trying to look at options for improving student
> outcomes in that sequence. One of the options brought forward by our
> advisory committee is to implement a minimum grade requirement
> prerequisite like the Math Department has for the Calc I/II sequence.
> The thought is that since these courses build on one another,
> requiring the students to get a C or better in Physics will help them
do
> better in Statics, and a C or better in Statics will help prepare them
> better for Mechanics of Materials, and so on. Since most of my
> students already need a C or better to get to Calc II, that
requirement
> is already essentially in place.
>
> Can you provide any insight into how the prerec has helped/hurt
> students in the Calc sequence? Has it always been a requirement; if
> not, do you remember any details about the transition? I would
> appreciate any thoughts you might have.
>
> --DM

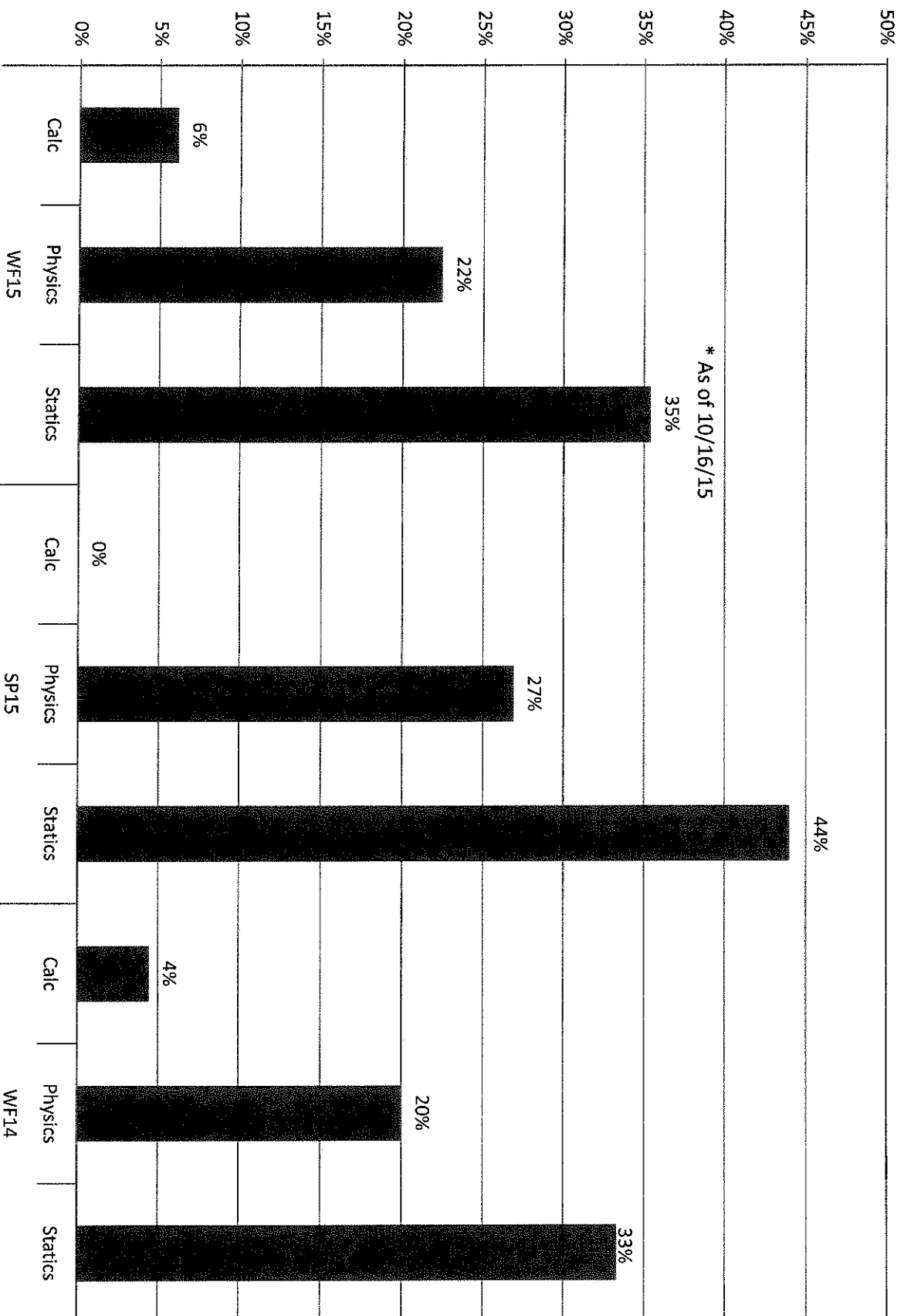
--

Jeremy Wade
Associate Professor
Department of Mathematics
Pittsburg State University
jwade@pittstate.edu
(620) 235-4406

Report from Registrar's Office

- Grades for students enrolled in Statics in WF14, SP15, WF15
 - Physics (100 or 104)
 - Calc I
 - Statics (for previous semesters)
- Some had no grade available
 - International/Exchange/Transfer student

% of class with D, F or W



Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: ETECH College: COT

Submission Date: 01/20/2016

Revision Effective: Fall, 2016
(Year)

Contact Person: Bob Susnik ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Plastics Engineering Technology

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

Description of Change: The Plastics Engineering Technology (PET) Major currently has two emphasis areas, Design and Manufacturing. The two PET emphasis areas are being deleted in conjunction with this change. Eliminating the emphasis areas will result in a single major with courses required for the degree/major taken by all students pursuing the Bachelor of Science in Engineering Technology (BSET) Degree, Plastics Engineering Technology Major. Note, no courses are being deleted/eliminated and no courses are being created/added as a part of this change.

Rationale for Change (include changes to curriculum objectives): The BSET PET emphasis areas are being eliminated; this change is defining the curriculum that will be completed by all PET majors.

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

☐ Yes ☒ No

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

The specific courses that are required for students to earn the Design Emphasis in the Plastics Engineering Technology Major are courses that exist and are required for other degrees and majors. The course will continue to be offered by the other departments and programs to those students required to take the courses. No course has been created specifically for or is being specifically offered/scheduled for Plastics Engineering Technology Design emphasis students. Therefore there should not be any impact on any other department's/college's/unit's curricula or programs at Pittsburg State University or at any other Regent university.

The courses required for the Manufacturing Emphasis in the PET major will be required and taken as a part of the new single major, no emphasis curriculum.

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

☐ Yes ☒ No

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

The specific courses that are required for students to earn the Design Emphasis in the Plastics Engineering Technology Major are courses that exist and are required for other degrees and majors. The course will continue to be offered by the other departments and programs to those students required to take the courses. No course has been created specifically for or is being specifically offered/scheduled for Plastics Engineering Technology Design emphasis students. Therefore there should not be any impact on any other department's/college's/unit's curricula or programs at Pittsburg State University or at any other Regent university.

The courses required for the Manufacturing Emphasis in the PET major will be required and taken as a part of the new single major, no emphasis curriculum.

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum as it currently appears in the online catalog:
Please see the accompanying program guide watermarked "Existing".

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum as you wish it to appear in the online catalog:
Please see the accompanying program guide watermarked "Proposed".

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 20 Jan, 16 Signature, Department Chairperson Tim Thomas
- ☒ Approved: College Curriculum Committee
Date 2.3.16 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 2.17.16 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/24/16 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.



Pittsburg State University College of Technology Program Guide

Degree: Bachelor of Science in Engineering Technology
Major: Plastics Engineering Technology
Emphasis/Option: Manufacturing or Design
Minor (if required):

As of Fall 2015

Major Requirements

*Student must declare either manufacturing or design option and follow option sequence.

Technical Sciences (16 hours)

MECET 121: Engineering Graphics I.....	3
and MECET 226: Computer Aided Design	3
or MFGET 160: Manufacturing Graphics	3
and MFGET 261: Computer Aided Part Design	3
EET 141: Introductory Electronics	3
ETECH 502: Engineering Economy	3
MECET 524: Fluid Mechanics.....	3
MECET 525: Fluid Mechanics Laboratory	1

Support Courses (23 hours)

ENGL 301: Technical/Professional Writing	3
MATH 150: Calculus I	5
CHEM 215: General Chemistry I	3
CHEM 216: General Chemistry I Laboratory	2
CHEM 320: Introductory Organic Chemistry	3
CHEM 326: Organic Chemistry Laboratory	2
CHEM 620: Polymer Chemistry	3
CHEM 621: Polymer Chemistry Laboratory	2

Technical Specialties (36 hours)

PET 180: General Plastics Laboratory	1
PET 185: General Plastics	3
PET 281: Plastics Testing Technology	3
PET 370: Thermoplastic Resins Laboratory	1
PET 371: Thermoplastic Resins	3
PET 372: Plastic Processing I Laboratory	1
PET 373: Plastic Processing I	3
PET 374: Thermoset Resins Laboratory	1
PET 375: Thermoset Resins	3
PET 376: Plastic Processing II Laboratory	1
PET 377: Plastic Processing II	3
PET 585: Mold Design	3
PET 586: Senior Project	3
PET 684: Plastics Part Design	3
PET 685: Composites	3
MFGET 268: Manufacturing Methods I Laboratory	1
MFGET 263: Manufacturing Methods I (satisfied by general education) (2 hours)	

Total- Manufacturing Option (124 minimum hours)

Total- Design Option (131 minimum hours)

In order to meet the accreditation requirements of the ABET, Inc., partial waivers for the Pittsburg State University general education requirements have been allowed.

PHYS 104 Engineering Physics I is the preferred physical science course.

Upon completion of required courses a minor in Physical Science will be awarded.

Choose One Support Emphasis*

Emphasis I- Manufacturing (13 hours)

MATH 126: Pre-Calculus	4
MFGET 405: Quality Control	3
EST 393: Introduction to Industrial Safety	3
or EST 403: Industrial Safety	3
EET 340: Introduction to Industrial Automation	3

Emphasis II- Design (20 hours)

MATH 155: Calculus II	5
MECET 220: Statics	3
or PHYS 220: Engineering Mechanics I-Statics	3
MECET 420: Kinematics	2
MECET 423: Mechanics of Materials	3
MECET 424: Mechanics of Materials Laboratory	1
PHYS 514: Applied Thermodynamics	3
MECET 523: Mechanical Design I	3

GENERAL EDUCATION REQUIREMENTS (36-39 hrs.)

COMM	207	Speech Communication	3
ENGL	101	English Composition	3
ENGL	190	Honors English Composition	3
or ENGL	299	Introduction to Research Writing	3
MATH	143	Elementary Statistics	3

Sciences

9-10 hours

Natural Sciences (*Select one*)

BIOL	111/112	General Biology and Laboratory	5
BIOL	113	Environmental Life Science	4
BIOL	211	Principles of Biology I	4

Physical Sciences (*Select one*)

PHYS	100	College Physics I	4
or PHYS	104	Engineering Physics I	4
PHYS	130	Elementary Physics Laboratory I	1

Social Studies

3 hours

SOC	100	Introduction to Sociology	3
WGS	200	Introduction to Women's Studies	3

Health and Well Being

4-6 hours

Psychological

PSYCH	155	General Psychology	3
-------	-----	--------------------	---

Physical (*Select one*)

FCS	203	Nutrition and Health	3
FCS	301	Nutrition	3
HHP	150	Lifetime Fitness Concepts	1
NURS	303	Introduction to Public Health	3

Producing and Consuming

5 hours

(*Select one from two of the following three categories*)

Technology

MFGET	263	Manufacturing Methods I	2
-------	-----	-------------------------	---

Economy/Business

ACCTG	201	Financial Accounting	3
MGMKT	101	Introduction to Business	3
ECON	191	Issues in Today's Economy	3

Select one course from Political Studies, Fine Arts & Aesthetic Studies, Cultural Studies or Human Heritage

3 hours

Political Studies

POLS	101	U.S. Politics	3
POLS	103	Comparative Political Institutions	3

Fine Arts and Aesthetic Studies

ART	155	Printmaking and Paper Arts	3
ART	178	Introduction to the Visual Arts	3
ART	188	The Designed World	3
ART	217	Crafts I	3
ART	222	Jewelry Design I	3
ART	233	Drawing I	3
ART	244	Ceramics I	3
ART	266	Sculpture I	3

ART	277	Painting I	3
ART	288	Introduction to Art History I	3
ART	311	Art Education	3
ART	351	Printmaking, Papermaking, Bookarts and the Letterpress	3
ART	430	Automotive: Art and Design	3
COMM	105	Performance Appreciation	3
COMM	205	Performance Studies	3
COMM	295	Theatre History	3
ENGL	250	Introduction to Creative Writing	3
HHP	151	Dance Appreciation	3
MUSIC	120	Music Appreciation	3
MUSIC	121	Introduction to Music Literature	2
MUSIC	321	History of Music	3

Cultural Studies

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

Human Heritage

History

HIST	101	World History to 1500	3
HIST	102	World History from 1500	3
HIST	201	American History to 1865	3
HIST	202	American History from 1865	3

Literature

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

Philosophy

PHIL	103	Introduction to Philosophy	3
PHIL	105	Ethics	3
PHIL	111	Ethics: Applied Emphasis(_____)	3
PHIL	112	Biomedical Ethics	3
PHIL	113	Business Ethics	3
PHIL	114	Environmental Ethics	3
PHIL	207	Critical Thinking	3
PHIL	208	Logic	3
PHIL	231	World Religions	3

Notes

NOTE: The information contained herein is intended to be used for the planning of a student's academic program and does not constitute a contract. While this guide was prepared with the latest information, courses, graduation requirements, and curricula are subject to change.

When a student attains 85 semester hours of credit (including current enrollment) the student must apply for a degree check in the Office of the Registrar (Degree Checking Section), Room 102 Russ Hall.

MINIMUM GENERAL REQUIREMENTS: The minimum requirements for graduation include 124 semester hours of which 60 hours must be from a four year university. In addition, 45 semester hours must be upper division and 30 hours in residence at PSU (including 24 of the last 30). Minimum GPA for non-education degree is 2.0 overall [2.0 in major], secondary education degree is 2.5 overall [2.75 in major], and early/late childhood/unified degree is 2.80 overall [3.0 in major]. A minimum GPA of 2.0 in any minor and in residence coursework is required. General Education and all degree requirements are provided in the online catalog. Refer to individual departments for specific requirements.



Pittsburg State University

College of Technology Program Guide

Degree: Bachelor of Science in Engineering Technology

Major: Plastics Engineering Technology

Emphasis/Option:

Minor (if required):

As of Fall 2016

Major Requirements

Technical Sciences (25 hours)

MECET 121: Engineering Graphics I	3
and MECET 226: Computer Aided Design	3
or MFGET 160: Manufacturing Graphics	3
and MFGET 261: Computer Aided Part Design	3
EET 141: Introductory Electronics	3
EET 340: Introduction to Industrial Automation	3
EST 393: Introduction to Industrial Safety	3
or EST 403: Industrial Safety	3
MFGET 405: Quality Control	3
ETECH 502: Engineering Economy	3
MECET 524: Fluid Mechanics	3
MECET 525: Fluid Mechanics Laboratory	1

Technical Specialties (36 hours)

PET 180: General Plastics Laboratory	1
PET 185: General Plastics	3
PET 272: Plastic Processing I Laboratory	1
PET 273: Plastic Processing I	3
PET 281: Plastics Testing Technology	3
PET 370: Thermoplastic Resins Laboratory	1
PET 371: Thermoplastic Resins	3
PET 374: Thermoset Resins Laboratory	1
PET 375: Thermoset Resins	3
PET 376: Plastic Processing II Laboratory	1
PET 377: Plastic Processing II	3
PET 585: Mold Design	3
PET 586: Senior Project	3
PET 684: Plastics Part Design	3
PET 685: Composites	3
MFGET 268: Manufacturing Methods I Laboratory	1
MFGET 263: Manufacturing Methods I (satisfied by general education) (2 hours)	

Support Courses (23 hours)

ENGL 301: Technical/Professional Writing	3
MATH 126: Pre-Calculus	4
MATH 150: Calculus I	5
CHEM 215: General Chemistry I	3
CHEM 216: General Chemistry I Laboratory	2
CHEM 320: Introductory Organic Chemistry	3
and CHEM 326: Organic Chemistry Laboratory	2
or CHEM 360: Introduction to Polymer Science and Technology	3
CHEM 625: Polymer Synthesis & Characterization	3
CHEM 626: Polymer Synthesis & Characterization Laboratory	2

In order to meet the accreditation requirements of the ABET, Inc., partial waivers for the Pittsburg State University general education requirements have been allowed.

PHYS 104 Engineering Physics I is the preferred physical science course.

Upon completion of required courses a minor in Physical Science will be awarded.

GENERAL EDUCATION REQUIREMENTS (36-39 hrs.)

COMM	207	Speech Communication	3
ENGL	101	English Composition	3
ENGL	190	Honors English Composition	3
or ENGL	299	Introduction to Research Writing	3
MATH	143	Elementary Statistics	3

Sciences 9-10 hours

Natural Sciences (<i>Select one</i>)			
BIOL	111/112	General Biology and Laboratory	5
BIOL	113	Environmental Life Science	4
BIOL	211	Principles of Biology I	4

Physical Sciences (<i>Select one</i>)			
PHYS	100	College Physics I	4
or PHYS	104	Engineering Physics I	4
PHYS	130	Elementary Physics Laboratory I	1

Social Studies 3 hours

SOC	100	Introduction to Sociology	3
WGS	200	Introduction to Women's Studies	3

Health and Well Being 4-6 hours

Psychological			
PSYCH	155	General Psychology	3
Physical (<i>Select one</i>)			
FCS	203	Nutrition and Health	3
FCS	301	Nutrition	3
HHP	150	Lifetime Fitness Concepts	1
NURS	303	Introduction to Public Health	3

Producing and Consuming 5 hours

(*Select one from two of the following three categories*)

Technology			
MFGET	263	Manufacturing Methods I	2
Economy/Business			
ACCTG	201	Financial Accounting	3
MGMKT	101	Introduction to Business	3
ECON	191	Issues in Today's Economy	3

Select one course from Political Studies, Fine Arts & Aesthetic Studies, Cultural Studies or Human Heritage 3 hours

Political Studies			
POLS	101	U.S. Politics	3
POLS	103	Comparative Political Institutions	3

Fine Arts and Aesthetic Studies			
ART	155	Printmaking and Paper Arts	3
ART	178	Introduction to the Visual Arts	3
ART	188	The Designed World	3
ART	217	Crafts I	3
ART	222	Jewelry Design I	3
ART	233	Drawing I	3
ART	244	Ceramics I	3
ART	266	Sculpture I	3

ART	277	Painting I	3
ART	288	Introduction to Art History I	3
ART	311	Art Education	3
ART	351	Printmaking, Papermaking, Bookarts and the Letterpress	3
ART	430	Automotive: Art and Design	3
COMM	105	Performance Appreciation	3
COMM	205	Performance Studies	3
COMM	295	Theatre History	3
ENGL	250	Introduction to Creative Writing	3
HHP	151	Dance Appreciation	3
MUSIC	120	Music Appreciation	3
MUSIC	121	Introduction to Music Literature	2
MUSIC	321	History of Music	3

Cultural Studies

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

Human Heritage

History			
HIST	101	World History to 1500	3
HIST	102	World History from 1500	3
HIST	201	American History to 1865	3
HIST	202	American History from 1865	3

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

Philosophy			
PHIL	103	Introduction to Philosophy	3
PHIL	105	Ethics	3
PHIL	111	Ethics: Applied Emphasis(_____)	3
PHIL	112	Biomedical Ethics	3
PHIL	113	Business Ethics	3
PHIL	114	Environmental Ethics	3
PHIL	207	Critical Thinking	3
PHIL	208	Logic	3
PHIL	231	World Religions	3

Notes

NOTE: The information contained herein is intended to be used for the planning of a student's academic program and does not constitute a contract. While this guide was prepared with the latest information, courses, graduation requirements, and curricula are subject to change.

When a student attains 85 semester hours of credit (including current enrollment) the student must apply for a degree check in the Office of the Registrar (Degree Checking Section), Room 102 Russ Hall.

MINIMUM GENERAL REQUIREMENTS: The minimum requirements for graduation include 124 semester hours of which 60 hours must be from a four year university. In addition, 45 semester hours must be upper division and 30 hours in residence at PSU (including 24 of the last 30). Minimum GPA for non-education degree is 2.0 overall [2.0 in major], secondary education degree is 2.5 overall [2.75 in major], and early/late childhood/unified degree is 2.80 overall [3.0 in major]. A minimum GPA of 2.0 in any minor and in residence coursework is required. General Education and all degree requirements are provided in the online catalog. Refer to individual departments for specific requirements.

Request for Deletion of Curriculum

Deletion of: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: ETECH College: COT

Submission Date: 01/13/2016

Revision Effective: Fall, 2016
(Year)

Contact Person: Bob Susnik ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate:

Degree: Bachelor of Science in Engineering Technology

Major: Plastics Engineering Technology

Emphasis/Option: Design

Rationale for Deletion: 1) Industry representatives have indicated the Design emphasis is not needed to support local and regional businesses. 2) Student interest has historically been low. 3) The curriculum content has been modified to include critical design topics in courses taken by all Plastics Engineering Technology Majors. A single major with courses taken by all majors is considered to be the best method to meet the needs of the programs constituents.

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.

The specific courses that are required for students to earn the Design Emphasis in the Plastics Engineering Technology Major are courses that exist and are required for other degrees and majors. The course will continue to be offered by the other departments and programs to those students required to take the courses. No course has been created specifically for or is being specifically offered/scheduled for Plastics Engineering Technology Design emphasis students. Therefore there should not be any impact on any other department's/college's/unit's curricula or programs at Pittsburg State University.

Will this deletion involve specific General Education courses? ☐ Yes ☒ No

If "yes," please realize that it will need to gain approval of the General Education Committee.

Will this deletion affect 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 20 Jan, 16 Signature, Department Chairperson Tim Thomas
- ☒ Approved: College Curriculum Committee
Date 2.3.16 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 2.17.16 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 _____ 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: _____ Date: _____

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

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 and a memo on department letterhead, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND the MEMO TO THE OFFICE OF THE PROVOST (220 RUSS HALL)

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 informational purposes.

Request for Deletion of Curriculum

Deletion of: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: ETECH College: COT

Submission Date: 01/15/2016

Revision Effective: Fall, 2016
(Year)

Contact Person: Bob Susnik ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate:

Degree: Bachelor of Science in Engineering Technology

Major: Plastics Engineering Technology

Emphasis/Option: Manufacturing

Rationale for Deletion: Industry representatives have indicated the Design emphasis is not needed to support local and regional businesses. A single major with courses taken by all majors is considered to be the best method to meet the needs of the programs constituents; a Manufacturing emphasis is no longer needed under the single major with courses taken by all majors curriculum.

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.

The specific courses that are required for students to earn the Design Emphasis in the Plastics Engineering Technology Major are courses that exist and are required for other degrees and majors. The course will continue to be offered by the other departments and programs to those students required to take the courses. No course has been created specifically for or is being specifically offered/scheduled for Plastics Engineering Technology Design emphasis students. Therefore there should not be any impact on any other department's/college's/unit's curricula or programs at Pittsburg State University.

The courses that are part of the Manufacturing major are not being changed or removed from the curriculum. These courses will be moved to the Technical Sciences area of the major.

Will this deletion involve specific General Education courses? ☐ Yes ☒ No

If "yes," please realize that it will need to gain approval of the General Education Committee.

Will this deletion affect 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 20 Jan, 16 Signature, Department Chairperson Tim Thomas

☒ Approved: College Curriculum Committee
Date 2.3.16 Signature, College Curriculum Committee Chair [Signature]

☒ Approved: Dean of College
Date 2.17.16 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 _____ 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: _____ Date: _____

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

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 and a memo on department letterhead, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND the MEMO TO THE OFFICE OF THE PROVOST (220 RUSS HALL)

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 informational purposes.