



# **Pittsburg State University**

## **Faculty Senate Meeting**

**Date:** Monday, September 25, 2017  
**Time:** 3:00 p.m.  
**Location:** Sunflower Room, Overman Student Center

### **AGENDA**

- I. Call to order**
- II. Approval of May 8, 2017 minutes**
- III. Announcements**
  - A. Provost and Vice President of Academic Affairs-Dr. Lynette Olson**
  - B. PSU/KNEA Remarks- Laura Washburn**
  - C. Student Senate Remarks- Nick Bartelli**
  - D. Unclassified Senate Remarks- Erin Sullivan**
  - E. University Support Staff Remarks- Michael Kloer**
  - F. General Education Review Team- Phil McNew**
  - G. Faculty Senate Report- Amy Hite**
- IV. Committee Reports**

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

  - A. Academic Affairs Committee—Chair: Maeve Cummings**
    - Undergraduate Curriculum Subcommittee—**Chair: James McBain, Clifford Morris**
    - Library Services/Learning Resources Subcommittee—

**Chair: Hazel Coltharp**

- Information Systems Subcommittee—**Chair: Tracy Rampy**
- Continuing Studies Subcommittee— **Chair: Liz Mascher**
- Departmental Academic Honors Subcommittee—**Chair: Rion Huffman**
- Honors College Subcommittee—**Chair: James Greene**
- Writing Across the Curriculum Subcommittee—**Chair: Rebecca Book**
- Diversity and Multicultural Affairs Subcommittee—**Chair: Jonathan Dresner**

**B. Student Faculty Committee—Chair: Barb McClaskey**

**C. All University Committee—Chair: James McBain**

**D. Faculty Affairs Committee—Chair: Michelle Hudiburg**

**E. Constitution Committee—Chair: Norman Phillip**

**F. General Education Committee—Chair: Mark Johnson**

**G. Budget Committee—Chair: Steve Polley**

**All University Committees or Other Appointments**

- **Academic Honesty Committee—Chair: Clifford Morris**

**V. Unfinished Business:**

**VI. New Business:**

**VII. Open Forum:**

**VIII. Adjournment**

**Next Faculty Senate Meeting: October 23, 2017**

**LIST OF AMENDMENTS TO BOTH CONSTITUTION AND BYLAWS  
OF THE FACULTY SENATE OF PITTSBURG STATE UNIVERSITY  
(as of September 15, 2017)**

Original Documents

Amended By-Law IV.C.1  
Amended By-Law IV.C.3  
Adopted By-Law V.D  
Amended By-Law IV.  
Amended By-Law IV.A.2  
Amended Article V.A.  
Amended By-Law IV.C.1  
Amended By-Law IV  
Adopted By-Law IV.A.8  
Amended By-Law IV.E  
Amended Article II.C  
Amended Article III.A,B,D  
Amended Appendix 1  
Amended Article IV.A,B  
Deleted By-law IV.A.8  
Amended By-law IV.B  
Amended By-law IV.C  
Deleted By-law IV.C.2  
Deleted By-law IV.C.3  
Amended By-law IV.D  
Deleted By-Law IV.D.2  
Amended Article III.A  
Amended By-law IV.D  
Deleted By-law IV.D.1  
Adopted By-law IV.A.8  
Deleted By-law IV.A.5  
Adopted By-law IV.A.5  
Deleted By-law IV.A.6  
Adopted By-law IV.A.6  
Deleted By-law IV.C.1  
Adopted By-law IV.C.1  
Deleted By-Law IV.A.3-4  
Adopted By-Law IV.A.3  
Amended By-law IV.A.4  
Amended By-law IV.A.5  
Deleted By-Law IV.A.2  
Adopted By-Law VII  
Amended By-Law IV.A.6  
Adopted By-Law IV.A.8  
Adopted By-Law IV.A.9  
Amended By-Law IV.A.1  
Amended By-Law IV.A.8  
Amended By-Law IV.A.4  
Amended By-Law IV.A.5  
Adopted By-Law IV.A.10  
Amended By-Law IV.C.1  
Amended Article IV  
Amended By-Law IV A, A.7, F  
Adopted By-Law IV.A.3.d  
Adopted By-Law IV.A.4.d  
Amended Article II.B  
Amended Article III.A  
Adopted By-Law V.C  
Adopted By-Law IV.3  
Amended Article II.A  
Amended Article III.A  
Amended Article II.B  
Amended Article IV.B  
Amended By-Law I.B  
Amended By-Law IV.F  
Adopted By-Law IV.G  
Amended Article III,C  
Adopted Article IV, C  
Amended Article II,B  
Amended By-Law IV, D

April 3, 1978  
October 15, 1979  
April 23, 1979  
May 12, 1980  
March 23, 1981  
March 23, 1981  
March 1, 1982  
May 10, 1982  
March 21, 1983  
March 5, 1984  
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November 18, 2002  
April 18, 2005  
April 18, 2005  
April 18, 2005  
April 18, 2005  
April 18, 2005  
August 16, 2007  
August 16, 2007  
August 20, 2009  
August 20, 2009

Original Documents

Article III.A  
Article IV.B  
Article III.C  
Amended Article V, A  
Amended Article II, A  
Amended Article IV, B  
Amended Bylaw IV, A.10  
Amended Bylaw IV, F  
Article II.A  
Adopted By-Law IV.A.3  
Amended By-Law IV.A.6  
Amended Article IV.B  
Amended By-Law I.B

May 6, 2013  
May 6, 2013  
May 6, 2013  
November 14, 2014  
November 14, 2014  
November 14, 2014  
November 14, 2014  
November 14, 2014  
May 4, 2015  
May 8, 2017  
May 8, 2017  
May 8, 2017  
May 8, 2017

**CONSTITUTION OF THE FACULTY SENATE  
OF  
PITTSBURG STATE UNIVERSITY**  
(last amended: May 4, 2015)

**ARTICLE I. Preamble.**

- A. The faculties of the Kansas Regents universities have legislative authority in all matters dealing with the courses and curricula to be offered by the institutions and the granting of degrees, subject to review by the president of the University.
- B. In accordance with the Board of Regents' policy, upon the authority of the chief executive officer, the Pittsburg State University faculty shall have the legislative authority and responsibility to adopt policies, regulations, and procedures intended to achieve the educational objectives of the University.
- C. To facilitate the exercise of this authority, the general faculty, as defined in Article II. A., of Pittsburg State University hereby delegates it to the Faculty Senate. This delegation of authority by the general faculty is subject to revision by that faculty.
- D. The Faculty Senate exists to:
  - 1. Provide the faculty an opportunity to express opinions on all matters relating to the educational objectives of the University.
  - 2. Provide channels for the faculty to formulate and effectuate educational policies.
  - 3. Disseminate information so that educational policies and practices of schools, departments, and other academic units will be coordinated.
  - 4. Conduct studies deemed essential to the progress of the institution.
  - 5. Evaluate academic programs and practices, and to facilitate such improvements as seem warranted.

**ARTICLE II. Organization.**

- A. To be eligible for election to the Senate, a person must be a full-time member of the faculty with rank of professor, associate professor, or assistant professor, or instructor (whether tenured, tenure-earning, or non-tenure earning), exclusive of departmental chairs and all persons holding an administrative appointment at .5 or above. A person holding a fractional time appointment of .5 or more with the rank of instructor or higher is likewise eligible, providing: (Amended 11/18/2002, 11/24/2014, 5/4/2015-general faculty meeting)
  - (1) that if initially employed on a .5 or more fractional basis that person has had an appointment for at least three semesters (summers may be included), or
  - (2) that if appointment on a .5 or more fractional basis is made at the person's own request that it follow a period of at least one year on a full-time basis.

The electorate for the Faculty Senate shall consist of the members of the general faculty. The general faculty shall consist of those faculty members eligible for election under this section plus chairs and directors with teaching responsibilities. (Amended 5/4/2015)

- B. The officers of the Senate shall be the president, past-president, president-elect, secretary, and parliamentarian. They shall be elected from the newly elected members of the Senate and those members with one year remaining in their terms. Should the president-elect not have two years remaining on his/her term of eligibility, he/she will be extended one additional year to serve as a voting member of the Senate. (Amended 2/18/2002, 4/18/2005, 8/20/09)

- C. The officers of the Senate shall be elected by secret ballot and by a majority of senators present at the April meeting, as outlined in Article III.D. (Amended 8/22/85) Term of office shall be from August 1 to July 31.
- D. The registrar of the University, as a non-voting member, shall serve as recording secretary of the Senate.

### **ARTICLE III. Elections**

- A. In the first two weeks of March of each odd-numbered year, members of each department and designated unit shall elect from its members one representative to take office at the first meeting of the Senate held after August 1. Departments containing at least twenty members eligible for Senate service, as defined by Article IIA, shall elect a second representative to take office at the same time. The election shall be by secret ballot. For purposes of electing a representative to the Senate, Library Services and Women's Studies shall each be considered as a department and shall elect one representative. (Amended 8/22/85, 12/16/85, 2/18/2002, 8/18/2005, 5/6/2013)
- B. The president of the Faculty Senate shall appoint an election committee of not less than three members not later than the third week of February of each even-numbered year. In the first two weeks of March, the electorate shall be provided with a ballot listing those faculty members not already elected to the Senate who consent to the listing for the purpose of electing twelve representatives at large. A vote shall be cast for not more than twelve names for representatives at large. (Amended 8/22/85)
- C. Members of the Senate shall be elected to serve for a term of two years. They may not serve for more than two elected terms consecutively. Completing an unexpired term of another senator would not exclude faculty from being elected to a first or second two-year term not including the year filling an unexpired term; however, an individual can only serve a maximum of five consecutive years. This could include two terms and one unexpired term of another senator. (Amended 8/16/07, 5/6/2013)
- D. Newly elected members of the Senate and those members with one year remaining in their terms shall meet in April for the sole purpose of electing Senate officers for the forthcoming year. (Amended 8/22/85)

### **ARTICLE IV. Committees.**

- A. An Executive Committee shall consist of the officers of the Senate and five members of the Senate elected by that body at its April meeting for the forthcoming year. The president of the Senate shall be the presiding officer. The president of the Senate shall be an ex officio member of all standing committees. (Amended 8/22/85)
- B. There shall be seven standing committees of the Faculty Senate: Academic Affairs Committee, Faculty Affairs committee, Student Faculty Committee, All-University Committee, Committee on the Constitution, the General Education Committee, and the Budget Committee, the duties of which are detailed in the bylaws. Each standing committee shall consist of at least one member of the executive committee, five members of the general faculty, at least two of whom shall be senators, and such student membership as indicated by the bylaws. The faculty membership of standing committees shall be appointed after the April meeting by the newly elected executive committee (Amended 8/22/85, 4/19/99, 4/18/2005, 5/6/2013, 4/24/14).
- C. From time to time the Faculty Senate may find need to make committee appointments not directly addressed by this Constitution. In such case, the faculty membership of these committees shall be appointed as the need arises by the Faculty Senate Executive Committee. (Adopted 8/16/07)

## **ARTICLE V. Meetings.**

- A. The Faculty Senate shall meet once each month during both fall and spring semesters. Special meetings may be called by the president of the Senate, with the advice and consent of a majority of the executive committee. Announcements of each regular monthly meeting shall be distributed at least fifteen calendar days before the meeting. (Amended 3/1/82, 11/24/2014)
- B. Agenda items and supporting information shall be submitted to the executive committee of the Senate seven calendar days prior to the scheduled meeting. Items may be placed on the agenda by the executive committee, by the written request of the president of the University or of any senator, or by petition signed by at least ten members of the general faculty. The agenda shall be distributed to members of the general faculty, administration and Student Senate at least five calendar days in advance of each meeting.
- C. All meetings of the Senate shall be open to members of the general faculty, who may be granted floor privileges by majority vote of the Senate.
- D. Minutes of the meetings of the Senate shall be distributed to members of the general faculty, administration and the Student Senate.

## **ARTICLE VI. Amendments.**

- A. This constitution may be amended at any meeting of the general faculty by a two-thirds majority of those voting, provided the agenda has included the proposed amendment(s) and was available to the members of the general faculty for seven calendar days before the first reading. Such amendments shall become effective upon ratification by the general faculty and upon approval by the president of the University.
- B. Bylaws may be adopted or amended upon second reading at any meeting of the Senate by a majority of those present and voting, a quorum being present.

## **ARTICLE VII. Actions.**

- A. This constitution shall become effective upon ratification by the general faculty and upon approval by the president of the University.
- B. Actions of the Senate shall become final thirty calendar days following the official distribution of its minutes, unless the general faculty asserts its jurisdiction as defined in Bylaw III.A.3, or unless vetoed in writing by the president of the University in the said thirty days.

**BYLAWS TO THE CONSTITUTION OF THE FACULTY SENATE  
OF  
PITTSBURG STATE UNIVERSITY**  
(last amended: May 8, 2017)

**BYLAW I. Meetings.**

- A. No proxy voting shall be allowed.
- B. The Executive Committee shall appoint a temporary chair should neither the president, nor the president-elect of the Senate be able to attend a Senate meeting, regular or special. (Amended 4/18/05, 5/8/17)
- C. A quorum shall consist of a majority of the voting members of the Senate.

**BYLAW II. The Executive Committee.**

- A. It shall serve as the standing committee on committees.
- B. It shall serve as the advisory group of the Faculty Senate when called upon by an officer of the University. It shall refer to the appropriate committee or council any question of policy on which advice is sought and shall record in its minutes any recommendation on policy.
- C. It shall refer such matters as are designated by the Senate for study to the appropriate committee.
- D. It shall receive written reports and minutes of the committees of the Senate.
- E. It shall cause actions of the Senate to be brought to the attention of the president of the University.
- F. It shall take such emergency actions as it deems necessary. Such action must be reported to the Senate at its next regular meeting.
- G. It shall prepare the agenda for the Senate meetings.
- H. It shall insure that nominations and elections are carried out as specified in Article III.

**BYLAW III. Meetings of the General Faculty.**

- A. Calling, agenda, prior notice.
  - 1. The general faculty shall meet at least once during each academic year, to be convened by the president of the Faculty Senate, who shall preside at all meetings.
  - 2. The executive committee of the Senate may on its own motion call special meetings of the general faculty while the University is in session.
  - 3. Should a petition signed by at least twenty members of the general faculty, requesting a meeting of the general faculty and indicating proposed items of business, be filed with the president of the Senate, the executive committee shall call a meeting of the general faculty to consider those matters. Such a meeting shall be held within twenty days from the filing date of the petition. The filing of a petition challenging Senate action shall be interpreted as a declaration that the general faculty is initiating an assertion of its jurisdiction.
  - 4. An agenda prepared by the executive committee shall be distributed to all members of the general faculty, administration, and the Student Senate at least one week prior to the

meeting date. A call for agenda items shall be issued two weeks prior to the meeting date.

B. Quorum.

A Quorum for the transaction of business at any general faculty meeting shall be not fewer than 60 general faculty members.

C. Rules of Order.

In the absence of any special rules which the general faculty or Senate may adopt, Robert's Rules of Order, Newly Revised, shall govern the conduct of meetings.

**BYLAW IV. Standing Committees.**

Faculty membership of the standing committees shall be appointed by the Senate executive committee (See Article IV.B.). Appointed faculty members shall serve two-year terms: three being appointed in even-numbered years and three being appointed in odd-numbered years. An exception shall be that the first appointments after this By-law is effective shall consist of three appointments for one-year terms and three appointments for two-year terms. Student members shall be appointed by the Student Senate. The first meeting of each standing committee shall be called by the Senate executive committee member for the purpose of electing a chair. Each standing committee may create subcommittees in addition to those specified in this bylaw. The functions and membership of such subcommittees shall be determined by the standing committee. All standing committees, unless otherwise specified, shall function from the beginning of an academic year until the beginning of the following academic year. An annual report of each standing committee shall be submitted to the Senate executive committee in writing one week prior to the May meeting of the Senate. (Amended 3/23/81, 3/21/83)

A. Academic Affairs Committee. (See Article IV.B.). This committee shall include two students. This committee shall be concerned with curricula, educational improvement, general education, instructional resources, research, academic regulations, and other matters regarding the academic programs of the University. The following subcommittees shall report to the academic affairs committee: (Amended 4/19/99)

1. Undergraduate Curriculum Committee. This committee shall consist of five faculty members and one student member. Each school curriculum committee will nominate one of its members (normally the elected chair) to the Faculty Senate Executive Committee for appointment. The Provost and Vice President of Academic Affairs shall serve as an ex officio member. The undergraduate curriculum committee shall review and approve or reject proposals forwarded to it by the school curriculum committees. It shall deal only with undergraduate curricular proposals and course proposals at the 699 level and below. (Graduate curricular matters, including the approval of courses at the 700 level and above, fall under the jurisdiction of the Graduate Council and/or graduate faculty.) The agenda and minutes of the undergraduate curriculum committee shall be circulated to all members of the Senate, deans, and departmental chairpersons prior to the Senate meeting in which action on such proposals is to be taken. All actions of the undergraduate curriculum committee shall be reported at the Senate meeting immediately following the circulation of the committee minutes. Such action shall be considered final unless challenged by the Senate at the time of the committee report. The undergraduate curriculum committee shall also establish Senate-approved guidelines for its actions. These guidelines should provide the frame of reference in which the various school committees will work, as, for example: (Amended 4/15/91)
  - a. New program proposals must have Board of Regents' approval.
  - b. Faculty resources must be logically available for the implementation of curricular modifications.
  - c. Reasonable physical resources should be available.



- d. Adequate library resources should be available.
- e. Curriculum modification should make a discernible contribution to the academic program of the University.
- f. New courses should not be introduced when existing courses may be modified and updated to include new materials.

2. Teacher Education Committee. (Deleted 4/17/89)

3. Library Services Committee. This committee shall consist of five faculty members, one of which will serve as chair (with at least one representative from each school/college in the University), plus three faculty representatives from Library Services, two students (one undergraduate, one graduate student), with the Dean of Library Services, and the Provost and Vice-President for Academic Affairs serving as ex officio members, without voting privileges. The Library Services Committee shall be concerned with: (Amended 2/18/2002, 5/8/2017)

- a. Policies and related procedures affecting the operations of Library Services as it serves the university's students, faculty, and the public. The committee shall be responsible for seeing that policies approved by the Faculty Senate are followed. The Dean of Library Services shall be responsible for the implementation of the policies of the committee.
- b. The Library Services Committee will serve as an advocate for adequate funding of Library Services (print, online materials, instructional media, and other resources) to serve the university's strategic plan. When deemed appropriate, it will disseminate key information to the faculty and students via the Faculty Senate and Student Government Association about issues and policies that are to have an effect on the budget. The committee will provide a process for departments to voice concerns about inadequacies in learning resources. The outcome of such procedures will be a letter to the Student Government Association and Faculty Senate Presidents, the Dean of Library Services, and the Provost and Vice President of Academic Affairs detailing the particular problem, the department's needs, and the Committee's recommendation. (Adopted 5/8/2000, 5/8/2017)

4. Information Systems Committee. (See Article IV.B.) This committee shall include one faculty member from each of the four colleges/schools, one graduate and one undergraduate student, one faculty representative from Learning Resources and one faculty member from Computer Science-Information Systems. The Vice-President for Academic Affairs (or his/her designate) and the Director of Information Systems (or his/her designate) will serve as ex-officio members. This committee shall:

- a. Review and recommend policies concerning faculty and student usage of computer resources, including Internet access and policies on use and abuse of computer resources.
- b. Review and recommend changes in the availability and performance of computer resources as they pertain to classroom and research support.
- c. Provide a forum for faculty and student involvement in setting directions for academic computer support. (Adopted 12/14/87 Amended 3/20/89, Amended 5/11/98)
- d. Provide ongoing feedback, communication, and strategic planning for development of a campus computing vision, which would encompass the integration of computer support services with the developing needs of teaching and research faculty. (Adopted 5/8/2000)

5. Continuing Studies Committee. (See Article IV.B.) This committee shall include one faculty member from each of the four colleges/schools, one faculty member from Axe Library staff, two faculty from the Faculty Senate membership, and two students. The Dean of Graduate and Continuing Studies shall serve as an ex-officio member. This committee shall:
  - a. Serve as a communications link between organizational units and the Division of Continuing Studies in regard to continuing education courses, policies and issues.
  - b. Help recruit faculty and other appropriate resource persons to participate in Continuing Studies activities.
  - c. Participate in the formation, development and implementation of guidelines and procedures utilized in carrying out functions of the Division of Continuing Studies.
  - d. Identify areas/methods by which the Office of Continuing Studies can increase services to the University. (Adopted 12/14/87 Amended 3/20/89, 5/11/98)
6. Departmental Honors Committee. This committee shall consist of eight members (five faculty and three students). The five faculty members shall be from departments participating in the departmental honors program with one from the College of Education, one from the College of Technology, one from the College of Business and two from the College of Arts and Science, including one member representing the departments of natural sciences (physics, chemistry, biology, and mathematics) and one from one of the other departments in the college of Arts and Sciences. The three students shall be eligible to participate in the departmental honors program. The Director of Honors College and the Vice President for Academic Affairs shall serve as ex officio members. (Amended 5/9/11). The committee responsibilities include:
  - a. Faculty members of the Faculty Senate Departmental Academic Honors Committee would serve as the Chair/Co-Chairs of the College Departmental Academic Honors Committee and would report back to the Faculty Senate Committee as appropriate. Each College will create a College Departmental Academic Honors Committee whose responsibility it is to develop clearly defined standards and guidelines for Departmental Academic Honors Projects within their disciplines, and to review all student applications submitted to ensure quality and rigor of the projects proposed. (Amendment as of 4/23/12 begins here) For the Colleges of Business, Education and Technology, the committee will consist of one representative from each department. Within the College of Arts and Sciences, there will be separate committees representing departments considered as Arts and those considered as Sciences. Each committee will also include two students appointed by the Student Senate. Committee representatives will be selected by the departments.
  - b. The Faculty Senate Departmental Academic Honors Committee will address any student concerns voiced with regard to projects that were denied or sent back for modifications, if the student so choose to bring it forth.
  - c. The Faculty Senate Departmental Academic Honors Committee will review and act upon any proposals for new courses to be added as "may be taken for honors." (Concludes amendment of 4/23/12)
  - d. Make certain that departmental courses designed for honors meet the general standards set forth in the institutional policy statement creating the student honors program.
  - e. Recommend to the vice president of academic affairs those students who are to receive honors.
  - f. Propose modifications in the honors program to the Senate as the need arises. (Amended 5/15/89)

7. (Removed 4/19/99)

8. Honors College Committee. This committee shall consist of six faculty members, one of whom shall be the director of the Honors College serving ex officio, and two students eligible to participate in the Honors College Program, one from the junior class and one from the senior class. A faculty member term shall be two years, with three members selected in even numbered years and two members selected in odd numbered years. The vice president for academic affairs shall be an ex officio member of the committee without voting privileges. The responsibilities of the committee shall be:

- a. To establish the criteria for selection to the Honors College.
- b. To select Honors College students.
- c. To exercise oversight and establish rules for the Honors College on curriculum and develop guidelines for non-curricular honors activities. (Adopted 5/15/89, Amended 01/27/92)

9. Writing Across the Curriculum Committee. The committee shall consist of two members from Arts and Sciences, one member from the School of Business, one member from the School of Technology, one member from the School of Education, one student member, one member from Learning Resources, the Coordinator of Writing Across the Curriculum, and the Vice President of Academic Affairs (ex officio).

The committee shall be responsible for recommending courses to implement the Writing Across the Curriculum program. Departments shall submit proposed courses for inclusion in the program to this committee. The minutes of this committee shall be distributed to members of the Senate, deans and chairpersons one week prior to the Senate meeting in which action on such proposals is to be taken. (Adopted 5/14/90)

10. Diversity and Multicultural Affairs Committee. This committee shall consist of one faculty member from the Department of Curriculum and Instruction, one faculty member from Teacher Education (Secondary), one faculty member from each of the other college/schools (Arts and Sciences, Business, and Technology), two at-large faculty members, and two students. The Director of Student Diversity Programs, the Director of International Programs and Services, and the Director of Equal Opportunity and Affirmative Action shall serve as ex-officio members of the committee. This committee shall:

- a. Explore the influences of diversity and multiculturalism in instruction, in the curriculum, and in the academic content of various disciplines.
- b. Serve as liaison among the organized diversity groups on campus, including the Tilford Group, the University Council on Diversity, the Office of Student Diversity, etc.
- c. Develop curriculum resources which deal with diversity and cultural issues. (Adopted May 11, 1998, November 24, 2014)

B. Student-Faculty Committee. (See Article IV.B.). This committee shall include four students. The Assistant Vice President for Student Life and the Registrar shall serve as ex officio members. This committee shall be concerned with relations with the student government and with policies regarding student rights, responsibilities and concerns. (Amended 11/18/85, 05/8/2017)

1. It shall review and forward to the Senate any proposal which the Student Senate wishes the Faculty Senate to consider. Further, it shall review and forward to the Student Senate any proposal which the Faculty Senate wishes the Student Senate to consider. The committee is charged with the general responsibility of identifying problems in the University community that concern faculty-student relations and reporting them to the Senate.

2. It shall review appeals by undergraduate students who have been denied reinstatement by their College Reinstatement Committee. The review is limited to determining if the student was afforded due process by the College Reinstatement Committee. It is the responsibility of the student to request a review by the Student-Faculty Committee. If the committee determines that the student was afforded due process, the appeals process is terminated and the decision of the College Reinstatement Committee is sustained. If due process is in doubt, the committee can recommend that the School Reinstatement Committee rehear the student's appeal. Recommendation by the committee for a rehearing should include elaboration on the rationale for the decision and suggestions on the course of action the College Reinstatement Committee might consider in the disposition of the case. The College Reinstatement Committee may or may not elect to rehear the appeal. If the appeal is reheard, the decision is final and the appeal process is terminated.
  3. The committee shall review as needed the policies and procedures to academic misconduct. The policy and procedures are located in the Code of Student Rights and Responsibilities, Article 30 Academic Misconduct. As noted in Article 30, the Academic Honesty Committee reviews reports of academic misconduct. (Amended 5/8/2017)
- C. All-University Committee. (See Article IV.B.). This committee shall include four students. This committee shall be concerned with all matters of an extracurricular nature having campus-wide implications. The following subcommittee shall report to the all-university committee. (Amended 11/18/85)
1. Joint University Student Publications Board. This committee shall consist of the Dean of the College of Arts and Sciences who shall serve as Chair, Vice-President for Student Affairs, Chairperson of the English Department, a faculty member from Communications, four Faculty Senate representatives, two Student Government Association representatives, one classified representative and one student from each of the four colleges/schools. Members who are ex-officio will be the Editor of the Collegio, Editor of the Kanza and the Student Publications Director. The charge of this committee shall be:
    - a. To advise the publisher (the President of the University) and advisors on any matters involving either operating procedures or journalistic standards in the daily operation of the student publications.
    - b. To approve major policy decisions relative to operating procedures and journalistic standards in the day-to-day operation of each publication, as well as other matters such as, but not limited to, changes in format and frequency of issues.
    - c. To hear charges concerning violation of operational procedures, journalistic standards and/or journalistic freedom as they relate to the daily operation of student publications.
    - d. To approve the annual budget request recommended by each advisor and editor based on sources of funding and expenditures as noted on standard budget request forms used by the University.
    - e. To make appointments to the Editor-in-Chief positions for each publication from among applicants recommended by the advisor.
    - f. To remove editors or staff personnel in due process hearings. (Adopted 12/14/87 Amended 5/11/98)
- D. Faculty Affairs Committee. This committee shall be concerned with all educational matters which may affect the welfare of the faculty and the general development of the University as an institution of higher education. The faculty affairs committee upon request of the Senate shall serve in a liaison capacity, from and to the faculty, with respect to those matters which by law, contract, or other agreement have become the primary responsibility of some other group, agency, or organization on the campus. The committee shall accept primary responsibility to function on behalf of the Senate as to all other matters within its jurisdiction. The Committee shall

investigate and make policy recommendations to the Senate concerning means of facilitating the professional development of the members of the faculty. If a committee member (or their spouse/significant other) chooses to apply for a sabbatical leave, leave without pay or a summer teaching grant, that member must not participate in the relevant reviewing/voting process for anyone applying for the same award, but should continue to participate in the committee for determining other awards. The Faculty Senate Executive Committee will appoint another faculty of the same College to temporarily fill the vacancy. (Amended 11/18/85, 5/12/86, 8/20/09)

- E. Committee on the Constitution. (See Article IV.B.). This committee's responsibilities are: to review the constitution of the Faculty Senate periodically, submitting a report with any recommended amendments to the Senate for action; and to submit an updated copy of the Faculty Senate Constitution in consultation with the recording secretary of the Faculty Senate as part of their annual report. (Amended 3/5/84)
- F. The General Education Committee shall be organized to act as the spokesperson for the representative of the General Education Faculty to the Faculty Senate. Members of this committee shall be comprised of one full-time faculty member from the College of Business, the College of Education, the College of Technology, two full-time faculty members from the College of Arts and Sciences, and an at-large member to be selected by the Faculty Senate Executive Committee, and two students appointed by the Student Senate. At least four of the six, full-time faculty members must have recently taught general education courses. Faculty members of this committee will serve staggered, three-year terms. The committee shall be responsible for supervising the assessment of the General Education program, recommending changes in the program and recommending ways in which the program may be better supported. The Vice President for Academic Affairs and the Director of Assessment shall be ex-officio (nonvoting) members of the committee. (Amended 4/18/05, 11/24/14)
- G. The Budget Committee shall be concerned with all budget-related matters which may affect the welfare of the faculty and general development of the University as an institution of higher education. The committee shall accept primary responsibility to function on behalf of the Senate concerning budget-related matters and will compile a report yearly. Membership for this committee shall be one individual from the College of Education, the College of Business, and the College of Technology, and two individuals from the College of Arts and Sciences. The sixth committee member shall be a member of the Faculty Senate Executive Committee. The seventh committee member shall be the University Vice President of Administration and Campus Life, or his/her designate, who shall serve as an ex-officio, nonvoting member. (Adopted 4/18/05)

#### **BYLAW V. Vacancy in Unexpired Terms.**

##### **A. Departmental Representatives.**

- 1. Each department shall be responsible for notifying the executive committee and filling the vacant unexpired term of its representative to the Faculty Senate.
- 2. In the event a senator goes on leave of absence, sabbatical, or is gone for the summer, his place shall be filled temporarily by an alternate, and he/she shall resume his/her place in the Senate on returning, the executive committee being notified of all changes.

##### **B. Representatives at Large.**

- 1. If a vacancy occurs, the eligible person, provided he/she is on campus, having the next highest number of votes in the preceding election, shall be declared a senator to fill the vacant unexpired term of the representative at large.
- 2. In the event a senator goes on leave of absence, sabbatical, or is gone for the summer, he/she shall notify the executive committee. His/her place shall be filled by an alternate, selected as in Bylaw V.B.1. above, and he/she shall resume his/her place in the Senate on returning.

3. The election committee shall be charged with depositing complete returns and results of elections with the registrar of the University.

C. Officers.

In the event of a Senate office being vacated, the Senate at its next regular meeting shall elect by secret ballot and by a majority of senators present a person to fill the unexpired term of an officer of the Senate, including the executive committee, but excluding the president, whose unexpired term shall be completed by the vice president of the Senate. Such a person shall be chosen from the existing members of the Senate. (Amended 2/18/2002)

D. Removal from Office.

Any officer may be removed from office by the following procedure: 1) a petition for removal signed by ten or more faculty members may be submitted to the Faculty Senate Executive Committee, which shall place the document for discussion before the Senate; 2) if the petition is approved by the Faculty Senate after discussion, no earlier than ten days nor later than twenty days after such approval, a written ballot shall be distributed to the general faculty for action, an opportunity for debate or discussion to be given during the ten to twenty day period before the casting of ballots; 3) a two-thirds vote of the general faculty will remove an officer from office; 4) should the Faculty Senate not approve the petition in step two, removal proceedings shall be stopped and a written notification sent to the petitions explaining the actions of the Senate. (Amended 5/12/80)

**BYLAW VI. The Graduate Faculty.**

The Graduate Faculty, as it constitutes itself, is recognized as the final legislative authority on graduate matters.

**BYLAW VII. Teacher Education**

- A. The Unit for Teacher Education is recognized as the School of Education. The Director of Teacher Education, who has university-wide responsibility for teacher education at Pittsburg State University and who also serves as Dean of the School of Education, is recognized as having responsibility for administrative leadership and for implementing adopted policies, standards, and requirements for teacher education, both undergraduate and graduate.
- B. The Faculty for Teacher Education is defined as consisting of those persons who teach one or more courses in professional education, provide professional services to education students such as advising, supervising student teaching or practicum experiences, or administering some portion of the professional education unit. The faculty for Teacher Education thus includes both faculty in the School of Education and faculty in the college and other schools directly involved in teacher education. Members of the Faculty for Teacher Education are identified and listed to facilitate communication, input, interaction, and to help keep all informed of matters pertaining to teacher education at both the undergraduate and graduate levels. Should it be deemed appropriate to bring the Faculty for Teacher Education together for purposes of oral communication and interaction within the groups, the Director of Teacher Education shall have the responsibility and authority to convene the Faculty subsequent to written notice five academic days in advance.
- C. The Council for Teacher Education is recognized as a University-wide academic council. It shall not be a legislative body; rather it shall serve to provide communication linkages and cooperation between the campus-wide teacher education units, the Unit for Teacher Education (the School of Education), school practitioners, professional organizations/associations, the State Department of Education, and education students. The Council shall advise and assist the Teacher Education Unit and the Director of Teacher Education/Dean of the School of Education with respect to the

professional goals, policies, standards, and curricula for all teacher education programs, and with respect to coordination of teacher Education campus-wide. All actions of the Council shall be considered recommendations to the Director/Dean. The membership of this Council shall consist of Teaching Faculty selected from the Faculty for Teacher Education unless otherwise designated to represent the various constituencies involved in and concerned with Teacher Education at Pittsburg State University.

- D. The Faculty of the School of Education under the leadership of the Director/Dean and working with appropriate input from the Faculty for Teacher Education shall develop the detail of the membership, responsibilities and operation of the Teacher Education Council. Further, it shall develop the structure for Teacher Education at Pittsburg State University as related to establishment of clearly defined channels providing the necessary linkages for the councils, academic units, curricular groups, faculty, and administrative officers to provide all groups and individuals necessary information and to enable each group or individual to carry out in a documented and accountable way responsibilities delegated or assigned. The foregoing organizational information shall be set forth in a written document (charge, charter, or constitution) subject to the endorsement of the Faculty Senate. (Adopted 4/17/89)

## INDEX TO CONSTITUTION AND BYLAWS

Academic affairs committee: IV.V; Bylaw IV.A.  
Provost and Vice President of Academic Affairs:  
Bylaw IV.A. 1,3,4,6  
Actions of the Senate: VII.; Bylaw 1.E.  
Agenda, General faculty: Bylaw III.A.4.  
Senate: V.B.; VI.A.; Bylaw II.G.  
All-college committee: IV.B.; Bylaw IV.C.  
Alumni: Bylaw IV.C.3. Amendment of constitution: VI.  
Appeals from decisions of school reinstatement  
committees; Bylaw IV.A.4.  
Athletics, women's and men's coordinators of: Bylaw  
IV.C.3.  
Board of Regents: 1.A.B.; Bylaw IV.A.1.a Collegio  
advisor: Bylaw IV.C.1.  
Committee chairs: IV.B.  
Committee on committees: Bylaw II.A.  
Committee on the constitution: IV.B.; Bylaw IV.E.  
Constitution: IV.B.; VI.; VII.A; Bylaw IV.E.  
Curriculum committee: Bylaw IV.A.1.  
Deans: Bylaw IV.A.5.  
Departmental Honors Committee: Bylaw IV.A.6  
Departmental representatives: III.A.; Bylaw V.A.  
Director of teacher education: IV.A.2.  
Election committee: III.B.; Bylaw V.B.3.  
Elections: III.; Bylaw II.H.  
Electorate: II.A.; III.B.; VI.A.  
Eligibility for election: II.A  
Emergency action: Bylaw II.F.  
Executive committee: IV.A.,B.;V.A.,B.; Bylaw II.;  
Bylaw II.A.2,3.  
Extracurricular activities: Bylaw IV.C.  
Faculty affairs committee: IV.B.; Bylaw IV.D.  
Floor privileges: V.C.  
General faculty: I.B.,C.,D.1,2; II.A.; III.B.; IV.B.;  
V.C.,D.; VI.A.; Bylaw III.  
Graduate council: Bylaw IV.A.1.  
Graduate faculty: Bylaws IV.A.1,2.; VI.  
Instructional media: III.A.  
Joint Continuing Studies Advisory Committee: Bylaw  
IV.A.5.  
Joint Information Systems Advisory Committee: Bylaw  
IV.A.4.  
Joint Student Publications Board: Bylaw IV.C.1.  
Jurisdiction of general faculty: V.D.; Bylaw III.A.3.  
Kanza advisor Bylaw IV.C.1.  
League representative: Bylaw IV.C.3.  
Library Services committee: Bylaw IV.A.3.  
Library Services Dean: Bylaw IV.A.3.  
Library: III.A.;IV.A.1.d.  
Meetings, General faculty: Bylaw III.  
Senate: V.; Bylaw 1.B.  
Midwest Quarterly editor: Bylaw IV.C.1.  
Military committee: Bylaw IV.A.9.  
Military science professor: Bylaw IV.A.5.  
Minutes: V.D. Nominations: III.; Bylaw II.H.  
Officers of the Faculty Senate:  
II.B.,C.,D.;III.D.;IV.A.,B; Bylaw V.C.  
Officers of the University: Bylaws II.B.,E.  
Parliamentarian: II.B. Part-time faculty: II.A.  
Petitions: Bylaw III.A.3.  
President of the Senate: II.B.;III.B.;IV.A.;V.A.; Bylaw  
I.B.; Bylaw V.C.  
President of the University: I.A.,B.,V.B.;VII.A.,B.  
Printing department: Bylaw IV.C.1  
Proxy voting: Bylaw I.A.  
Quorum, General faculty: Bylaw II.B.  
Senate: Bylaw I.C.  
Ratification of constitution: VI.B.  
Recording secretary: II.E.  
Registrar: II.E.; Bylaws IV.A.4.;IV.B; V.B.3.  
Representatives at large: III.B.; Bylaw V.B.  
Rules of order: Bylaw III.C.  
School reinstatement committees: Bylaw IV.A.5.  
Secretary of the Senate: II.B.  
Special meetings: V.A.  
Standing committees: IV.B.; Bylaw IV.  
Student-faculty committee: IV.B.; Bylaw IV.B.  
Student representatives: Bylaw IV.A.1,2,3,4,5,6;  
Bylaw IV.B.; Bylaw IV.C., 1,2,3.  
Student senate: V.D.; Bylaw III.A.4.  
Student services, director of: Bylaw IV.B.  
Substitutes: Bylaw V.A.2.  
Teacher Education: Bylaw VII  
Temporary chair of Senate: Bylaw I.B.  
Temporary appointments: Bylaw V.A.2.  
Term of office, Officers: II.D.  
Term of office, Senators: III.C  
Senators: III.C.  
Vacancies: Bylaw V.  
Vice president of the Senate: II.B.; Bylaw I.B. Bylaw  
V.C.



## APPENDIX 1

### CALENDAR OF ACTIVITIES

Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	
(1)							(3)					First Week
							(3)	(4)				Second Week
						(2)						Third Week
								(5)				Fourth Week
X	X	X	X	X	X	X	X	X	X	X	X	Terms of Office for Officers (Double for Senators)

(1) New officers, executive committee, and committee members assume office, term lasting until July 31 (II.D, III.A, IV.A)

(2) Senate President appoints election committee (III.B)

(3) Departmental representatives elected in odd-numbered years (III.A) Representatives at-large elected in even-numbered years (III.B)

(4) Newly elected members of the senate and those having one year remaining in their terms meet for the sole purpose of electing Senate officers and executive committee for forthcoming year (II.C and III.D)

(5) Newly elected executive committee appoints committee for forthcoming year after April election (IV.A)

Standing committee reports due one week prior to the May meeting of the Senate (Bylaw IV)

We discussed Dr. Harris' concerns with HHPR proposals, namely concerns over accreditation. The courses highlighted in yellow below were tabled pending talks between HHPR and Kelce College of Business. The motions to table were passed unanimously and Dr. Harris submitted his concerns in writing to Dr. McBain to share with the committee and meeting attendants. All other HHPR courses passed unanimously with 'gentle' revisions concerning typographical errors. Those revision recommendations were shared with the HHPR representatives.

HPSS proposals were passed unanimously with no revisions and minimal discussion.

		Voting Members				
		Daczewitz	Harris	McBain	Morris	Prelogar
Dept: HPSS						
Revision to Course:						
	HIST 536	Y	Y	Y	Y	Y
Request for New Course:						
	HIST 607	Y	Y	Y	Y	Y
	HIST 609	Y	Y	Y	Y	Y
	HIST 618	Y	Y	Y	Y	Y
	HIST 643	Y	Y	Y	Y	Y
Dept: HHPR						
Revision to Course:						
	REC 160	Y	Y	Y	Y	Y
	REC 280	Y	Y	Y	Y	Y
	REC 311	Y	Y	Y	Y	Y
	REC 320	Table	Y	Y	Y	Y
	REC 419	Y	Y	Y	Y	Y
	REC 430	Y	Y	Y	Y	Y
	REC 435	Y	Y	Y	Y	Y
	REC 438	Y	Y	Y	Y	Y
	REC 465	Y	Y	Y	Y	Y
	REC 469	Y	Y	Y	Y	Y
	REC 470	Table	Y	Y	Y	Y
	REC 471	Y	Y	Y	Y	Y
	REC 480	Y	Y	Y	Y	Y
	REC 498	Y	Y	Y	Y	Y
Request for New Course:						
	REC 325	Table	Y	Y	Y	Y
	REC 350	Y	Y	Y	Y	Y
	REC 400	Y	Y	Y	Y	Y
	REC 402	Y	Y	Y	Y	Y
	REC 404	Y	Y	Y	Y	Y
	REC 406	Table	Y	Y	Y	Y
	REC 408	Table	Y	Y	Y	Y
	REC 410	Y	Y	Y	Y	Y
	REC 426	Table	Y	Y	Y	Y
	REC 450	Table	Y	Y	Y	Y
	REC 455	Table	Y	Y	Y	Y
Revision to Curriculum:						
	Major Recreation	Table	Y	Y	Y	Y
	Emphasis: Community, Corporate, Hospital, Wellness	Pass	Y	Y	Y	Y
	Emphasis: RecAdm	Table	Y	Y	Y	Y
	Emphasis: TherapRec	Pass	Y	Y	Y	Y
Request for New Certificate:						
	Hosp.Management	Table	Y	Y	Y	Y

# Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HPSS College: Arts & SciencesSubmission Date: Feb. 2017Contact Person: Steve Harmon ☒ Faculty member ☐ ChairRevision Effective: Spring 18 (Semester/Year)

Offered: (check all that apply)

☒ Fall☒ Spring☒ Summer

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

☐ Yes ☒ No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*This course is not yet listed as an elective for any program. It is not a requirement for any program.Purpose/Justification for Revision to Course: Course as currently titled (Modern South America) does not reflect actual content, which extends into Central America, the Caribbean, and Mexico.**Existing Course:**Course Number: HIST 536Title of Course: Modern South AmericaCredit Hours: 3Prerequisite: HIST 102 World History from 1500Course Description (as it appears in the current catalog): A survey of modern South American history covering the nineteenth and twentieth centuries but with a substantial review of the pre-Columbian, conquest, and colonial periods. Focus will be on the social and political forces that have shaped the region in the past two hundred years.**Proposed Course:**Course Number: HIST 536Title of Course: Modern Latin AmericaCredit Hours: 3Prerequisite: HIST 102 World History from 1500Course Description (as it will appear in the next catalog): A survey of modern Latin American history covering the nineteenth and twentieth centuries but with a substantial review of the pre-Columbian, conquest, and colonial periods. Focus will be on the social and political forces that have shaped the region in the past two hundred years.

### 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:

N/A

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

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

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

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

None

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

- ☒ Approved: Department Chairperson  
Date 10 March Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee  
Date 5/5/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College  
Date 5/5/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 9/15/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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

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

## Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: History, Philosophy and Social Sciences College: Arts & Sciences  
Submission Date: March 2017

Contact Person: Kris Lawson

☒ Faculty member ☐ Chair

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

☐ Yes ☒ No

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

This course is not required for any other program.

### Proposed Course:

Course Number: HIST 607

Title of Course: American Medicine

Credit Hours: 3

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

Prerequisite: HIST 201 American History to 1865 or HIST 202 American History since 1865

Course Description (as it will appear in the next catalog): This course examines the social history of American medicine from the colonial era through the 20<sup>th</sup> century. It will emphasize how the cultural experience of health care reveals issues of class, race, and gender. Additionally, students will explore the relationships between health care and society; the development of alternative medicine and its enduring image of dissent; the changing political, social, and scientific response to epidemics; and the consequences of those relationships, developments, and responses.

Purpose/Justification for Proposed Course: This course reflects the research interests of the faculty and fills a gap in our current curriculum.

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

Students who successfully complete this upper division History course will be able to:

\*\*Demonstrate an adequate ability to identify and characterize objective historical facts pertaining to the topic covered by this course:

\*\*Demonstrate an adequate ability to interpret the "why" and "so what" questions pertaining to the topic covered by this course; and

\*\*Demonstrate an adequate command of written and/or oral exposition pertaining to the topic covered by this course.

Additionally, students who successfully complete this course will be able to:

\*\*Describe and discuss a general overview of the history of American Medicine;

\*\*Identify important people, places, and events in the history of American Medicine; and

\*\*Analyze key events in the history of American Medicine.

(This course may be taught either in the classroom or online, so the instructor may specify additional objectives on the syllabus and may modify objectives/outcomes as appropriate.)

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

Quizzes: Students will take multiple short quizzes throughout the course of the semester.

Writing assignments: Students will be complete multiple informal and formal papers over the course of the semester.

Research: Students will complete one large research project over the course of the semester.

(This course may be taught either in the classroom or online, so the instructor may specify additional assessment strategies on the syllabus as appropriate.)

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

## Additional Questions

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

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

Please give the rationale for additional student fees:  
N/A

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

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

N/A

*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 10 March Signature, Department Chairperson [Signature]
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- ☒ Approved: Dean of College  
Date 5/5/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 5/15/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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Zimbra

jvanbecelaere@pittstate.edu

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**HIST 607 American Medicine**

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**From :** Debbie Greve <dgreve@pittstate.edu>

Mon, May 08, 2017 05:59 PM

**Subject :** HIST 607 American Medicine**To :** Kris Lawson <klawson@pittstate.edu>**Cc :** Jeanine Van Becelaere <jvanbecelaere@pittstate.edu>

Thank you.

Debbie Greve, Registrar  
Pittsburg State University  
1701 S Broadway  
Pittsburg, KS 66762  
620-235-4205  
620-235-4015 fax  
dgreve@pittstate.edu

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**From:** "Kris Lawson" <klawson@pittstate.edu>**To:** "Debbie Greve" <dgreve@pittstate.edu>**Sent:** Monday, May 8, 2017 5:57:22 PM**Subject:** Fwd: American Medicine...My apologies as I misread.

Debbie,  
Email exchange to be attached to the course legislation for HIST 607  
American Medicine.  
Thank you!  
Kris

---

**From:** "Joe Arruda" <jarruda@pittstate.edu>**To:** "Kris Lawson" <klawson@pittstate.edu>**Cc:** "Barbara Bonneken" <bbonneken@pittstate.edu>, "Jim McBain, Jr" <jmcbain@pittstate.edu>**Sent:** Friday, April 7, 2017 10:00:23 AM**Subject:** Re: American Medicine...My apologies as I misread.

Kris:

Thanks for the great and interesting feedback. Who'd have thought that I'd be able to 'tap' into an ongoing argument of historical historians. ;-)

The course will be timely and of interest to many of our students - I'm sure it will be recommended.

Joe

---

**From:** "Kris Lawson" <klawson@pittstate.edu>  
**To:** "jarruda" <jarruda@pittstate.edu>  
**Cc:** "Barbara Bonneken" <bbonneken@pittstate.edu>, "Jim McBain, Jr" <jmcbain@pittstate.edu>  
**Sent:** Friday, April 7, 2017 9:56:37 AM  
**Subject:** Re: American Medicine...My apologies as I misread.

Hi Joe,

These are great suggestions, and I am so glad that you have brought the course to the attention to the Biologists.

Jim is correct in re: why I didn't suggest the title "History of..." It was my first inclination, but then I noticed - as he did - that none of our history courses were "History of..." If I remember correctly, GUS has a character limit for course titles, so it is probably good to be as concise as possible.

In re: your second point, you have tapped into the argument in which medical historians have recently been engaged. The History of Medicine used to be strongly grounded in the History of Science as well as in what we unofficially call the "History of Great Men." Taught this way, the course becomes a list of discoveries and heroic discoverers while completely ignoring the profound social, political, and cultural effects of developing medical practices. Historians who teach, instead, the History of Health Care tend to focus on social and political effects of medical practices while ignoring an exploration of the medical practices themselves. My intent with this course is to provide access to "medicine as it was practiced," as Jim has indicated. I hope that the course will be an excellent "elective" option for students across campus and that it will support the Provost's initiative to "expand opportunities for students interested in health care."

Please let me know if you have questions or if you have ideas about how I could design the curriculum to best support the needs of your Biology students,  
Kris

---

**From:** "Jim McBain, Jr" <jmcbain@pittstate.edu>  
**To:** "Joe Arruda" <jarruda@pittstate.edu>, "Kris Lawson" <klawson@pittstate.edu>, "Barbara Bonneken" <bbonneken@pittstate.edu>  
**Sent:** Friday, April 7, 2017 9:21:03 AM  
**Subject:** American Medicine...My apologies as I misread.

Joe,

I was reading your email on my phone while getting coffee this morning and I completely misread your email. I thought you were proposing a course. Please disregard, the previous email.

One point is that none of the History courses to my knowledge are titled "History of...". It would have the HIST designation, so I am unclear as to why this would be necessary. Second, what is the argument for the name change? As I read the course description as proposed, it addresses the history of both the social and individual practice of medicine. Both the term 'medicine' and the phrase 'health care' are listed in the description, and the focus of the course is on medicine as it was practiced. Those are just my initial thoughts. However, I do not have a say in how the course description is written so I have forwarded this to Dr. Lawson. This will allow the members of your department to express their concerns directly to her and allow her to explain the reasons behind what is presented.

Bet,  
Jim

James McBain  
Associate Professor of Philosophy  
Philosophy Program Coordinator  
Department of History, Philosophy, and Social Sciences  
Pittsburg State University  
1701 S. Broadway  
Pittsburg, KS 66762  
jmcbain@pittstate.edu

---

**From:** "Joe Arruda" <jarruda@pittstate.edu>  
**To:** "Jim McBain, Jr" <jmcbain@pittstate.edu>  
**Sent:** Friday, April 7, 2017 8:46:07 AM  
**Subject:** American Medicine

Jim:

I shared the course proposal for American Medicine with my department as it looked relevant and interesting. I received two comments and both were very favorable. One offered a suggestion to change the title to "History of American Medicine" or "Social History of American Medicine" in order to emphasize the nature of the course (the delivery of medicine and health care rather than the science of medical care). Another thought is that since the course description is less about "medicine" as such, perhaps "Health Care" or something similar might be better than "Medicine".

Joe

--

Joseph A. Arruda, Ph.D.  
Professor of Biology

Department of Biology  
Pittsburg State University  
Pittsburg, KS 66762-7552

voice: 620.235.4738 | fax: 620.235.4194 | e-mail: [jarruda@pittstate.edu](mailto:jarruda@pittstate.edu)

<http://www.pittstate.edu/biol/> ... <http://www.pittstate.edu/faculty-staff/joseph-a-arruda>

"Discovery consists of seeing what everybody has seen and thinking what nobody has thought." - Albert Szent-Gyorgyi

---

# Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: History, Philosophy and Social Sciences College: Arts & Sciences  
 Submission Date: March 2017

Contact Person: Kris Lawson
☒ Faculty member ☐ Chair

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

☐ Yes ☒ No

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

This course is not required for any other program.

## Proposed Course:

Course Number: HIST 609Title of Course: American Children and FamiliesCredit Hours: 3

Date first offered: Spring 2019 ☒ Fall ☒ Spring ☒ Summer  
 (Semester/Year) (check all that apply)

Prerequisite: HIST 201 American History to 1865 or HIST 202 American History since 1865

Course Description (as it will appear in the next catalog): This course is a survey of the history of American children and families from colonization to the modern era. It examines how political and economic arrangements have affected patterns of family relations in the United States. It explores how the conception of childhood and the experiences of children have changed within those societal and family patterns.

Purpose/Justification for Proposed Course: This course reflects the research interest of the faculty and fills a gap in our current curriculum.

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

Students who successfully complete this upper division History course will be able to:

\*\*Demonstrate an adequate ability to identify and characterize objective historical facts pertaining to the topic covered by this course;

\*\*Demonstrate an adequate ability to interpret the "why" and "so what" questions pertaining to the topic covered by this course; and

\*\*Demonstrate an adequate command of written and/or oral exposition pertaining to the topic covered by this course.

Additionally, students who successfully complete this course will be able to:

\*\*Describe and discuss a general overview of the history of American Children and Families;

\*\*Identify important people, places, and events in the history of American Children and Families; and

\*\*Analyze key events in the history of American Children and Families.

(This course may be taught either in the classroom or online, so the instructor may specify additional objectives on the syllabus and may modify objectives/outcomes as appropriate.)

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

Quizzes: Students will take multiple short quizzes throughout the course of the semester.

Writing assignments: Students will be complete multiple informal and formal papers over the course of the semester.

Research: Students will complete one large research project over the course of the semester.

(This course may be taught either in the classroom or online, so the instructor may specify additional assessment strategies on the syllabus and may alter assessment strategies as appropriate.)

If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.
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### 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:  
N/A

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

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

N/A

*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 10 March Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee  
Date 5/5/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College  
Date 5/5/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 9/15/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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

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

# Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: History, Philosophy and Social Sciences College: Arts & Sciences  
 Submission Date: March 2017

Contact Person: Chris Childers
☒ Faculty member ☐ Chair

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

☐ Yes ☒ No

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

this course is not required for any other program

## Proposed Course:

Course Number: HIST 618Title of Course: American WestCredit Hours: 3

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

Prerequisite: HIST 201 American History to 1865, its equivalent, or permission of instructor

Course Description (as it will appear in the next catalog): A survey of Western history with primary emphasis on exploration, discovery, Manifest Destiny, and expansionism in the nineteenth century. The course also focuses on such topics as Native Americans and Indian-white relations, the fur trade, agriculture, economic development, mining, cattle ranching, urban and rural communities, ethnic and racial experience, and violence.

Purpose/Justification for Proposed Course: A course on the history of the American West is a standard expectation for university-level history programs. This course fills that gap in our current curriculum.

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

Students who successfully complete this upper division History course will be able to:

\*\*Demonstrate an adequate ability to identify and characterize objective historical facts pertaining to the topic covered by this course:

\*\*Demonstrate an adequate ability to interpret the "why" and "so what" questions pertaining to the topic covered by this course; and

\*\*Demonstrate an adequate command of written and/or oral exposition pertaining to the topic covered by this course.

Additionally, students who successfully complete this course will be able to:

\*\*Describe and discuss a general overview of the history of the American West covered by this course;

\*\*Identify important people, places, and events in the history of the American West covered by this course; and

\*\*Analyze key events in the history of the American West covered by this course.

(This course may be taught either in the classroom or online, so the instructor may specify additional objectives on the syllabus and may modify objectives/outcomes as appropriate.)

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

Quizzes: Students will take multiple short quizzes throughout the course of the semester.

Writing assignments: Students will be complete multiple informal and formal papers over the course of the semester.

Research: Students may complete one large research or curricular project over the course of the semester.

(This course may be taught either in the classroom or online, so the instructor may specify additional assessment strategies on the syllabus and may alter assessment strategies as appropriate.)

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

### Additional Questions

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

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

Please give the rationale for additional student fees:

N/A

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

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

N/A

*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 10 March Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee  
Date 5/5/17 Signature, College Curriculum Committee Chair MC Poma
- ☒ Approved: Dean of College  
Date 5/5/17 Signature, Dean MC Poma
- ☐ 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 9/15/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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# Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: History, Philosophy and Social SciencesCollege: Arts & SciencesSubmission Date: February 2016Contact Person: Kyle Thompson☒ Faculty member ☐ Chair

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

☐ Yes ☒ No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*This course is not required for any other program.**Proposed Course:**Course Number: HIST 643Title of Course: Early Modern Britain: 1485-1832Credit Hours: 3Date first offered: Fall, 2017

(Semester/Year)

☒ Fall ☒ Spring ☒ Summer  
(check all that apply)Prerequisite: HIST 102 World History from 1500, its equivalent, or permission of instructorCourse Description (as it will appear in the next catalog): A study of Britain's transformation from a medieval society to modernity. This course surveys the changing political system and the development of the British state. Particular focus will be placed on the Reformation and religious conflict in both England and Scotland, the Union of the Crowns, the Civil War, the Glorious Revolution, the Union of Parliaments, the rise of Empire, the Jacobite risings, the Industrial Revolution, and the first Reform Act.

Purpose/Justification for Proposed Course:

This course reflects the research interests of the faculty and reflects the current PSU structure of courses taught on European History.

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

Students who successfully complete this upper division History course will be able to:\*\*Demonstrate an adequate ability to identify and characterize objective historical facts pertaining to the topic covered by this course:\*\*Demonstrate an adequate ability to interpret the "why" and "so what" questions pertaining to the topic covered by this course; and\*\*Demonstrate an adequate command of written and/or oral exposition pertaining to the topic covered by this course.Additionally, students who successfully complete this course will be able to:\*\*Describe and discuss a general overview of the history of Early Modern Britain;\*\*Identify important people, places, and events in the history of Early Modern Britain; and\*\*Analyze key events in the history of Early Modern Britain.

(This course may be taught either in the classroom or online, so the instructor may specify additional objectives on the syllabus and may modify objectives/outcomes as appropriate.)

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

Quizzes: Students will take multiple short quizzes throughout the course of the semester.

Writing assignments: Students will be complete multiple informal and formal papers over the course of the semester.

Research: Students will complete one large research project over the course of the semester.

(This course may be taught either in the classroom or online, so the instructor may specify additional assessment strategies on the syllabus and may assessment strategies as appropriate.)

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

## Additional Questions

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

None

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

☐ Yes ☒ No

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

Please give the rationale for additional student fees:

N/A

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

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

N/A

*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 2/10/17 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee  
Date 5/5/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College  
Date 5/5/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 9/15/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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# Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: EducationSubmission Date: 4/21/17Contact Person: Laura Covert ☒ Faculty member ☐ ChairRevision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

☒ Fall☒ Spring☐ Summer

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

☐ Yes ☒ No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.Purpose/Justification for Revision to Course: The title of the course was changed to include the additional emphases changes and additions made to the curriculum.**Existing Course:**Course Number: REC 160Title of Course: Introduction to Recreation and LeisureCredit Hours: 3

Prerequisite: \_\_\_\_\_

Course Description (as it appears in the current catalog): A lecture/experiential course designed to introduce students to the history, philosophy, concepts, trends in recreation leisure and fitness. Students identify and explore their personal leisure ethic. Multicultural, international and influence of social institutions are also discussed.**Proposed Course:**Course Number: REC 160Title of Course: Introduction to Professions in Recreation, Sport and HospitalityCredit Hours: 3

Prerequisite: \_\_\_\_\_

**Course Description (as it will appear in the next catalog):** A lecture/experiential course designed to introduce students to the history, philosophy, concepts, trends in recreation, leisure, sport, wellness and hospitality. Students identify and explore their personal leisure ethic. Multicultural, international and influence of social institutions are also discussed.

## Additional Questions

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

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

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

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

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

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

0

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

- ☒ Approved: Department Chairperson  
Date 4/21/17 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee  
Date 5/2/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College  
Date 5/2/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 9/15/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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**Request for Revision to Course**

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: EducationSubmission Date: 4/21/17Contact Person: Laura Covert ☒ Faculty member ☐ ChairRevision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall  
☐ Spring  
☐ Summer

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

☐ Yes ☒ No

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

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Purpose/Justification for Revision to Course: Revision of recreation curriculum and to align with rest of course revisions.

**Existing Course:**Course Number: REC 280Title of Course: Recreation Methods and LeadershipCredit Hours: 3

Prerequisite: REC 160 Introduction to Recreation and Leisure and REC 240 Introduction to Therapeutic Recreation or permission of instructor

Course Description (**as it appears in the current catalog**): An exploration and application of the development and use of play, games, and activities used in the provision of recreation/leisure services. A laboratory fee may be required. Two hours lecture and two hours laboratory.

**Proposed Course:**Course Number: REC 280Title of Course: Methods and LeadershipCredit Hours: 3

Prerequisite: Prerequisites: REC 160 Introduction to Recreation, Sport and Hospitality OR REC 240 Introduction to Therapeutic Recreation & REC 311 Program Design and Leadership or taking concurrently with REC 311, or permission of instructor. Priority of student enrollment given recreation majors.

Course Description (**as it will appear in the next catalog**): An exploration and application of the development and use of play, games, activities, and sport used in the provision of recreation/leisure services. Two hours lecture and one hour laboratory.

**Additional Questions**

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

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

\_\_\_\_\_

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

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

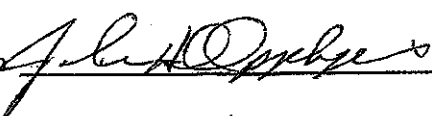
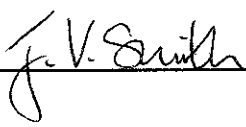
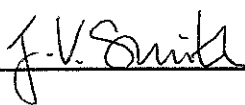

*If "yes," please realize that it will need to have the approval of the Council for Teacher Education.*

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

0



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

- ☒ Approved: Department Chairperson  
Date 4/24/17 Signature, Department Chairperson 
- ☒ Approved: College Curriculum Committee  
Date 5/2/17 Signature, College Curriculum Committee Chair 
- ☒ Approved: Dean of College  
Date 5/2/17 Signature, Dean 
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 7/15/17 Signature, Undergraduate Curriculum Committee Chair 
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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**Request for Revision to Course**

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: EducationSubmission Date: 4/21/17Contact Person: Laura Covert ☒ Faculty member ☐ ChairRevision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall  
☒ Spring  
☐ Summer

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

☐ Yes ☒ No

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

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Purpose/Justification for Revision to Course: Align with the rest of the course and recreation curriculum revisions.

**Existing Course:**Course Number: REC 311Title of Course: Recreation Program Design and LeadershipCredit Hours: 3

Prerequisite: \_\_\_\_\_

Course Description (as it appears in the current catalog): An application of leadership principles to the unique problems encountered by physical education and recreation personnel.

**Proposed Course:**Course Number: REC 311Title of Course: Program Design and LeadershipCredit Hours: 3

Prerequisite: \_\_\_\_\_

Course Description (as it will appear in the next catalog): Overview of programmatic elements and techniques in recreation, therapeutic recreation, wellness, sport, events, and hospitality. Creation of events, programs, procedures, and management techniques are included.



## Additional Questions

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

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

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

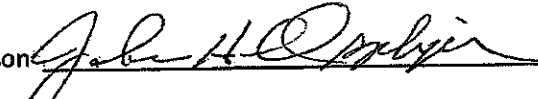
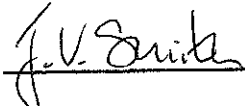
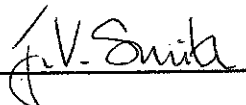
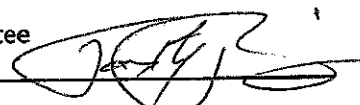
2. Will this course be required of any education majors? ☐ Yes ☒ No

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

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

0

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

- ☒ Approved: Department Chairperson  
Date 4/21/17 Signature, Department Chairperson 
- ☒ Approved: College Curriculum Committee  
Date 5/2/17 Signature, College Curriculum Committee Chair 
- ☒ Approved: Dean of College  
Date 5/2/17 Signature, Dean 
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 9/15/17 Signature, Undergraduate Curriculum Committee Chair 
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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

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

## Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education

Submission Date: 4/21/17

Contact Person: Laura Covert

☒ 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.*

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

### Proposed Course:

Course Number: REC 350

Title of Course: Promoting Community and Worksite Wellness

Credit Hours: 3

Date first offered: 2018  
(Semester/Year)

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

Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality

Course Description (as it will appear in the next catalog): This course will provide the tools to assist students with being an agent of change for the health of those they serve in a community and/or worksite setting. The course will include topics such as understanding the population served, leveraging community resources, testing effective wellness activities/programs and the importance of collaborative efforts. In addition, using information and measurement to impact policy, budgetary decisions and healthy behaviors will be examined and utilized through course projects and special events.

Purpose/Justification for Proposed Course: This course will provide the tools to assist students to be prepared to promote healthy lifestyles and enhance the quality of life for individuals and communities while working in a variety of settings to include worksite and health promotion programs, fitness/wellness centers, public health agencies, nonprofit organizations (i.e. YMCA, Parks and Recreation Departments), and voluntary health agencies (American Heart Association, American Cancer Society, etc).

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

Students will learn about existing resources in which to pull data regarding the population served.

Students will learn to evaluate the data and apply health and wellness initiatives to the population.

Students will examine existing worksite wellness and community wellness programs and free resources providing a framework for such programs.

Students will investigate the Health Promotion Model and Transtheoretical Model for Change and apply these concepts to actual programming.

Students will set worksite and community wellness goals which are measureable and have a time limit.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]  
Quizzes, exams, projects (i.e. worksite wellness program, health fair), interviews of professionals in the wellness field,  
observations, and participation/regular attendance

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.):  
0

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.)?  
0



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

- ☒ Approved: Department Chairperson  
Date 4/21/17 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee  
Date 5/2/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College  
Date 5/2/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 9/15/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- ☐ Final approved packet forwarded to Provost's office.  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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

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

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

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

# Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: EducationSubmission Date: 4/21/17Contact Person: Laura Covert☒ 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.*All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.**Proposed Course:**Course Number: REC 400Title of Course: Event Planning and ManagementCredit Hours: 3Date first offered: 2017

(Semester/Year)

☒ Fall ☐ Spring ☐ Summer  
(check all that apply)Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality. Priority of student enrollment given to recreation majors OR special permission by instructor.Course Description (as it will appear in the next catalog): Preparation is important for successful events such as fundraising events, festivals, and sporting events. This course will provide one with the basic guidelines and best practices one needs as they identify the purpose of the event, define the event's format, select a location, and create event activities. The course covers event planning, management, and evaluation concepts.Purpose/Justification for Proposed Course: The event management course will assist in preparing hospitality students to be equipped with proper knowledge of managing events.**Objectives/Student Learning Outcomes (as it will appear in the syllabus)**

- Understand the development of the purpose of an event by analyzing audience needs and resources.
- Understand professionalism and ethics in event management.
- Examine the feasibility of events by understanding factors that contribute to feasibility.
- Develop an event budget and understand the break-even principle.
- Understand event risk management, and laws and regulations that impact event planning.
- Understand the event planning, implementation, and evaluation process.

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

**EVALUATION**Interview with a professional in the field

Students will research and identify an event professional to interview. This professional can be from anywhere. If the professional is local, this should be an in-person interview. If the professional is not local, then a phone interview is acceptable. In class, students will come up interview questions. In a two to three page paper (12-point font, double-spaced, 1 inch margin document) students will summarize their interview and describe what they have learned and how they can apply that to their future career.

#### Exams

Three on-line exams will be administered throughout the semester assessing knowledge obtained during on-line activities, assignments, and course readings.

#### Event Critique

Students will attend two professional events of their choosing. These could be a professional meeting (such as a conference or town hall meeting), a concert, a fair, or community event. Pick two events that are different from each other and choose some that you have not attended before. Analyze the event from both a participant's perspective and an event planner's perspective. Write a one-page paper (12-point font, double-spaced, 1-inch margin document) including the following:

1. A thorough account of the event, describing: Anticipation, Arrival, Atmosphere, Appetite, Activity, and Amenities.
2. Describe areas of success. Explain why these areas made for a successful event.
3. Describe areas with room for improvement. Create an action plan for areas that could be improved.

#### Discussions

Students will engage in on-line discussions with other students pertaining to topics given by the instructor.

#### GRADING

A traditional grading scale will be used.

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Grading is based on assignments, quizzes, exams, projects (i.e. electronic presentation), interview with a professional, and online discussion posts.

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.):  
0

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

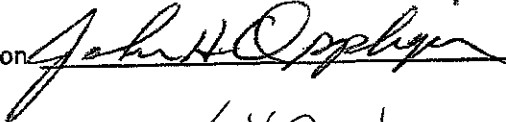
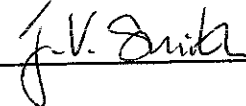
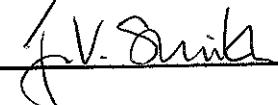

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

\_\_\_\_\_  
*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.)?  
0

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

- ☒ Approved: Department Chairperson  
Date 4/21/17 Signature, Department Chairperson 
- ☒ Approved: College Curriculum Committee  
Date 5/2/17 Signature, College Curriculum Committee Chair 
- ☒ Approved: Dean of College  
Date 5/2/17 Signature, Dean 
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 7/13/17 Signature, Undergraduate Curriculum Committee Chair 
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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

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

**Pittsburg State University**  
**College of Education**  
**Department of Health, Human Performance and Recreation**

**Event Planning and Management**

Course number: REC <sup>400</sup> <del>370</del>	Title: Event Planning and Management
Credit Hours: 3	Course Time: Online
Instructor: Sarah Ball	Office Phone: 620-235-4664
Office: 101M Student Recreation Center	E-mail: sball@pittstate.edu
Office Hours: Monday (2:00PM – 3:30PM), Tuesday (10:00AM – 12:30PM), Wednesday (2:00PM – 4:00PM), Thursday (12:00PM – 4:00PM)	

**COURSE DESCRIPTION**

Preparation is important for successful events such as fundraising events, festivals, and sporting events. This course will provide one with the basic guidelines and best practices one needs as they identify the purpose of the event, define the event's format, select a location, and create event activities. The course covers event planning, management, and evaluation concepts.

**COURSE OBJECTIVES & OUTCOMES**

After this course students should be able to:

- Understand the history of special events.
- Identify the characteristics of an event.
- Understand the development of the purpose of an event by analyzing audience needs and resources.
- Understand professionalism and ethics in event management.
- Examine the feasibility of events by understanding factors that contribute to feasibility.
- Develop an event budget and understand the break-even principle.
- Understand event risk management, and laws and regulations that impact event planning.
- Understand the event planning, implementation, and evaluation process.
- Identify current issues and trends of event management.
- Identify current technology used in event management.

**TEACHING METHODS**

The class will be taught online with online assessments, activities, discussions, and assignments. Students will have reading assignments.

**EVALUATION**

**Interview with a professional in the field**

Students will research and identify an event professional to interview. This professional can be from anywhere. If the professional is local, this should be an in-person interview. If the professional is not local, then a phone interview is acceptable. In class, students will come up interview questions. In a two to three page paper (12-point font, double-spaced, 1 inch margin document) students will summarize their interview and describe what they have learned and how they can apply that to their future career.

## **Exams**

Three on-line exams will be administered throughout the semester assessing knowledge obtained during on-line activities, assignments, and course readings.

## **Event Critique**

Students will attend **two** professional events of their choosing. These could be a professional meeting (such as a conference or town hall meeting), a concert, a fair, or community event. Pick two events that are different from each other and chose some that you have not attended before. Analyze the event from both a participant's perspective and an event planner's perspective. Write a one-page paper (12-point font, double-spaced, 1-inch margin document) including the following:

1. A thorough account of the event, describing: Anticipation, Arrival, Atmosphere, Appetite, Activity, and Amenities.
2. Describe areas of success. Explain why these areas made for a successful event.
3. Describe areas with room for improvement. Create an action plan for areas that could be improved.

## **Discussions**

Students will engage in on-line discussions with other students pertaining to topics given by the instructor.

## **GRADING**

A traditional grading scale will be used.

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Grading is based on assignments, quizzes, exams, projects (i.e. electronic presentation), interview with a professional, and online discussion posts.

## **ACADEMIC HONESTY AND INTEGRITY POLICY**

Students are expected to comply with the university's academic honesty and integrity policy, which can be found at

[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=124&sid=1&menu\\_id=7980](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=124&sid=1&menu_id=7980)

# Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: EducationSubmission Date: 4/21/17Contact Person: Laura Covert☒ 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.*All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.**Proposed Course:**Course Number: REC 402Title of Course: Event Entertainment and TechnologyCredit Hours: 3Date first offered: 2018  
(Semester/Year)☐ Fall ☒ Spring ☐ Summer  
(check all that apply)Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality. Priority of student enrollment given to recreation majors OR special permission by instructor.Course Description (as it will appear in the next catalog): Understanding how technology can improve the efficiency and effectiveness of meeting and event professionals is important. This course will introduce the latest technologies and software, relevant to meeting and event planning.Purpose/Justification for Proposed Course: To provide students basic knowledge in technology needed and used for events.**Objectives/Student Learning Outcomes (as it will appear in the syllabus)**After this course students should be able to:Understand and use current technology to assist in event management:

- o Publishing software (create flyers, certificates, brochure, program, newsletter, menus, business cards)
- o Spreadsheet functions
- o Electronic mail (create emails and understand etiquette)
- o Databases
- o Electronic presentations
- o Sound amplification and other electronic devices to aid in meetings and events

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



Electronic presentation

Students will develop an electronic presentation using PowerPoint or Prezi to present an event proposal.

Discussions

Students will engage in on-line discussions with other students pertaining to topics given by the instructor.

Assignments

Students will be given assignments to be submitted on-line. Example: create event flyer or create a spreadsheet.

GRADING

A traditional grading scale will be used.

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Grading is based on assignments, quizzes, exams, projects (i.e. electronic presentation) and online discussion posts.

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.):  
0

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.)?  
0

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

- ☒ Approved: Department Chairperson  
Date 4/24/17 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee  
Date 5/2/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College  
Date 5/2/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 9/15/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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**Pittsburg State University  
College of Education  
Department of Health, Human Performance and Recreation**

**Event Technology**

Course number: REC <sup>462</sup> <del>372</del>	Title: Event <sup>Entertainment and</sup> Technology
Credit Hours: 3	Course Time: Online
Instructor: Sarah Ball	Office Phone: 620-235-4664
Office: 101M Student Recreation Center	E-mail: sball@pittstate.edu
Office Hours: Monday (2:00PM – 3:30PM), Tuesday (10:00AM – 12:30PM), Wednesday (2:00PM – 4:00PM), Thursday (12:00PM – 4:00PM)	

**COURSE DESCRIPTION**

Understanding how technology can improve the efficiency and effectiveness of meeting and event professionals is important. This course will introduce the latest technologies and software, relevant to meeting and event planning.

**COURSE OBJECTIVES & OUTCOMES**

After this course students should be able to:

Understand and use current technology to assist in event management:

- Publishing software (create flyers, certificates, brochure, program, newsletter, menus, business cards)
- Word processing functions
- Spreadsheet functions
- Electronic mail (create emails and understand etiquette)
- Databases
- Electronic presentations
- Internet (searches, connection)
- Sound amplification and other electronic devices to aid in meetings and events

**TEACHING METHODS**

The class will be taught online with on-line assessments, activities, discussions, and assignments. Students will have reading assignments.

**EVALUATION**

**Electronic presentation**

Students will develop an electronic presentation using PowerPoint or Prezi to present an event proposal.

**Discussions**

Students will engage in on-line discussions with other students pertaining to topics given by the instructor.

**Assignments**

Students will be given assignments to be submitted on-line. Example: create event flyer or create a spreadsheet.

**GRADING**

A traditional grading scale will be used.

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Grading is based on assignments, quizzes, exams, projects (i.e. electronic presentation) and online discussion posts.

**ACADEMIC HONESTY AND INTEGRITY POLICY**

Students are expected to comply with the university's academic honesty and integrity policy, which can be found at

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# Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: EducationSubmission Date: 4/21/17Contact Person: Laura Covert☒ 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.*

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

## Proposed Course:

Course Number: REC 404Title of Course: Event DesignCredit Hours: 3Date first offered: 2018  
(Semester/Year)
☒ Fall ☐ Spring ☐ Summer  
(check all that apply)

Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality. Priority of student enrollment given to recreation majors OR special permission by instructor.

Course Description (as it will appear in the next catalog): Creating a memorable meeting or event is important for its success. The course provides a range of skill areas needed to develop themes, create content abstracts, identify speakers and performers, and set the structure and sequence of the event.

Purpose/Justification for Proposed Course: Provide students with basic knowledge needed to design and implement special events for a variety of venues and agencies.

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

### COURSE OBJECTIVES & OUTCOMES

After this course students should be able to:

- Understand areas where event design is utilized.
- Identify factors associated with event design inspiration and creativity.
- Create event displays and presentations for clients.
- Design events based on event budget.
- Understand how to design an event based on floor plans.
- Develop speaker and performer event abstracts.
- Develop an event organizational chart.

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

## EVALUATION

### Electronic presentation

Students will design a mock event in which they will share with a mock client using electronic presentation. Theme, color schemes, floor plans, and other event design concepts should be described.

### Discussions

Students will engage in on-line discussions with other students pertaining to topics given by the instructor.

### Assignments

Students will be given assignments to be submitted on-line. Example: create a budget within the event design theme and client budget.

## GRADING

A traditional grading scale will be used.

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Grading is based on assignments, quizzes, exams, projects (i.e. electronic presentation) and online discussion posts.

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

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
0

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:  
 \_\_\_\_\_

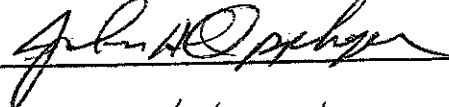
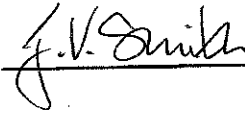
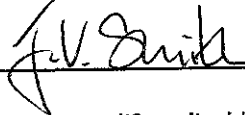

*Please realize that it will need to gain approval of the General Education Committee.*

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.)?  
0



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

- ☒ Approved: Department Chairperson  
Date 4/21/17 Signature, Department Chairperson 
- ☒ Approved: College Curriculum Committee  
Date 5/2/17 Signature, College Curriculum Committee Chair 
- ☒ Approved: Dean of College  
Date 5/2/17 Signature, Dean 
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 9/15/17 Signature, Undergraduate Curriculum Committee Chair 
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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

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

**Pittsburg State University  
College of Education  
Department of Health, Human Performance and Recreation**

**Event Design**

Course number: REC <del>374</del> <sup>404</sup>	Title: Event Design
Credit Hours: 3	Course Time: Online
Instructor: Sarah Ball	Office Phone: 620-235-4664
Office: 101M Student Recreation Center	E-mail: sball@pittstate.edu
Office Hours: Monday (2:00PM – 3:30PM), Tuesday (10:00AM – 12:30PM), Wednesday (2:00PM – 4:00PM), Thursday (12:00PM – 4:00PM)	

**COURSE DESCRIPTION**

Creating a memorable meeting or event is important for its success. The course provides a range of skill areas needed to develop themes, create content abstracts, identify speakers and performers, and set the structure and sequence of the event.

**COURSE OBJECTIVES & OUTCOMES**

After this course students should be able to:

- Examine event design principles.
- Understand areas where event design is utilized.
- Identify factors associated with event design inspiration and creativity.
- Create event displays and presentations for clients.
- Design event based on event budget.
- Understand décor and styling techniques.
- Understand how to design an event based on floor plans.
- Examine types of events (weddings, nonprofit, professional meetings).
- Understand how to research for event performers and speakers.
- Develop speaker and performer event abstracts.
- Develop an event organizational chart.

**TEACHING METHODS**

The class will be taught online with online activities, discussions, and assignments. Students will have various reading assignments.

**EVALUATION**

**Electronic presentation**

Students will design a mock event in which they will share with a mock client using electronic presentation. Theme, color schemes, floor plans, and other event design concepts should be described.

**Discussions**

Students will engage in on-line discussions with other students pertaining to topics given by the instructor.

**Assignments**

Students will be given assignments to be submitted on-line. Example: create a budget within the event design theme and client budget.

**GRADING**

A traditional grading scale will be used.

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Grading is based on assignments, quizzes, exams, projects (i.e. electronic presentation) and online discussion posts.

**ACADEMIC HONESTY AND INTEGRITY POLICY**

Students are expected to comply with the university's academic honesty and integrity policy, which can be found at

[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=124&sid=1&menu\\_id=7980](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=124&sid=1&menu_id=7980)

## Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: EducationSubmission Date: 4/21/17Contact Person: Laura Covert☒ 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.*All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.**Proposed Course:**Course Number: REC 410Title of Course: Tourism Planning & DevelopmentCredit Hours: 3Date first offered: 2018

(Semester/Year)

☒ Fall ☐ Spring ☐ Summer  
(check all that apply)Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality. Priority of student enrollment given to recreation majors OR special permission by instructor.Course Description (as it will appear in the next catalog): This course will help students to develop an understanding of the basic concepts of tourism planning for public, private, community, regional ecotourism and nature tourism development. The main topics covered include the identification, planning, and use of the physical, social, and economic resources that are necessary to develop and support tourism.Purpose/Justification for Proposed Course: To assist each student in understanding sustainable tourism planning issues related to small town and rural settings.**Objectives/Student Learning Outcomes (as it will appear in the syllabus)**Upon completion of this course each student will have had the opportunity to:

1. Associate the management process with community planning.
2. Demonstrate the importance of residents' quality of life when conducting tourism planning.
3. Produce and deliver an oral presentation focusing upon a Four Corners State destination.
4. Explain the overall process and importance of sustainable tourism planning which includes resident/citizen participation.
5. Identify the consequences when sustainable tourism principles are not implemented during community planning.
6. To develop an understanding of the basic concepts of tourism planning for public and private sector community and regional ecotourism and nature tourism development.
7. To explore the interrelationships between resource management and tourism planning and development.

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

Sustainable Tourism Plan(1) 25% - graded through rubric

Exam (3) 40%

Case Studies 30%

Participation 5%

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.):  
0

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


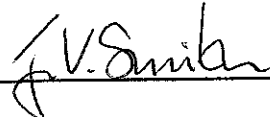
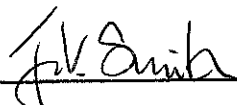

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:  
\_\_\_\_\_

*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.)?  
0

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
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PITTSBURG STATE UNIVERSITY  
COLLEGE OF EDUCATION  
DEPARTMENT OF HEALTH, HUMAN PERFORMANCE & RECREATION  
Tourism Planning & Development

**INSTRUCTOR:** Dr. Rick Hardy  
**INTERNET:** [rhardy@pittstate.edu](mailto:rhardy@pittstate.edu)  
**CLASS TIME:** TBA

**OFFICE:** SRC 101-Q  
**PHONE:** (620) 235-4281

**OFFICE HOURS:** TBA

**REQUIRED TEXT:** Edgell Sr., David. (2016). Managing Sustainable Tourism: A Legacy For The Future. Rutledge. 2<sup>nd</sup> Ed. New York, NY.

**PURPOSE OF THE COURSE:** To assist each student in understanding sustainable tourism planning issues related to small town and rural settings.

**COURSE OBJECTIVES:** Upon completion of this course each student will have had the opportunity to:

1. Associate the management process with community planning
2. Demonstrate the importance of residents' quality of life when conducting tourism planning
3. Produce and deliver an oral presentation focusing upon a Four Corners State destination
4. Explain the overall process and importance of sustainable tourism planning which includes resident/citizen participation
5. Identify the consequences when sustainable tourism principles are not implemented during community planning
6. To develop an understanding of the basic concepts of tourism planning for public and private sector community and regional ecotourism and nature tourism development.
7. To explore the interrelationships between resource management and tourism planning and development.

**CONDUCT OF THE CLASS:** This course is delivered completely online. Students are not required to attend class at regular times; however, it is important that (1) students need to follow the guidelines for attendance/participation and (2) students need to meet due deadlines for readings, assignments, discussions, and quizzes. Major announcements will be delivered via CANVAS and email. Since the reading is the basis for class material, students will read assigned material ahead of the class scheduled. Please take notes as you read, jot down questions about terminology and concepts, and be prepared to discuss meanings and implications in the Discussion Board if necessary.



**ASSUMPTIONS:** Please note that I expect that all students in this course:

1. have High Speed Internet connection and access to PSU-GUS account for using the CANVAS;
2. have basic competencies in library skills and use of a word processor (including e-mail);
3. have a desire to learn and apply information in a real-world setting;
4. will be active learners; will seek clarification and guidance when needed;
5. will spend approximately two hours per class period on homework; and
6. will complete all assignments on the due date.

#### STUDENT EVALUATION

Sustainable Tourism Plan(1)	25%
Exam (3)	40%
Case Studies	30%
Participation	5%
TOTAL	100%

#### EVALUATION SCALE

<i>Exceptional</i>	91 – 100%	A
<i>Above average</i>	82 – 90%	B
<i>Average</i>	73 – 81%	C
<i>Below Average</i>	64 – 72%	D
<i>Needs remediation</i>	Below 64%	F

Borderline grades (within two points of next higher grade) will be decided by the student's class attendance and participation.

#### ASSIGNMENTS

**NOTE:** All assignments and postings are due on the dates and times they are specified through Website. All written papers should be typed, double spaced with one inch margins, using a 12 font. Simply put your student number at the top of the first page (no names, please). Papers will be evaluated based on 65% content (depth of examination, reasoning, accuracy, justification, examples, etc.) and 35% composition (grammar, spelling, layout, etc.). Your graded assignments will be returned to the same location. The instructor accepts assignments by email only for an emergency.

**SUSTAINABLE TOURISM PLAN** Each student will work independently on a plan to develop a tourism attraction in one of the counties in Kansas.

**CASE STUDIES** Every student will use the five step case study method as the class looks at issues from a community/resident point of view involving tourism planning/development in the local.

**EXAMS** will be given three times—twice at the mid-semester class and once at the last class meeting. Exams will consist of true/false and multiple choice items.

**PARTICIPATION** This online course relies upon not only the interaction between students and class materials, but also between students and other peers and students and the instructor. All students are expected to log on to this course site at least three (3) times per week (Monday-Sunday span). This online class demands that students must be self-motivated and self-disciplined. Students are responsible to keep up with the course schedule, CANVAS postings, assignments, and exams. Discussion Board—it is students' responsibility to actively participate in each Discussion Board activity. Students will be required to initiate at least one post to each question from the instructor and make at least an 80-word paragraph. A comment on other student's posting does not required a minimum number of words. The instructor will provide

questions focusing on some issues related to the assigned topic(s) to begin a discussion. Every post initiated by each student must be in response to the questions raised by the instructor. Comments on others' posts must also be relevant to the subject of the assigned topic(s).

#### **COURSE POLICIES (NO EXEMPTIONS FROM THESE POLICIES):**

1. Late work is not accepted. All assignments are due on the dates and times they are specified through Website unless otherwise specified by the instructor. Assignment turned in late for any reason will be discounted 20% in grade. For planned absences, know that assignments must be sent to the instructor electronically before the published class time on the date the assignment is due.
2. All written work is required to be typed, double-spaced. In general, assignments should follow the APA format.
3. Plagiarized work will receive zero credit and the student will be subject to disciplinary action, if appropriate. Plagiarism may be defined as the presentation by an author of the work of another author, in such a way as to give one's reader reason to think that the other author's work is one's own.
4. Exams are to be taken during the scheduled time period on the specified date. No make up exams will be given. If an absence from an exam is unavoidable, the student must receive prior approval from the instructor.

#### **ACADEMIC HONESTY POLICY and DUE PROCESS**

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit from another's work, falsifying documents or academic records, or any other fraudulent activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. When a student's grade has been affected, violations of the academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms. The Code of Student's Rights & Responsibilities is available online:

<http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/>

#### ***Violations of Academic Honesty***

*Violations of academic honesty include, but are not limited to, the following activities:*

1. *Copying another person's work and claiming it as your own;*
2. *Using the work of a group of students when the assignment requires individual work;*
3. *Looking at or attempting to look at an examination before it is administered;*
4. *Using materials during an examination that are not permitted;*
5. *Allowing another student to take your exam for you;*
6. *Intentionally impeding the academic work of others;*
7. *Using any electronic device to transmit portions of questions or answers on an examination to other students;*
8. *Using any electronic device to improperly store information for an exam;*
9. *Knowingly furnishing false information to the University or its representatives;*
10. *Assisting other students in any of the acts listed above.*

## **STUDENT RECORDING CLASSROOM LECTURES**

As a professional courtesy, students are expected to inform an instructor if they plan to make audio or video recordings of a class. However, students should understand that there are times when the instructor may prohibit this activity (ex., in order to protect patient confidentiality in health-discipline classes, discussions pertaining to protected patient information, etc.).

The redistribution of audio or video recordings of statements or comments from the course to individuals who are not students in the course is prohibited without the express permission of the instructor and of any students who are recorded. Unauthorized distribution of such materials is a **violation of academic standards** and may violate **copyright laws** and/or **privacy rights**. *Violations may result in disciplinary action.*

## **HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT**

Consistent with its mission, Pittstate seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and University policy prohibit harassment, discrimination and sexual misconduct. Missouri Western encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to someone from the Campus at 620-235-4452 also take a look at <http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/> about what happened so they can get the support they need and Pittsburg State can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Pittstate is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please visit the following website:

<http://www.pittstate.edu/office/eoaa/title-ix/>

Students have received information via email regarding training regarding Title IX. Student employees may have additional required training. Please follow the link in the email sent to your PSU student account to complete the training. Students who do not complete the training will receive a hold on their account, prohibiting future semester enrollment until the training is complete. These training courses will ensure that all students are appropriately educated about these important regulations.

## **STUDENTS WITH DISABILITIES**

If any member of this class feels that he/she has a qualified disability and needs special accommodations, he/she should notify the instructor and request verification of eligibility of accommodations from the Center for Student Accommodations. Please advise the instructor of such a disability and the desired accommodations at some point before, during, or immediately

after the scheduled class period. The telephone number for the Center for Student Accommodations is 620-235-4309.

### **Topics Covered**

1. The concept "Sense of Place".
2. Management theory, decision-making processes, plan development as they apply to sustainable tourism planning and development.
3. Destination components
4. The significance of a destination and the components that comprise a destination.
5. The stages involved in destination planning.
6. The destination life cycle stages.
7. Strategies utilized to manage a destination in each life cycle stage.
8. The nature of planning in the public sector vs planning in the private sector.
9. The role of various constituents in sustainable tourism planning and development.
10. The emerging role of rural tourism in sustainable tourism destination planning.
11. The role and impact of environmental issues on sustainable tourism planning
12. Zoning as community planning.
13. Historic preservation and its role in destination development.

## Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education

Submission Date: 4/21/17

Contact Person: Laura Covert ☒ Faculty member ☐ Chair

Revision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

☒ Fall

☐ Spring

☐ Summer

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

☐ Yes ☒ No

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

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Purpose/Justification for Revision to Course: Align with course changes and to provide all recreation students with a base knowledge of recreation based research they may encounter while in the field.

### Existing Course:

Course Number: REC 419

Title of Course: Survey Research Techniques in Recreation

Credit Hours: 3

Prerequisite: REC 160 Introduction to Recreation and Leisure and REC 270 Field Study in Recreation Leisure and Fitness, or REC 275 Recreation Practicum.

Course Description (as it appears in the current catalog): Methods and techniques in designing and conducting surveys in recreation. Sampling techniques and statistical procedures used to interpret and evaluate the data will be studied. Various ways to present data will also be included.

### Proposed Course:

Course Number: REC 419

Title of Course: Research in Recreation

Credit Hours: 3

Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality OR REC 240 Introduction to Therapeutic Recreation

**Course Description (as it will appear in the next catalog):** Methods and techniques in designing and conducting surveys in recreation, therapeutic recreation, wellness, sport, event and hospitality are discussed. Sampling techniques and statistical procedures used to interpret and evaluate the data will be studied. Various ways to present data will also be included.

## Additional Questions

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

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

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

- ☒ Approved: Department Chairperson  
Date 4/21/17 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee  
Date 5/2/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College  
Date 5/2/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 4/15/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
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# Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: EducationSubmission Date: 4/21/17Contact Person: Laura Covert ☒ Faculty member ☐ ChairRevision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

☒ Fall☐ Spring☐ Summer

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

☐ Yes ☒ No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.Purpose/Justification for Revision to Course: Chenage the pre-requisite requirements.**Existing Course:**Course Number: REC 430Title of Course: Commercial RecreationCredit Hours: 3

Prerequisite: \_\_\_\_\_

Course Description (as it appears in the current catalog): Introduction to the aspects of starting a business in recreation. Students will prepare an in-depth busienss plan for a commercial recreation business of their own choosing.**Proposed Course:**Course Number: REC 430Title of Course: Commercial RecreationCredit Hours: 3Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and HospitalityCourse Description (as it will appear in the next catalog): Introduction to the aspects of starting a commercial business. Students will prepare an in-depth business plan for a commercial business of their own choosing in the area of recreation, sport, or hospitality.



## Additional Questions

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

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

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

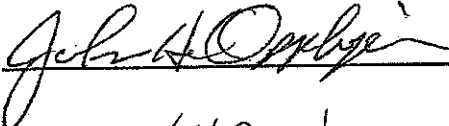
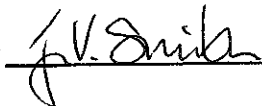
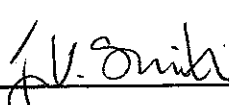

2. Will this course be required of any education majors? ☐ Yes ☒ No

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

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

0

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

- ☒ Approved: Department Chairperson  
Date 4/21/17 Signature, Department Chairperson 
- ☒ Approved: College Curriculum Committee  
Date 5/2/17 Signature, College Curriculum Committee Chair 
- ☒ Approved: Dean of College  
Date 5/2/17 Signature, Dean 
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
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- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 4/15/17 Signature, Undergraduate Curriculum Committee Chair 
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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## Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education

Submission Date: 4/21/17

Contact Person: Laura Covert ☒ Faculty member ☐ Chair

Revision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

- ☐ Fall  
☒ Spring  
☐ Summer

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

☐ Yes ☒ No

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

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Purpose/Justification for Revision to Course: Align with curriculum content/changes.

### Existing Course:

Course Number: REC 435

Title of Course: Design and Maintenance of Recreation/Leisure Facilities

Credit Hours: 3

Prerequisite: REC 160 Introduction to Recreation and Leisure, REC 240 Introduction to Therapeutic Recreation and REC 320 Management Strategies and Financing in Recreation

Course Description (as it appears in the current catalog): Design principles for large park areas, playgrounds, gymnasiums, athletic fields, and other recreation venues.

### Proposed Course:

Course Number: REC 435

Title of Course: Facility Design and Operations

Credit Hours: 3

Prerequisite: REC 160 Introduction to Recreation, Sport and Hospitality and REC 320 Marketing and Promotion in Recreation, Sport and Hospitality. Priority of student enrollment given recreation majors.

Course Description (as it will appear in the next catalog): Designed to provide a variety of theoretical and applied learning experiences to develop an understanding of the principles and procedures for planning, designing, developing and evaluating venues used in parks, recreation, sport, hospitality, special events, and dance resources.

## 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:

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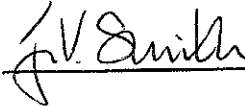
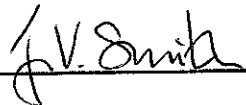
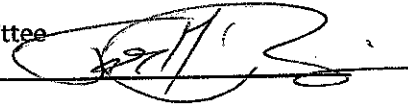
2. Will this course be required of any education majors? ☐ Yes ☒ No

*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.)?

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## Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education

Submission Date: 4/21/17

Contact Person: Laura Covert ☒ Faculty member ☐ Chair

Revision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

- ☐ Fall  
☒ Spring  
☐ Summer

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

☐ Yes ☒ No

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Purpose/Justification for Revision to Course: Align with curriculum changes/content to better serve the majors within the field of Recreation and Sport Management.

### Existing Course:

Course Number: REC 438

Title of Course: Issues in Recreation

Credit Hours: 3

Prerequisite: REC 320 Management Strategies in Recreation

Course Description (as it appears in the current catalog): Current trends in the administration and management of recreation and leisure services in public, private and commercial settings.

### Proposed Course:

Course Number: REC 438

Title of Course: Current Issues in the Professions

Credit Hours: 3

Prerequisite: REC 160 Introduction to Professions in Recreation, Sport & Hospitality & REC 320 Marketing & Promotion in Recreation, Sport and Hospitality. Priority of student enrollment given recreation majors.

**Course Description (as it will appear in the next catalog):** Current trends and issues in the administration and management of recreation, and wellness services, and sport, event, and hospitality management & leisure services in public, private and commercial settings.

## 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.)?

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# Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: EducationSubmission Date: 4/21/17Contact Person: Laura Covert ☒ Faculty member ☐ ChairRevision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall  
☐ Spring  
☐ Summer

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

☐ Yes ☒ No

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Purpose/Justification for Revision to Course: Change the pre-requisite requirements.

## Existing Course:

Course Number: REC 465Title of Course: Assessment and Documentation in Therapeutic RecreationCredit Hours: 3

Prerequisite: REC 240 Introduction to Therapeutic Recreation, REC 469 Intervention in Therapeutic Recreation (may be taken concurrently), REC 275 Recreation Practicum, and REC 311 REcreation Program Design and Leadership (may be taken concurrently).

Course Description (as it appears in the current catalog): The course will provide the student with the skills necessary to assess the patient/client who has physical, cognitive, psychological, social and/or leisure disabilities and to assess the impact of those limitations as they relate to leisure functioning. It will also provide knowledge of medical terminology and methods in documenting initial progress, transition and discharge notes.

## Proposed Course:

Course Number: REC 465Title of Course: Assessment and Documentation in Therapeutic RecreationCredit Hours: 3

Prerequisite: REC 240 Introduction to Therapeutic Recreation, REC 469 Intervention in Therapeutic Recreation (may be taken concurrently).

**Course Description (as it will appear in the next catalog):** The course will provide the student with the skills necessary to assess the patient/client who has physical, cognitive, psychological, social and/or leisure disabilities and to assess the impact of those limitations as they relate to leisure functioning. Knowledge of medical terminology and methods in documenting initial progress, transition and discharge notes will be implemented. Application of the learned skills will be applied with community populations. Class is to be taken the last fall semester of coursework.

## 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.)?

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## Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education

Submission Date: 4/21/17

Contact Person: Laura Covert ☒ Faculty member ☐ Chair

Revision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

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☐ Spring  
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☐ Yes ☒ No

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Purpose/Justification for Revision to Course: Change of course title and description.

### Existing Course:

Course Number: REC 469

Title of Course: Intervention in Therapeutic Recreation

Credit Hours: 3

Prerequisite: REC 240 Introduction to Therapeutic Recreation

Course Description (as it appears in the current catalog): The process of intervention using various strategies for identifying targets of change within disabled populations, direction in which change is desired and methods of obtaining change through the use of recreation and other related activities will be presented.

### Proposed Course:

Course Number: REC 469

Title of Course: Interventions in Therapeutic Recreation

Credit Hours: 3

Prerequisite: REC 240 Introduction to Therapeutic Recreation, REC 465 Assessment and Documentation in Therapeutic Recreation (may be taken concurrently).

Course Description (as it will appear in the next catalog): The process of intervention using various strategies for identifying targets of change within disabled populations, direction in which change is desired and methods of obtaining

change through the use of recreation and other related activities will be presented. Class is to be taken the last fall semester of coursework.

## 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:

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

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

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# Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: EducationSubmission Date: 4/21/17Contact Person: Laura Covert ☒ Faculty member ☐ ChairRevision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

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☒ Spring  
☐ Summer

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☐ Yes ☒ No

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Purpose/Justification for Revision to Course: Change of pre-requisites.

## Existing Course:

Course Number: REC 471

Title of Course: Theory of Therapeutic Recreation Program Service and Development

Credit Hours: 3

Prerequisite: REC 320 Magement Strategies and Financing in Recreation, REC 465 Assessment and Documentation in Therapeutic Recreation and REC 469 Intervention in Therapeutic Recreation

Course Description (as it appears in the current catalog): Course focuses on comprehensive therapeutic recreation program development, budgeting, marketing, promotion and evaluation methods. Also included are leisure education theories, and basic pharmacology concepts.

## Proposed Course:

Course Number: REC 471

Title of Course: Theory of Therapeutic Recreation Program Service Development

Credit Hours: 3

Prerequisite: REC 240 Introduction to Therapeutic Recreation

**Course Description (as it will appear in the next catalog):** Course focuses on comprehensive therapeutic recreation program development, budgeting, marketing, promotion and evaluation methods. Also included are leisure education theories, and basic pharmacology concepts. Class is to be taken the last spring semester of coursework.

## 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:

            
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2. Will this course be required of any education majors? ☐ Yes ☒ No  
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3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?  
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## Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education

Submission Date: 4/21/17

Contact Person: Laura Covert ☒ Faculty member ☐ Chair

Revision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

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☐ Summer

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

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Purpose/Justification for Revision to Course: Change of pre-requisites.

### Existing Course:

Course Number: REC 480

Title of Course: Trends and Issues in Therapeutic Recreation

Credit Hours: 3

Prerequisite: REC 465 Assessment and Documentation in Therapeutic Recreation and REC 469 Intervention in Therapeutic Recreation

Course Description (as it appears in the current catalog): The purpose of this course to explore and examine current trends, issues and professional concerns in therapeutic recreation.

### Proposed Course:

Course Number: REC 480

Title of Course: Trends and Issues in Therapeutic Recreation

Credit Hours: 3

Prerequisite: REC 240 Introduction to Therapeutic Recreation

Course Description (as it will appear in the next catalog): The purpose of this course to explore and examine current trends, issues and professional concerns in therapeutic recreation. Class is to be taken the last spring semester of coursework.



## 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.)?

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# Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: EducationSubmission Date: 4/21/17Contact Person: Laura Covert ☒ Faculty member ☐ ChairRevision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall  
☒ Spring  
☒ Summer

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

☐ Yes ☒ No

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

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

Purpose/Justification for Revision to Course: Allow for an additional course to be added to the core classes instead of increasing the amount of hours required to complete the recreation core. This will not add more hours to the core.

## Existing Course:

Course Number: REC 498Title of Course: Internship in RecreationCredit Hours: 12

Prerequisite: Minimum GPA 2.5 in all core and option courses must be completed prior to enrollment. Admission by application and instructor permission.

Course Description (**as it appears in the current catalog**): Internships in recreation under the supervision of an agency staff member with at least a Bachelor's Degree (Certified Therapeutic Recreation Specialist for T.R. students) and approval of the university instructor. May be taken in areas such as public recreation departments, hospitals, advocacy agencies, and industry.

## Proposed Course:

Course Number: REC 498Title of Course: InternshipCredit Hours: 9

Prerequisite: Minimum GPA 2.5 in all core and option courses must be completed prior to enrollment. Admission by application and instructor permission.

Course Description (**as it will appear in the next catalog**): Internships in recreation under the supervision of an agency staff member with at least a Bachelor's Degree (Certified Therapeutic Recreation Specialist for T.R. students) and approval of the university instructor. May be taken in areas such as community recreation departments, hospitals, and industry.

## Additional Questions

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

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

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

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

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

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

0

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

- ☒ Approved: Department Chairperson  
Date 4/21/17 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee  
Date 5/2/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College  
Date 5/2/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)  
Date \_\_\_\_\_ Signature, General Education Committee Chair \_\_\_\_\_
- ☐ Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 9/15/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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# Request for Revision to Curriculum

Revision for: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: HHPR College: Education

Submission Date: 4/21/17

Revision Effective: Fall, 2018  
(Year)

Contact Person: Laura Covert ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Community, Corporate, and Hospital Wellness Emphasis

*If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:*  
Community and Worksite Wellness

Description of Change: Changing the name of the emphasis and adding one new course

Rationale for Change (include changes to curriculum objectives): The rational for the change is to better describe this emphasis and give students a better idea to what this emphasis area entails.

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 name change will not interfere with any other Regent university's programs.

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.*

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

## Existing Major or Minor/Emphasis/Certificate

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

Community, Corporate, and Hospital Wellness Emphasis

This emphasis prepares students for supervisory and leadership positions in the wellness field in community, corporate (private), and hospital-based settings. Students completing the emphasis will be encouraged to take the Certified Personal Trainer & Group Fitness Exams offered by ACE, NSCA, ACSM or a similar agency.

FCS 203: Nutrition and Health 3

or FCS 301: Nutrition 3

BIOL 257: Anatomy and Physiology 3

and BIOL 258: Anatomy and Physiology Laboratory 2

HHP 349: Group Fitness Instruction 2

REC 425: Personal Training and Fitness Management 3

REC 430: Commercial Recreation 3

HHP 460: Kinesiology 3

HHP 464: Physiology of Exercise 3

\*\*\*\*\*Community, Corporate and Hospital Wellness Emphasis requires a minor in Business Administration, Dance, Marketing, Public Health, or Exercise Science (21 hours).

FCS 203 Nutrition and Health will satisfy a portion of the general education Health and Well-Being area.

### **Proposed Major or Minor/Emphasis/Certificate:**

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

#### **COMMUNITY AND WORKSITE WELLNESS**

This emphasis prepares students for supervisory and leadership positions in the wellness field in community, corporate (private), and hospital-based settings. Students completing the emphasis will be encouraged to take the Certified Personal Trainer & Group Fitness Exams offered by ACE, NSCA, ACSM or a similar agency.

REC 350: Promoting Community and Worksite Wellness 3

FCS 203: Nutrition and Health 3

or FCS 301: Nutrition 3

BIOL 257: Anatomy and Physiology 3

and BIOL 258: Anatomy and Physiology Laboratory 2

HHP 349: Group Fitness Instruction 2

REC ~~425~~ 426: Personal Training and Fitness Management 3

REC 430: Commercial Recreation 3

HHP 460: Kinesiology 3

HHP 464: Physiology of Exercise 3

Community and Worksite Wellness emphasis requires elective: BIOL 257 & 258. A minor is to be completed in Dance, Exercise Science, Business Administration, Marketing, Public Health, Gerontology, Spanish, or International Business.

**Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
0

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.)?  
0

**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  
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- ☒ Approved: Department Chairperson  
Date 4/2/17 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee  
Date 5/2/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College  
Date 5/2/17 Signature, Dean [Signature]
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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 9/15/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- ☐ Final approved packet forwarded to Provost's office.  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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

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

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

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

## Request for Revision to Curriculum

Revision for: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: HHPR College: Education

Submission Date: 4/21/17

Revision Effective: Fall, 2018  
(Year)

Contact Person: Laura Covert ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Therapeutic Recreation

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

Description of Change: REC 419 was taken out of emphasis and placed in the core classes. REC 240 was taken out of the core classes and placed in the therapeutic recreation emphasis.

Rationale for Change (include changes to curriculum objectives): REC 419 was moved to the core so all recreation services and sport and hospitality management majors would be exposed to research. REC 240 was moved to the therapeutic recreation emphasis due to this introduction course is designed specifically for all therapeutic recreation students, but not students who are in the other recreation fields.

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.*

Only courses are being switched in the core and emphasis. No majors changes to the emphasis are occurring. PSU's TR program is the only one in the state of Kansas.

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.*

All changes are internal changes to the recreation degree program. These changes will not affect any other program on campus.

### Existing Major or Minor/Emphasis/Certificate

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

Therapeutic Recreation Emphasis

This emphasis prepares students for supervisory and leadership positions in various private and community-based health care facilities delivering care to individuals with various disabilities. Students completing the Therapeutic Recreation emphasis qualifies them to sit for the National Council on Therapeutic Recreation Certification (NCTRC) Exam.

BIOL 257: Anatomy and Physiology 3  
and BIOL 258: Anatomy and Physiology Laboratory 2  
PSYCH 263: Developmental Psychology 3

REC 419: Survey Research Techniques in Recreation 3  
 HHP 462: Adapted Physical Education 2  
 REC 465: Assessment and Documentation in Therapeutic Recreation 3  
 REC 469: Intervention in Therapeutic Recreation 3  
 REC 471: Theory of Therapeutic Recreation Program Service and Development 3  
 REC 480: Professional Trends and Issues in Therapeutic Recreation Services 3  
 PSYCH 571: Abnormal Psychology 3  
 \*\*\*Therapeutic Recreation Emphasis requires a minor in Psychology, Interdisciplinary Gerontology, or Public Health (21 hours).  
 PSYCH 263 and PSYCH 571 can be counted toward Psychology Minor.

### Proposed Major or Minor/Emphasis/Certificate:

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

#### THERAPEUTIC RECREATION Emphasis

This emphasis prepares students for supervisory and leadership positions in various private and community-based health care facilities delivering care to individuals with various disabilities and ability levels. Students completing the Therapeutic Recreation emphasis qualifies them to sit for the National Council on Therapeutic Recreation Certification (NCTRC) Exam.

REC 240: Introduction to Therapeutic Recreation.....3  
 PSYCH 263: Developmental Psychology 3  
 HHP 462: Adapted Physical Education 2  
 REC 465: Assessment and Documentation in Therapeutic Recreation 3  
 REC 469: Intervention in Therapeutic Recreation 3  
 REC 471: Theory of Therapeutic Recreation Program Service and Development 3  
 REC 480: Professional Trends and Issues in Therapeutic Recreation Services 3  
 PSYCH 571: Abnormal Psychology 3  
 \*\*\*Therapeutic Recreation emphasis requires elective: BIOL 257 & 258. A minor is to be completed in Psychology, Interdisciplinary Gerontology, Public Health, Exercise Science, or Substance Abuse Services.

**Additional Questions**

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

0

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.)?

0

**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

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Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 7/15/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- ☐ Final approved packet forwarded to Provost's office.  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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