Pittsburg State University
Faculty Senate Meeting

Date: Monday, March 25, 2019
Time: 3:00 p.m.
Location: Sunflower Room, Overman Student Center

AGENDA

I. **Call to order**

II. **Approval of February 25, 2019 minutes**

III. **Announcements**

    A. Provost and Vice President of Academic Affairs- Dr. Lynette Olson

    B. PSU/KNEA Remarks- Grant Moss

    C. Student Senate Remarks- Seth George

    D. Unclassified Professional Senate Remarks- Lindell Haverstic

    E. University Support Staff Remarks- Michael Woodrum

    F. Campus Activities, Prevention and Wellness- Taylor Panczer

    G. Faculty Senate Report- Clifford Morris

IV. **Committee Reports**
(Reports from committees will begin with Undergraduate Curriculum committee followed by Academic Affairs)

    A. **Academic Affairs Committee—Chair: Brian Moots**

        • Undergraduate Curriculum Subcommittee—**Chair: Nico Prelogar (Kevin Bracker giving report)**

        • Library Services/Learning Resources Subcommittee—**Chair: Chris Childers**

- Online and Distance Learning Committee—**Chair: Liz Mascher (Gail Yarick giving report)**

- Academic Honors Subcommittee—**Chair: Rion Huffman**

- Honors College Subcommittee—**Chair: Rebeca Book**

- Writing Across the Curriculum Subcommittee—**Chair: Alex Binder**

- Diversity and Multicultural Affairs Subcommittee—**Chair: Marc Daczewitz**

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

C. **All University Committee—Chair: Trina Larery (Mark Johnson giving report)**

D. **Faculty Affairs Committee—Chair: Tatiana Goris (Andrea Kent-McConnaughey giving report)**

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

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

G. **Budget Committee—Chair: Cole Shewmake**

All University Committees or Other Appointments
- **Academic Honesty Committee—Chair: Kevin Bracker**

V.   **Unfinished Business:**

VI. **New Business:**

VII. **Open Forum:**

VIII. **Adjournment**

Next Faculty Senate Meeting: April 22, 2019 -- 3:00 pm

Faculty Senate - Committee Reports
March 2019

Academic Affairs Committee – Brian Moots, Chair
- No report

Undergraduate Curriculum Committee – Nico Prelogar, Chair
- Courses reviewed by this committee are posted to the Faculty Senate webpage for 10-day viewing.

Library Service Committee – Chris Childers, Chair
- No report

Online and Distance Learning Committee – Liz Mascher, Chair
- No report

Academic Honors Committee - Rion Huffman, Chair
- Please see the below document

Honors College Committee – Rebeca Book, Chair
- No report

Writing Across the Curriculum Committee – Alex Binder, Chair
- WAC report: We reviewed the submissions for the Writing to Learn Best Practices grant and submitted them to the Provost.

Diversity & Multicultural Committee – Marc Daczewitz, Chair
- No report

Student-Faculty Committee – Barbara McClaskey, Chair
- No report

All-University Committee – Trina Larery, Chair
- No report

Faculty Affairs Committee – Tatiana Goris, Chair
- No report

Constitution Committee – Norman Philipp, Chair
- Did not receive report

General Education – Mark Johnson, Chair
- The Gorilla Gateway Curriculum
- Revisions to Music 121
- Revisions to POLS 103

Budget Committee – Cole Shewmake, Chair
- No report

Academic Honesty – Kevin Bracker, Chair
- No report

Academic Honors CHANGES FAQ from Registrar's Site

What kinds of projects can be involved?

Standards and Guidelines for Honors Projects

Each academic department should develop baseline standards and guidelines for honors projects within their discipline. These standards and guidelines should be forwarded to the Registrar's office where they will be posted on this website (see above link). It then becomes the responsibility of the faculty and chairs of each department, as well as the College Academic Honors Committee to uphold the integrity of the standards and guidelines as they process the forms each semester.

Departments should be encouraged to approve projects that explore critical and creative thinking skills that truly push the students beyond the norm. This should not just be an exercise, but rather a project that will truly enhance student learning in the course.
The academic honors contract is designed to foster creativity in projects which are acceptable both to the honors student and the professor. The examples given here are just that—examples. While the scope and length of the project is up to the respective department/college to establish, the following list is presented to provide some historical perspective on past projects accepted by the Faculty Senate Academic Honors Committee. The list is not in any way intended to limit the scope or nature of projects.

- Class/Public presentation of research undertaken for the honors contract project. Typically in the range of 20-30 minutes, accompanied by a power point presentation or some other sort of visual aid
- Original computer program or project
- Original musical composition, sculpture, theatrical script, or other work of art, or recital of musical work (s) that is beyond the normal scope of the degree requirements for the major
- Additional laboratory experiments or mathematical problems, followed by written report, typically at least 5-8 pages in length
- Research paper or written report (usually 8-12 pages) based on interviews, library resources on a topic related to the course, a biography of a famous person in the academic field, or a review of additional readings (books, articles) related to the course

In the case of all written documents and presentations, an appropriate bibliography is required.

Students who participate in the Academic Honors Program are encouraged to enter the annual Research Colloquium sponsored each spring term by the Office of Graduate and Continuing Studies.

How many contracts are possible in a semester?

Students are limited to one Academic Honors project per semester or summer session. Exceptions are permitted only with special permission through the College Academic Honors Committee.

What are the procedures and deadlines?

Students must formally elect to take a course for honors by completing the Enrollment For Academic Honors form and have applications returned to the Registrar's office, Room 103

Russ Hall, by the Monday of the 3rd full week of classes. Please utilize the above linked form. **The Academic Honors Committee requires that the application be typed**. (You may type on the above linked form prior to printing). **Handwritten forms will not be accepted**. The following link provides an example of an approved honors project Sample Honors Application. Note the completeness of the answers.

What is an academic honors contract?
An academic honors contract is a mechanism for adding an "honors dimension" to a course within the student's degree path. The contract project should add an academic dimension to the course by introducing new material or by allowing the student to go into greater depth than normally required in some aspect of the course. Any 300-799 undergraduate level course may be taken for honors with approval of the instructor and chair or director. A student must be enrolled in the course he/she wishes to take for honors during the current semester. The course must be in the student's degree path. ~~Independent Studies and/or Readings courses are not allowed to be taken for academic honors.~~ *Independent Studies, Investigations, Special Topics, and or Readings courses may be taken for Academic Honors at the discretion of the department, but must meet all criteria.*

Minor Courses
Students wishing to complete Academic Honors projects within their Minor may do so, with the permission of the Minor Department Chairperson or Academic Unit Leader as well as their Major Department Chairperson. Projects submitted must not have been previously completed.

How are honors contracts related to grades?
The honors contract does not affect the student's grade in the course. No project/paper and/or course shall be accepted with a grade less than B. To receive honors credit for the course, however, the student must earn a grade of "A" or "B" in the course in addition to completing the contract in a satisfactory manner. All incompletes must be finished no later than four weeks after the completion of the semester they are given. In extreme circumstances, the professor involved with the project can request an extension of the committee, and this request must be in writing and provide a significant reason why the project needs to be carried longer than the four week window. In any case, no project will be carried any longer than one semester. Students are not allowed to submit an application for another academic honors project until any previous incomplete has been finished.

How much work should an honors contract involve?
The honors contract project should be one that encompasses ~~around 20 to 25 hours~~ at least 20 hours of work. In the case of courses which carry a credit hour other than three credits, the scope of the project should be adjusted accordingly so that the depth and length of the project is congruent with the number of credit hours being taken. For instance, a seven credit hour course in Nursing should have a project at least twice the scope of a three credit hour course project. Conversely, a two credit hour course project would then have a bit less scope than a three credit hour course project.

Reporting Honors Contract Results
Contract results are reported to the Registrar's Office when the professor enters the student's grade for the course.

Any exceptions to the above guidelines must be approved by the Academic Honors Committee of the Pittsburg State University Faculty Senate.
If you have questions concerning the Academic Honors Program, please contact your instructor, advisor, or Jeanette Davied in the Registrar's Office, 235-4201 or email jeanette.davied@pittstate.edu.

Academic Honors FORM Changes:

Major/Minor Checkbox:
Please add this checkbox after the line that asks for the Student's Phone #, before the Student's Department.

This work will be completed for my __ Major __ Minor
(Note* If submitting a Minor course for consideration, the student must get signatures from both the Major and Minor Department Chairperson/Academic Unit Leader).

Minor Listing:
Please add this directly after the Student's Major.

(If applicable) Student's Minor_____

Double Dipping:
Please add this directly after the line that asks "If yes, in what way?" at the end of the document before the signatures.

(check box) By checking this box and signing below, the student verifies that they have not previously completed this project in another area (major or minor).

Signatures:
Please add a signature line for the (Minor) Department Chairperson at the bottom. Maybe you can push the date up to the first line with the Instructor and Student in order to make room on the bottom line?

_____

(Minor) Department Chairperson/Academic Unit Leader (Director, Program Coordinator) (required if submitting a course in the student's minor)

Procedure for enrollment for Academic Honors:
Please make the following changes at the very bottom of the page.

1. Type this application and obtain signatures of instructor and ~~department~~ appropriate department chairpersons. **Handwritten forms will not be accepted.**

2. Return this application to Registrar's Office, 103 Russ Hall.

3.Upon acceptance of the honors project, the Registrar will distribute copies of this enrollment form to the following: Student - Instructor - Major/Minor Department Chairperson - Honors Committee - Permanent Record

Over and above normal requirements
Please make the following changes at the very bottom of the page.

1. Remove "Is honors work over and above requirements for regular course work? Yes___ No____" and "If yes, in what way? _____"

Replace with "Please describe how the proposed project will go above and beyond the normal class requirements"

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HPSS   College: A&S   Submission Date: 4-23-18

Contact Person: Barbara Bonnekessen   ☐ Faculty member ☒ Chair

Revision Effective: SP 19 (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 required in the Geography major only.

Purpose/Justification for Revision to Course: Name change from "Cartography" to "Computer Mapping" to better reflect course content and aid in recognition of content by students

Existing Course:
Course Number: Geog 305

Title of Course: Cartography

Credit Hours: 3

Prerequisite: none

Course Description (**as it appears in the current catalog**): An overview of maps, their formats, structures and functions. Students are taught concepts through the use of a computer-based mapping application for optimum representation of geographic phenomena.

Proposed Course:
Course Number: Geog 305

Title of Course: Computer Mapping

Credit Hours: 3

Prerequisite: none

Course Description (**as it will appear in the next catalog**): An overview of maps, their formats, structures and functions. Students are taught concepts through the use of a computer-based mapping application for optimum representation of geographic phenomena.

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 _____ Signature, Department Chairperson _____

☑ Approved: College Curriculum Committee
Date 2/5/1 Signature, College Curriculum Committee Chair _____

☑ Approved: Dean of College
Date 2/6/1 Signature, Dean _____

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/6/1 Signature, Undergraduate Curriculum Committee Chair _____

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

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

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

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

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

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: __Math__   College: __A&S__   Submission Date: __10/24/18__

Contact Person: __Tim Flood__   ☐ Faculty member ☒ Chair

Revision Effective: __Fall 2019__ (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.
Math 307 is only required for BSEd Math Majors (5-8 Emphais) and the 5-8 Math Minor

Purpose/Justification for Revision to Course: Align the description and prerequisite with current standards

Existing Course:
Course Number: MATH-307

Title of Course: Geometry for Education

Credit Hours: 3 hour

Prerequisite: C or better in MATH 204 Mathematics for Education I or C or better in both MATH 143 Elementary Statistics and MATH 126 Pre-Calculus

Course Description (**as it appears in the current catalog**): An introduction to geometry concepts from an informal, intuitive approach. Exploration of geometry from a historical, Euclidean point of view, incorporating concepts in both two and three dimensions. The development of the measurement system, to include both customary and metric systems. Transformations of two-dimensional objects through reflections, rotations, and translations. Integrated throughout the course will be a focus on the diverse cultures that have contributed to Mathematics and Geometry in particular. Includes hands-on activities and technologies such as dynamic software, graphing calculators, and the Internet.

Proposed Course:
Course Number: Same

Title of Course: Same

Credit Hours: Same

Prerequisite: <u>C or better in MATH 204 Mathematics for Education I, MATH 110 College Algebra with Review, MATH 113 College Algebra, MATH 143 Elementary Statistics, or MATH-126 Pre-Calculus</u>

Course Description (**as it will appear in the next catalog**): <u>An introduction to geometry concepts from an informal, intuitive approach. Exploration of geometry from a historical, Euclidean point of view, incorporating concepts in both two and three dimensions. The development of the measurement system, to include both customary and metric systems. Transformations of two-dimensional objects through reflections, rotations, and translations. Integrated throughout the course will be a focus on the diverse cultures that have contributed to Mathematics and Geometry in particular. Includes hands-on activities and a variety of educational technologies.</u>

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.)?
   <u>None</u>

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

☒ Approved: Department Chairperson
Date __10/24/18__ Signature, Department Chairperson _____

☑ Approved: College Curriculum Committee
Date __12/3/18__ Signature, College Curriculum Committee Chair __M Pomato, 4__

☑ Approved: Dean of College
Date __12/3/18__ Signature, Dean __M Ponnato 2__

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

☒ Approved: Council for Teacher Education (if applicable)
Date __2/6/19__ Signature, Council for Teacher Education Chair __James Turnlove__

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date __3-8-19__ Signature, Undergraduate Curriculum Committee Chair _____

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

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

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

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

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

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: __Math__   College: __A&S__   Submission Date: __10/24/18__

Contact Person: __Tim Flood__   ☐ Faculty member ☒ Chair

Revision Effective: __Fall 2019__ (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.
Math 636 is only required for BSEd Math Majors

Purpose/Justification for Revision to Course: __We have switched the semester in which this course is offered. This change occurred a couple of years ago and we are updating the catalog to reflect this change.__

Existing Course:
Course Number: __MATH-636__

Title of Course: __Basic Concepts of Geometry__

Credit Hours: __3 hour__

Prerequisite: __MATH 413 Introduction to Mathematical Thought__

Course Description (**as it appears in the current catalog**): __Elementary geometry from an advanced standpoint with emphasis on structure and proof. Metric and synthetic approaches to two- and three-dimensional Euclidean geometries; constructions; and non-Euclidean geometries. Prerequisite: MATH 413 Introduction to Mathematical Thought. Offered spring semester.__

Proposed Course:
Course Number: __Same__

Title of Course: __Same__

Credit Hours: __Same__

Prerequisite: __Same__

Course Description (**as it will appear in the next catalog**): __Elementary geometry from an advanced standpoint with emphasis on structure and proof. Metric and synthetic approaches to two- and three-dimensional Euclidean geometries; constructions; and non-Euclidean geometries. Prerequisite: MATH 413 Introduction to Mathematical Thought. Offered fall semester.__

Additional Questions

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

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

   _____

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

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

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

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

☑ Approved: Department Chairperson
Date 10/24/18   Signature, Department Chairperson _____

☑ Approved: College Curriculum Committee
Date 12/3/18 Signature, College Curriculum Committee Chair _____

☑ Approved: Dean of College
Date 2/3/18 Signature, Dean _____

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

☒ Approved: Council for Teacher Education (if applicable)
Date 2/6/19 Signature, Council for Teacher Education Chair _____

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3-4-19 Signature, Undergraduate Curriculum Committee Chair _____

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

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

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

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

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

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: <u>Music</u>   College: <u>Arts and Sciences</u>

Submission Date: <u>11/11/18</u>

Contact Person: <u>Susan Marchant</u>

Revision Effective: Fall, <u>2019</u>
(Year)

☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: <u>Bachelor of Music Education (Vocal)</u>

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

Description of Change: <u>Change of required introductory education course</u>

Rationale for Change (include changes to curriculum objectives):
<u>At 3 credits, the Explorations in Education course provides a more complete foundation for music education majors than our 1-credit Introduction to Music Education can. Explorations has been an accepted/recommended substitution for our Intro course for several years. We now wish to formalize this as the required introductory course.</u>

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.
<u>This change simply aligns our vocal BME with other CAS education programs that require the Explorations course.</u>

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.
<u>This change simply aligns our vocal BME with other CAS education programs that require the Explorations course.</u>

Existing Major or Minor/Emphasis/Certificate
Copy and paste the existing curriculum **as it currently appears** in the online catalog:
MUSIC-241: Introduction to Music Education (1 hours)

Proposed Major or Minor/Emphasis/Certificate:
List below, the proposed curriculum **as you wish it to appear** in the online catalog:
EDUC-261: Explorations in Education (3 hours)

Additional Questions

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

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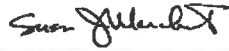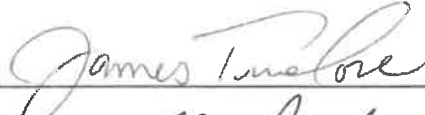
5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
    <u>None</u>

Additional Questions for certificate only:

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

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

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

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

☒ **Approved: Department Chairperson**

Date 11/11/18 Signature, Department Chairperson _Susan Millard_

☑ **Approved: College Curriculum Committee**
Date 12/3/18 Signature, College Curriculum Committee Chair _M C Ponatto_

☑ **Approved: Dean of College**
Date 12/3/18 Signature, Dean _M C Ponatto 2_

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

☒ **Approved: Council for Teacher Education (if applicable)**
Date 2/6/19 Signature, Council for Teacher Education Chair _James Tuelove_

☒ **Approved: Faculty Senate University Undergraduate Curriculum Committee**
Date 3-9-19 Signature, Undergraduate Curriculum Committee Chair _____

☐ **Approved: Faculty Senate**
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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

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

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

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

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

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: <u>Music</u>   College: <u>Arts and Sciences</u>

Submission Date: <u>11/11/18</u>   Revision Effective: Fall, <u>2019</u>
                                                                (Year)
Contact Person: <u>Susan Marchant</u>   ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: <u>Bachelor of Music Education (Instrumental)</u>

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

Description of Change: <u>Change of required introductory education course</u>

Rationale for Change (include changes to curriculum objectives):
<u>At 3 credits, the Explorations in Education course provides a more complete foundation for music education majors than our 1-credit Introduction to Music Education can. Explorations has been an accepted/recommended substitution for our Intro course for several years. We now wish to formalize this as the required introductory course.</u>

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.
<u>This change simply aligns our instrumental BME with other CAS education programs that require the Explorations course.</u>

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.
<u>This change simply aligns our instrumental BME with other CAS education programs that require the Explorations course.</u>

Existing Major or Minor/Emphasis/Certificate
Copy and paste the existing curriculum **as it currently appears** in the online catalog:
MUSIC-241: Introduction to Music Education (1 hours)

Proposed Major or Minor/Emphasis/Certificate:
List below, the proposed curriculum **as you wish it to appear** in the online catalog:
EDUC-261: Explorations in Education (3 hours)

Additional Questions

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

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.)?
   <u>None</u>

Additional Questions for certificate only:

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

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

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

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

☒ Approved: Department Chairperson

Date 11/11/18 Signature, Department Chairperson _Susan Jubarlt_

☑ Approved: College Curriculum Committee
Date 12/3/18 Signature, College Curriculum Committee Chair _M C Pomatto_

☑ Approved: Dean of College
Date 2/3/18 Signature, Dean _M C Pomatto_

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

☒ Approved: Council for Teacher Education (if applicable)
Date 2/6/19 Signature, Council for Teacher Education Chair _James Truelove_

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3-9-19 Signature, Undergraduate Curriculum Committee Chair _____

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

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

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

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

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

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

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

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

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: <u>Nursing</u>   College: <u>CAS</u>   Submission Date: <u>11-19-2018</u>

Contact Person: <u>Kristi Frisbee</u>   ☒ Faculty member ☐ Chair

Revision Effective: <u>Spring 2019</u> (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.

———

Purpose/Justification for Revision to Course: <u>In practice, students may take NURS 670 (capstone course) concurrently with other nursing courses. The catalog description includes all other nursing courses in the RN-BSN plan of study as pre-requisites. When students take this course in the Spring, they may be taking it concurrently with one or more nursing courses.</u>

Existing Course:

Course Number: <u>NURS 670</u>

Title of Course: <u>Family Health Care Nursing</u>

Credit Hours: <u>4</u>

Prerequisite: <u>Satisfactory completion of all general education course requirements. Completion of or concurrent enrollment in NURS 304 Advancing Careers: Transitioning to Baccalaureate Nursing, NURS 321 Health Assessment for the Registered Nurse, NURS 340 Nurse's Role in Health Promotion, NURS 407 Gerontology for the Registered Nurse, NURS 484 Evidence-based Research for the Registered Nurse, NURS 503 Population-based Health Care, NURS 505 Principles of Leadership and Management, NURS 665 Pathophysiology and Pharmacology for the Registered Nurse and NURS 668 Health Care Policy Today and in the Future for the Registered Nurse.</u>

Course Description (**as it appears in the current catalog**): <u>Exploration of family nursing with emphasis on assessment, health education and promotion, application of relevant family theories and family nursing in a rural environment. Population focused assessment of health needs and education are included. The practicum with clients and families across the lifespan allows for application of concepts of family nursing.</u>

Proposed Course:
Course Number: <u>NURS 670</u>

Title of Course: <u>Family Health Care Nursing</u>

Credit Hours: <u>4</u>

Prerequisite: <u>Satisfactory completion of all general education course requirements</u>

Course Description (**as it will appear in the next catalog**): <u>Exploration of family nursing with emphasis on assessment, health education and promotion, application of relevant family theories and family nursing in a rural environment. Population focused assessment of health needs and education are included. The practicum with clients and families across the lifespan allows for application of concepts of family nursing.</u>

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.)?
   <u>None</u>

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

☐ Approved: Department Chairperson
Date _3/5/19_ Signature, Department Chairperson _____Cheryl Akers_____

☑ Approved: College Curriculum Committee
Date _2/4/19_ Signature, College Curriculum Committee Chair _M C Formato_

☑ Approved: Dean of College
Date _2/4/19_ Signature, Dean _M C Formato_

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date _3/4/19_ Signature, Undergraduate Curriculum Committee Chair _____

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

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

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

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

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

Request for Revision to Curriculum

Revision for: ☐ Major ☒ Minor ☐ Emphasis ☐ Certificate

Department: Teaching and Leadership **College:** Education

This program is to be offered 50% or more online as a Hybrid_____
This program is to be offered fully online_____

Submission Date: 11/19/18 **Revision Effective:** Fall, 2019

(Year)

Contact Person: Dr. Brenda Roberts ☒ Faculty member ☐ Chair

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

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

_____

Description of Change: 1) Add a coure to the list of additional leadership courses students may choose to complete to fulfill the required 15 additional hours. Course to add: HHP 449: CPE Certified Peer Educator Training, 2 credit hours. Course syllabus attached. 2) Change course description of LDSP 601 Service Learning Seminar to include the statement: Course offered WINTER/FALL semester only. 3) Change course description of LDSP 602 Leadership Seminar to include the statement: Course offered WINTER/FALL semester only.

Rationale for Change (include changes to curriculum objectives): 1) HHP 449 Certified Peer Educator Training aligns with the intent of the Leadership Minor in that it contributes to student leadership development and skills necessary in today's job market, 2) and 3) The change to the course descriptions will clarify semesters the courses are offered.

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.
1) This course results in the completion of Certified Peer Educator Training granted through NASPA - Student Affairs Administrators in Higher Education…See NASP letter attached. 2) and 3) Supports students and advisors when developing plan of study for the leadership minor.

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course is currently offered at PSU. The request seeks approval for students who complete this course to use it as an elective course for the Leadership Minor.

Existing Major or Minor/Emphasis/Certificate

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

- Required Courses (6 hours)
- LDSP-600: Foundations of Leadership (3 hours)
- LDSP-601: Service Learning Seminar (1 hours)

- o   LDSP-602: Leadership Seminar (2 hours)
- •   Additional leadership courses chosen from: (15 hours)
- o   COMM-450: Small Group Communication (3 hours)
- o   COMM-601: Intercultural Communication (3 hours)
- o   JUST-322: Ethics and Justice Policy (3 hours)
- o   MGT-330: Management and Organizational Behavior (3 hours)
- o   MGT-530: Advanced Organizational Behavior (3 hours)
- o   MIL-100: Military Science I (1 hours)
- o   PHIL-105: Ethics (3 hours)
- o   POLS-301: State and Local Government and Politics (3 hours)
- o   PSYCH-430: Positive Psychology (3 hours)
- o   PSYCH-575: Industrial and Organizational Psychology (3 hours)
- o   PSYCH-616: Introduction to Group Processes (3 hours)
- o   REC-311: Program Design and Leadership (3 hours)
- o   SOC-360: Community Sociology (3 hours)
- o   SOC-443: Race and Ethnic Relations (3 hours)
- o   TM-606: Industrial Supervision (3 hours)
- o   TM-679: Presentation Skills (3 hours)

Proposed Major or Minor/Emphasis/Certificate:

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

- •   Required Courses (6 hours)
- o   LDSP-600: Foundations of Leadership (3 hours)
- o   LDSP-601: Service Learning Seminar (1 hours)
- o   LDSP-602: Leadership Seminar (2 hours)
- •   Additional leadership courses chosen from: (15 hours)
- o   COMM-450: Small Group Communication (3 hours)
- o   COMM-601: Intercultural Communication (3 hours)
- o   JUST-322: Ethics and Justice Policy (3 hours)
- o   MGT-330: Management and Organizational Behavior (3 hours)
- o   MGT-530: Advanced Organizational Behavior (3 hours)
- o   MIL-100: Military Science I (1 hours)
- o   PHIL-105: Ethics (3 hours)
- o   POLS-301: State and Local Government and Politics (3 hours)
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- o   PSYCH-616: Introduction to Group Processes (3 hours)
- o   REC-311: Program Design and Leadership (3 hours)
- o   SOC-360: Community Sociology (3 hours)
- o   SOC-443: Race and Ethnic Relations (3 hours)
- o   TM-606: Industrial Supervision (3 hours)
- o   TM-679: Presentation Skills (3 hours)
- o   HHP 449: Certified Peer Educator Training (2 hours)

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   <u>NO</u>

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:

   <u>‾‾‾</u>

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.)?
   <u>NONE</u>

Additional Questions for certificate only:

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

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

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

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

☒ Approved: Department Chairperson
Date 11/19/18 Signature, Department Chairperson _Alice C. Saginoin_

☒ Approved: College Curriculum Committee
Date 2/5/19 Signature, College Curriculum Committee Chair _James Tutone_

☒ Approved: Dean of College
Date 2/5/19 Signature, Dean _James Tutone_

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3-8-19 Signature, Undergraduate Curriculum Committee Chair _____

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

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

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

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Leadership Minor – course descriptions

Current Course Descriptions:

LDSP-601: Service Learning Seminar (1 hours)
Students will either plan and implement a project that provides service to the community or students will take a leadership role in an existing service learning project. Students will keep a reflective journal of their leadership activities, noting the connections between their practice of leadership and the content of their leadership minor courses. Prerequisite: completion of LDSP 600 Foundations of Leadership or concurrent enrollment.

LDSP-602: Leadership Seminar (2 hours)
Emphasizes the application of leadership skills within the student's chosen career setting. Students will engage in at least 10 hours field work which will include observations of leaders in a chosen career setting and experience in taking leadership roles within that same career setting. Students will also complete their leadership portfolios begun in the Foundations of Leadership course. Prerequisite: completion of LDSP 600 Foundations of Leadership and completion of at least 15 hours of leadership minor courses or permission of the instructor.

Proposed Course Descriptions:

LDSP-601: Service Learning Seminar (1 hours)
Students will either plan and implement a project that provides service to the community or students will take a leadership role in an existing service learning project. Students will keep a reflective journal of their leadership activities, noting the connections between their practice of leadership and the content of their leadership minor courses. Prerequisite: completion of LDSP 600 Foundations of Leadership or concurrent enrollment. **Course offered in Fall semester only.**

LDSP-602: Leadership Seminar (2 hours)
Emphasizes the application of leadership skills within the student's chosen career setting. Students will engage in at least 10 hours field work which will include observations of leaders in a chosen career setting and experience in taking leadership roles within that same career setting. Students will also complete their leadership portfolios begun in the Foundations of Leadership course. Prerequisite: completion of LDSP 600 Foundations of Leadership and completion of at least 15 hours of leadership minor courses or permission of the instructor. **Course offered in Fall semester only.**

HHP 499-02 **CPE Training-- Spring 2019**

Thursdays, 2:00-3:50 PM, Student Recreation Center

Instructor: Taylor Panczer, MPH

Office: Campus Activities Center

Monday-Friday: 8:30-5:30 *various meetings throughout the week.

Phone: 620-235-4062   Email: tpanczer@pittstate.edu   Cell: 610-393-9253

Policies:

Attendance

Meaningful attendance means being attentive, listening – rather than carrying on personal conversations, joining in and/or instigating discussion with instructors and class members.

You are expected to attend all class sessions. Your grade will reflect attendance. After having 2 unexcused class meeting, a conference with the instructor will be called. Upon the third unexcused absence, your final letter grade will drop one letter grade.

If you are unable to attend class, please contact the instructor *prior* to the meeting time.

Grading:

Grades will be assigned at the end of the semester based upon class attendance and participation and course work.

Module Quizzes (8 total)	80 points (10 points each)
Pre-Test	20 points
Post-Test	40 points
Behavior Change	20 Points
Certification Exam	100 points
Final Project	100 points
Total:	360 Points

Assignments:

Please see Canvas assignments for more instructions. Assignments will include the following:

- **Pre-Test/Post-Test**- This is the Certified Peer Education pre and post test. This is part of you becoming a certified peer educator.

- **Model Quizzes**- After each model there will be a quiz. Each quiz will have a mix of multiple choice, open-ended, and true and false questions.

- **Behavior Change**- semester long project. Pick one behavior change that you wish to work on and periodically submit updates and two page paper summarizing the process.

- **Certification Exam**- This is the Certified Peer Educator exam to pass the course and receive the certificate.

- **Final Project**- You will plan your own event. This will include a paper answering a few key questions, a timeline of events, a facilitator guide for how to run the event, and an evaluation piece.

Academic Integrity:

Academic honesty is a course requirement and cheating will not be tolerated. As per the PSU Catalog, "An instructor may...treat as unsatisfactory any student work which is a product of academic misconduct." If there is evidence of academic dishonesty, the student will receive a failing grade, and will be subject to disciplinary measures. If you have any questions concerning this policy, please see your Phase Instructor

Special Accommodations:

If any member of this course needs special accommodations, the Phase instructor will work with you and the Center for Student Accommodations, 218 Russ Hall, to provide reasonable accommodations to ensure a fair opportunity to perform and succeed in class.

Fall 2018 Weekly Course Topic Outline

January 18	Welcome & Syllabus Overview & Pre-Test
January 25 peer	Module 1: Understanding the power, roles, and characteristics of quality educators
February 1	Module 2: Effecting and understanding "change making" as a peer educator
February 8	Module 3: Being an effective listener as a peer educator
February 15	Module 4: A Peer Educator's role in responding to crisis
February 22	Module 5: Bystander Intervention as a peer educator technique
March 1	Stephanie Spitz-Campus Victim Advocate
March 8	Multicultural Training
March 15	**NO CLASS- SPRING BREAK**

March 22	Module 6: Intrapersonal Applications of Identity
March 29	Module 7: Putting the "educator" in a peer educator
April 5	**Event Planning and Marketing**
April 12	**Evaluation**
April 19	Module 8: Group Development and Moving Forward-
April 26	Certification Exam- Bring your laptops
May 3	Final Presentations
May 10	Final Presentations

If inclement weather causes the cancellation of a class, the schedule will be adjusted accordingly.

Learning Outcomes:

Module 1:

- Students will recognize the origin and history of peer education, with an emphasis on how NASPA and the BACCHUS Initiatives further promote these efforts.
- Students will identify the value they can gain through participation in peer education activities.
- Students will define the five roles of an individual peer educator.
- Students will recognize common traps that peer educators tend to fall into.
- Students will understand how personal actions can contribute to the success of peer education activities.
- Students will learn how to incorporate the Peer Education Code of Ethics into their respective roles on campus.
- Students will identify the process of ethical decision making.
- Students will define healthy and balanced living as a learner and peer educator.
- Students will define both eustress and distress.

Module 2:

- Students will be able to describe ways to create change in various environments, including individually, as a group, and in their community.
- Students will be able to apply each of the five stages of the Transtheoretical (Stages of Change) Model.
- Students will apply knowledge from Module 2 as an approach to mitigating high-risk behaviors.
- Students will discuss the Social Change Model and its application to their role as peer educators.

Module 3:

- Students will be able to identify characteristics of a good listener as they relate to the various roles they play in their respective lives.
- Students will be able to recognize the value of being and having a good listener.
- Students will be able to identify barriers to good listening.
- Students will apply learned techniques of listening effectively and encourage individuals to share.

- Students will practice asking open-ended questions as a technique of active listening.
- Students will reflect on their nonverbal communication in relation to listening.
- Students will reflect on their own positive and negative listening skills.

Module 4:

- Students will recognize their value as helpers, both personally and professionally.
- Students will define a critical incident, a crisis, and a disaster.
- Students will reflect on the distinction between confidentiality and privacy.
- Students will explore the crisis management cycle as a theoretical model of crisis response.
- Students will develop skills that will allow them to help their peers establish a plan of action when they are in distress.
- Students will determine when referrals are needed when dealing with a peer in distress.
- Students will increase knowledge of professional, campus, and community resources available to those affected by crisis.
- Students will use a response checklist in relation to developing a plan of action to create change.

Module 5:

- Students will be able to define bystander behavior.
- Students will reflect on a time when they witnessed positive and negative bystander activity.
- Students will practice communication skills with a variety of peers who are participating in destructive decision making.
- Students will explore factors of ambivalence toward being an empowered bystander.
- Students will reflect on personal barriers that would cause them to be an inactive bystander.

Module 6:

- Students will gain an increased awareness of their own social identities.
- Students will define the difference between personal and social identities.
- Students will explore intersectionality of identities in their intrapersonal identity development.
- Students will gain a basic understanding of privileged and historically disenfranchised identities.

Module 7:

- Students will understand the steps in program planning.
- Students will gain experience in writing learning outcomes and objectives.
- Students will examine different methods of presentation planning through the four cornerstones and three parts of successful presentations.
- Students will reflect on different marketing strategies for program planning and presentations.

Module 8:

- Students will be able to identify the components of the basic cycle of group formation and development.
- Students will understand the role of their advisor/supervisor to achieve the team's goals.
- Students will understand ways to appreciate and recognize achievements of the group and individual members.
- Students will develop or re-examine their group's mission, vision, and values.
- Students will discuss habits of highly effective teams.

To Whom It May Concern:

Please accept this letter as an affirmation of completion of the 12-hour Certified Peer Educator Training that was held as part of the continuing education available for student leadership development. This nationally-renowned certification is granted through NASPA – Student Affairs Administrators in Higher Education. As a result of this individual's completion of the program, we were pleased to extend a peer education certification to them.

At the BACCHUS Initiatives of NASPA, we feel there is a correlation between the skills they have exhibited as a peer educator and the skills necessary in the job market today. Their training included the following areas:

- Listening skills
- Communications
- Program development
- Branding and marketing
- Brainstorming and idea sharing
- Bystander intervention skills
- Ethics and decision making
- Team building

We are confident employers will benefit from the experiences gained working as a peer educator with professionals and other students on campus.

Sincerely,

TDArnold

David M. Arnold
Director, BACCHUS Initiatives
NASPA – Student Affairs Professionals in Higher Education