



Pittsburg State University Faculty Senate Meeting

Date: Monday, April 24, 2023
Time: 3:15 p.m.
Location: Sunflower Room, Overman Student Center

Agenda

- I. Call to order**
- II. Approval of March 27, 2023 minutes**
- III. Announcements**
 - A. Provost and Vice President of Academic Affairs-Howard Smith**
 - B. PSU/KNEA Remarks- Khamis Siam**
 - C. Student Senate Remarks- Tarryn Brenner**
 - D. Unclassified Professional Senate Remarks- Tammy Higgins**
 - E. University Support Staff Remarks- Diane Letner**
 - F. Faculty Senate Report- Karen Johnson**
- IV. Committee Reports**
 - A. Academic Affairs Committee - Chair: Mike Carper**
 - Undergraduate Curriculum Subcommittee - **Chair: Janet Zepernick**
 - Library Services/Learning Resources Subcommittee - **Chair: Chase Dearing**
 - Online and Distance Learning Committee - **Chair: Laurent Pretot**
 - Academic Honors Subcommittee - **Chair: Kris Lawson**
 - Honors College Subcommittee - **Chair: Rion Huffman**
 - Writing Across the Curriculum Subcommittee - **Chair: Jason Clemensen**
 - Diversity and Multicultural Affairs Subcommittee - **Chair: Laura Washburn**

- B. **Student-Faculty Committee - Chair: Cole Shewmake**
- C. **All-University Committee - Chair: John Daley**
- D. **Faculty Affairs Committee - Chair: Amy Hite**
- E. **Constitution Committee - Chair: Casie Hermansson**
- F. **Pitt State Pathway Committee - Chair: Bob Kehle**
- G. **Budget Committee - Chair: Kent Runyan**
- H. **Academic Honesty Committee - Chair: Rebeca Book**

VI. **Unfinished Business:**

VII. **New Business:** Student-Faculty Committee - 1st reading on additions to the university plagiarism policy; Constitution Committee - proposed changes to Article II of the constitution.

VIII. **Open Forum:**

VIII. **Adjournment**

Next Faculty Senate Meeting: May 8, 2023 in the Sunflower Room, OSC

Academic Affairs – Chair: Mike Carper

No report

Undergraduate Curriculum – Chair: Janet Zepernick (Rebeca Book reporting)

See attached

Library Services – Chair: Jorge León

Meeting on April 18th.

Online and Distance Learning – Chair: Laurent Pretot

No report

Academic Honors – Chair: Kris Lawson

No report

Honors College – Chair: Rion Huffman

No report

Writing Across the Curriculum – Chair: Jason Clemensen

No report

Diversity and Multicultural Affairs – Chair: Laura Washburn

No report

Student-Faculty – Chair: Cole Shewmake

The student faculty committee voted to add language to the university's plagiarism policy statement to address the increasing use of AI software in the writing process. The bold (highlighted) parts are the additions to the policy.

"...copying information from print or electronic sources (including the internet **or text generated by AI programs**) without explicitly acknowledging the true source of the material **or without the instructor's permission** is plagiarism."

All-University – Chair: John Daley

No report

Faculty Affairs – Chair: Amy Hite

The new form with updated approval limits is on the Provost's page of the PSU website. Please use this form for any travel requests. They are due by May 1. If you already traveled this FY and had expenses

that exceeded the previous limits, you can work with your admin assistant to obtain additional funding for the new amounts. These must be submitted by May 1.

Constitution – Chair: Casie Hermansson

The committee met on April 4th to review the Constitution of the Faculty Senate. Discussion was held on how the reorganization of departments affects representation on the Senate. The discussion on this complex issue will continue into the next academic year and any amendment will require a vote at a meeting of the general faculty.

In addition, the committee proposes the following changes to Article II of the constitution and asks for the changes to be voted on at the next general faculty meeting, to be held in August 2023. The bold (highlighted) parts are the proposed changes:

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, **instructional professor, associate instructional professor, or assistant instructional 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, 05/04/2015 - 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 05/04/2015)

Pitt State Pathway – Chair: Bob Kehle

No report

Budget Committee – Chair: Kent Runyan

Doug Ball is scheduled to talk briefly to our Faculty Senate on May 8th. Also, the budget committee will meet Friday, at 1:00, in Sunset A of the Overman Student Center.

Academic Honesty – Chair: Rebeca Book

No report

UGCC Meeting 4/14/2023

	Voting Members Approval of Proposed Changes				Ex-Officio
	Goedeke	Hutchens	Pross	Zepernick	Book
Present:	x	x	x	x	x

Dept: English & Modern Languages

New Course Form

New Intermediate Grammar Writing for International Students (IEP 106)

x x x x

New Course Form

(IEP - 08) - Intermediate Reading List and Speaking for International Students

x x x x

Dept: Auto and Engineering Tech

New Course Form

Etech 150
Etech 310
Etech 350
Etech 450

x x x x
x x x x
x x x x
x x x x

be consistent in description of AM in all course descriptions

Curriculum Change Form

Add 310,120, 320, MFGET 564, MECET 420, and MFGET 662 to Manufacturing Engineering Technology Major

x x x x

Curriculum Change Form

Revision to Plastics Technology AAS Degree: Replacing CHEM 360 with PET 281 Plastics Testing; eliminating PSU Pathway Elective

x x x x

		Voting Members Approval of Proposed Changes				Ex-Officio
		Goedeke	Hutchens	Pross	Zepernick	Book
	Present:	x	x	x	x	x
Curriculum Change Form						
	Deletion of Biomedical Emphasis	x	x	x	x	
Curriculum Change Form						
	Revision to Mechanical Engineering Technology Major	x	x	x	x	
Curriculum Change Form						
	Adding Certificate in Additive Manufacturing	x	x	x	x	
Dept: Biology						
	Request for New Minor/Emphasis/Certificate					
	Public Health Certificate	x	x	x	x	
Dept: Integrated Studies						
	New Course					
	SSRM 510 - Internship in Sustainability	x	x	x	x	
Curriculum Change Form						
	Deletion of Certificate in Sustainability and Leadership	x	x	x	x	
Dept: Teaching & Leadership						
	Curriculum Change: Revision to Minor					
	Revision to Special Education Minor	x	x	x	x	
Dept: Kelce Und. Business						
	Notification Form					
	Removal of Junior standing pre-req for MGT 330 and MKTG 330					

Request for New Minor/Emphasis/Certificate

Effective Date: FALL 2023

Submission Date: 02/06/2023

College: College of Arts & Science

Department: Biology and Nursing

Contact Person: Anu Ghosh/ Janis Schiefelbein

Faculty

Proposal for a New: Certificate

This program is to be offered: Hybrid

Definitions can be found on the Faculty Senate website.

Title of Proposed Minor/Emphasis/Certificate: Public Health Certificate

Major: Interdisciplinary

Originating Department(s): After completing this form, in its entirety (including signature), please upload it to the SharePoint, within the appropriate College folder "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well as notifying the Registrar's Executive Admin.

Following final College Curriculum Committee approval, the College Admin will please print the final version of this form, apply the appropriate signatures, and upload to the "Approved College Curriculum Legislation" file in SharePoint.

1. Purpose/Justification for Minor/Emphasis/Certificate:

Public Health is an existing minor with required 21 credit hours. This proposed certificate totals to 16-17 credit hours and aligns the required courses in a manner that within three semesters students can complete and obtain the certificate besides any other minor they like to pursue. The certificate will place them ahead of other applicants seeking a Masters in Public Health (MPH) degree.

2. Is this new minor/emphasis/certificate proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university? No

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

This proposed certificate is stand alone and the credits count toward their degree program at PSU only.

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

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

1. Will this new minor/emphasis/certificate affect any education majors? No
If "yes," this requirement will need to have the approval of the Council for Teacher Education.
2. Does this new minor/emphasis/certificate meet University catalog definition? Yes
3. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.): No
4. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? No
If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.
5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
Explain:
All required courses can be taught by current staffing.
6. Describe the program assessment plan:
 - a. Enrollment targets = 20-25 students per year
 - b. Outcome expected and process to evaluate =
Obtainment of the certificate
 - c. Plan to abandon if enrollment targets not met =
Over three years of offering

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240.

Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines?

No

Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?

Yes

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

Authorization/Notification Sign-Off Sheet

Approved: Department Chairperson

Date: 12/9/2023

Signature, Chairperson:

Bobby W.P.

Approved: College Curriculum Committee

Date: 12/27/23

Signature, Committee Chair:

Mary Carol Pomatto

Approved: Dean of College

Date: 12/27/23

Signature, Dean:

Mary Carol Pomatto

Approved: Council for Teacher Education (if applicable)

Date:

Signature, Council Chair:

Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023

Signature, Committee Chair:

Janet Zepernick

Approved: Faculty Senate

Date:

Signature, Recorder Faculty Senate:

Some MINORS will need KBOR Approval.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND *FINAL* COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL. (MUST BE ENTERED INTO KBOR PI/CIP SYSTEM AT TIME OF SUBMISSION TO KBOR).

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

Please Note: This is a 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.

Based on the information gathered from the registrar, about 25% students may seek a certificate for Public Health.

To:

• Anuradha Ghosh
Fri 12/2/2022 2:51 PM

Hi Anu,

In 22SP, there were 83 students and in 22WF, we have 101 students.

Melinda

Melinda Roelfs

Registrar

Pittsburg State University

620-235-4205

pittstate.edu

☒

To:

Melinda Roelfs

Fri 12/2/2022 1:20 PM

Hello Melinda,

I am working on a public health certificate for Pitt State. Would it be possible to know how many student are currently enrolled with public health minor in last spring and this fall?

This will emphasize out approach in filling out the curriculum form.

Thank you very much for your input.

Anu

Proposed Courses for Public Health Certificate at PSU

Courses	Credit Hours	Current Semesters Offered
BIOL 277 Epidemiology	3	Spring and Fall
NURS 303 Intro to Public Health	3*	Spring, Summer, and Fall
BIOL 410 Biological/Medical Terminology or NURS 314 Health Care Terminology/Drug Calculations	2 3	Spring and Fall Spring and Fall
BIOL 617 Environmental Health or HCI 400 Introduction to Innovation in Healthcare & HCI 500 Healthcare Innovation Practicum	3** 1 2	Spring only Fall only Spring only
NURS 265 Health Promotion & Disease Prevention	2	Fall and Summer
PHIL-112 Biomedical Ethics or BIOL 605 Bioethics	3* 3	Fall only Spring only
Total Credits	16-17	

*Pittstate pathway course E2

**Pittstate pathway course F0

Public Health Minor

Core Requirements (8-9 hours)

- BIOL-277 Epidemiology (3 hours)
- BIOL-410 Biological and Medical Terminology (2 hours)
- or NURS-314 Health Care Terminology and Drug Calculations (3 hours)
- NURS-303 Introduction to Public Health (3 hours)

Elective Courses (12-13 hours)

See notes *1

- BIOL-617 Environmental Health (3 hours)
- COMM-277 Introduction to Strategic Communication (3 hours)
- COMM-601 Intercultural Communication (3 hours)
- EST-101 Fundamentals of the Environmental and Safety Industry (3 hours)
- EST-215 Introduction to Environmental Compliance (3 hours)
- EST-498 Environmental Safety (3 hours)
- EST-524 Emergency Planning & Emergency Response (3 hours)
- FCS-203 Nutrition and Health (3 hours)
- FCS-285 Lifespan Human Development (3 hours)
- FCS-480 Dynamics of Family Relationships (3 hours)
- FCS-581 Aging and the Family (3 hours)
- HHP-499 Report (____) (1-2 hours)
- HIST-607 American Medicine (3 hours)
- MATH-143 Elementary Statistics (3 hours)
- MGT-330 Management and Organizational Behavior (3 hours)
- NURS-265 Health Promotion and Disease Prevention (2 hours)
- NURS-405 Gerontological Nursing (3 hours)
- NURS-445 Transcultural Health Care (1-3 hours)
- NURS-482 Evidence-Based Practice and Research (2 hours)
- PHIL-112 Biomedical Ethics (3 hours)
- PHIL-115 Public Health Ethics (3 hours)
- PSYCH-263 Developmental Psychology (3 hours)
- PSYCH-571 Abnormal Psychology (3 hours)
- REC-350 Promoting Community and Worksite Wellness (3 hours)
- REC-441 Therapeutic Interventions for Older Adults (3 hours)
- SOC-584 Medical Sociology (3 hours)
- SWK-342 Health Care and Social Work (3 hours)

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that the individual visit with personnel in our Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 1/17/23

Department: Integrated Studies College of: Arts & Sciences

Contact Person: Catherine Hooey Faculty

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

1. Purpose/Justification for **New** to Course:
To provide students with hands-on experience in a sustainability related activity, including student initiated projects, university staff or faculty projects, local/regional agencies and businesses. This will serve an an opportunity for students to apply knowledge and skills learned in the classroom and to explore possible careers.
2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
No. This course is only relevant for SSRM majors. It does not affect any other programs or curricula.
3. Is this course to be considered for Pitt State Pathway? **No**
If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.
4. Will this course be required of any education majors? **No**
If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.
5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
None.
6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
Explain:

- 7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.
- 8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**
- 9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Internship in Sustainability
Course Number:		SSRM 510
Credits:		1-3 credit hours
Grading System:	A-F, IN <input type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>	A-F, IN <input checked="" type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>
Pre/Co-Requisite(s):		SSRM 200 Introduction to Sustainability, Society and Resource Management
Course Description		Supervised experience related to sustainability. A minimum of 45 contact hours are required for each credit hour. May be repeated up to a maximum of six hours. Prerequisite: SSRM 200 or permission of instructor.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 1/23/23 Signature, Chairperson:

Jamei M. Olney

-Approved: College Curriculum Committee

Date: 2/27/23 Signature, Committee Chair:

Mary Carol Pomatto

-Approved: Dean of College

Date: 2/27/23 Signature, Dean:

Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023 Signature, Committee Chair: _____

Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

**PROPOSED NEW COURSE: SSRM 510 INTERNSHIP IN SUSTAINABILITY
LEARNING OUTCOMES & ASSESSMENT**

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: Attach with upload.

Upon completion of this internship course, students are expected to:

1. analyze information and interpret data as the basis for problem solving
2. explain the sustainability-related system(s) on which their internship is focused
3. evaluate the role of technology as appropriate to the internship experience
4. identify and articulate the skills learned in the specific internship site experience

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: Attach with upload.

Workplace Assessment: 80%

Weekly Journal: 10%

Reflection Paper: 10%

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023

Submission Date: 1/17/23

Department: Integrated Studies

College: Arts & Sciences

Contact Person: Catherine Hooey

Faculty

Deletion Certificate

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

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.

1. Description of Change:
Deletion of Certificate in Sustainability and Leadership
2. Rationale for change, including changes to curriculum objectives:
Some core courses are no longer being offered.
3. Will this change affect any education majors? No
If "yes," this request will need to have the approval of the Council for Teacher Education.
4. Is this **Deletion** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***
No. This is a stand alone certificate.
5. Is this **Deletion** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***
No, this is only relevant for PSU students.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Select One**
7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?
8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **Select One**
If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.
9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?
10. Describe the program assessment plan:
 - a. Enrollment targets =
 - b. Outcome expected and process to evaluate =
 - c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:		
Curriculum: (Do not include GenEd)		

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 1/23/23 Signature, Chairperson: *James McElroy*

-Approved: College Curriculum Committee

Date: 2/27/23 Signature, Committee Chair: *Mary Carol Pomatto*

-Approved: Dean of College

Date: 2/27/23 Signature, Dean: *Mary Carol Pomatto*

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023 Signature, Committee Chair: *Janet Zepernick*

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 2/2/20
Department: ENGML/IEP College of: Arts & Sciences
Contact Person: Paige Cortes Faculty
Course: New

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

1. Purpose/Justification for **New** to Course:
This course is being created so that IEP PASS students whose Intensive English Program (IEP) placement test scores place them in the Intermediate level can be enrolled in and take IEP Intermediate courses for course credit.
2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
3. Is this course to be considered for Pitt State Pathway? **No**
If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.
4. Will this course be required of any education majors? **No**
If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.
5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
None. This course will be taught concurrently with IEP -046-01 in the same classroom at the same time by the same instructor.
6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
Explain:



7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the *Course Fee Form* on the *Provost's website*, it will need to gain approval of the *President's Council*.
8. Objectives/Student Learning Outcomes for **NEW** courses only, as it will appear in the syllabus: **Attach with upload.**
9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Intermediate Gram. Wrtg. for Int's Students
Course Number:		IEP-106-01
Credits:		3 credits
Grading System:	A-F, IN <input type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>	A-F, IN <input type="checkbox"/> IP <input type="checkbox"/> P/F <input checked="" type="checkbox"/>
Pre/Co-Requisite(s):		IEP-108-01
Course Description		This course is required for international students who score below the Advanced level on the PSU Intensive English Program placement test and who lack Advanced Grammar and Writing skills. Intensive study of writing at the sentence and paragraph level, transitioning into essays, and new grammatical structures with emphasis on recognition and usage of structures in meaningful contexts.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 2/3/23 Signature, Chairperson: Troy D. Conwell

-Approved: College Curriculum Committee

Date: 2/27/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 2/27/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Instructor:

Office: Whitesitt Hall

Phone:

Office Hours:

E-mail:

Textbooks

***Great Writing 3: From Great Paragraphs to Great Essays*, 5th Edition by Folse, Vestri, Clabeaux
Grammar for Great Writing B, 1st Edition by Folse, Gordon, Smith-Palinkas**

Electronic books are not allowed. Students must have clean copies of these books. Students may not share textbooks.

Materials

- Both textbooks
- Folder or binder in which to keep handouts
- Notebook
- Writing utensil

Student Learning Outcomes

By the end of the semester, you should be able to:

- produce well-written and meaningful 120- to 150-word paragraphs in a specified time with sufficient and logical support
- produce basic essays of 500 words in a specified time with effective introductions, body paragraphs and concluding paragraphs
- use correct paragraph and essay format and own ideas to organize, write, revise, and edit
- use, spell and edit for descriptive, precise and academic vocabulary
- recognize and use grammatical structures that are reviewed and taught in class: questions and sentences with all present, past, future, and present perfect verb tenses with adverbs of time and frequency, simple, compound and complex sentences with adverb and adjective clauses; count and noncount nouns; gerunds, infinitives, and causatives; basic articles; and *too* and *enough* with nouns, adjectives and adverbs

Attendance Policy:

- You are expected to be in class on time. If you are 5 minutes late, you will be counted absent.
- You can be excused for medical reasons, but you must submit a medical excuse to your instructor.
- If you have excessive absences, you will be put on probation and/or dismissed from the program. For more complete information, refer to your student handbook.
- If you do not have all necessary materials for class every day, you may be counted absent. You may also be counted absent if you are not actively involved in class.

Academic Honesty and Integrity Policy:

Students should try hard to fulfill course requirements. Academic dishonesty violates trust and hurts the educational process. Academic dishonesty means dishonest activity associated with course work or grades.

It includes, but is not limited to:

1. Giving or receiving help (not approved by the instructor) on examinations.
2. Giving or receiving help (not approved by the instructor) in the preparation of any assignment.
3. Submitting the same work for more than one course without the instructor's permission.
4. Using ideas or writings of another and claiming them as one's own (plagiarism).

Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be done individually, not as a group. Therefore, in addition to copying from other students' quizzes or exams, presenting an assignment prepared all or in part by another as one's own is a violation of academic honesty.

When an instructor has a reasonable belief that a student has acted in an academically dishonest way, that instructor will decide how to grade the assignment. The instructor may give the student a 0% on the assignment, paper, quiz, or test and even for the entire course. Students can appeal grades through the Student Complaint procedure.

Please refer to the *IEP Student Handbook* for other policies.

Grading: You must receive a grade of 75% or higher to pass this course:

- Other Graded Assignments (minimum of 15 practice paragraphs & essays; vocabulary exercise; and grammar exercises) 5%
- Quizzes (8-10 vocabulary & grammar) 15%
- In-class Paragraphs (4) 20%
- In-class Essays (3) 35%
- *Tests (2) 10%
- Final Essay 15%

*Tests: Test #1 covers the vocabulary and language use taught up to midterm; Test #2 covers the vocabulary and language use taught after midterm (75%) and material from Test #1 (25%).

Criteria for Grading the Final Copies of Paragraphs:

- 35% Topic Development
- 20% Vocabulary & Style
- 40% Language Use
- 5% Mechanics

Criteria for Grading the Final Copies of Essays:

- 40% Topic Development
- 20% Vocabulary & Style
- 40% Language Use & Mechanics

Students' Responsibilities:

- **Bring all materials to class. Come to class on time. Attendance is taken at the beginning of the hour, and if you are 5 minutes late you will be counted absent.**
- **Turn in all assignments on time as homework will not be accepted late. To receive full credit on any homework assignment it must be neatly typed or written on a full sheet of paper.**
- **Understand that quizzes and in-class writing can only be made up with an approved absence. If you are ill, you need to bring a slip from the Student Health Center or doctor and give it to your instructor. You can make up two in-class graded assignments with an excused absence. If you miss more than 10% of your classes, you will be on attendance probation.**
- **Special Circumstances: Remember to make appointments for after class hours. When that is not possible, please talk with your instructor(s) as soon as possible. We do not guarantee that the absence will be excused.**
- **Turn off cell phones and other electronic devices while in class and put them away (not on the desk) during class.**
- **Participate in class and use what you are learning. Failure to participate in class or bring needed materials may result in an absence.**

Textbooks:

- **You must have your textbook by the fourth day of class. If you do not have your book, or a receipt showing that you have purchased the book, you will be counted absent.**
- **Some students have had problems with books that they bought online. They got the books late, the wrong edition, the wrong book, or the book without the supplementary component(s). IEP students are strongly encouraged to buy their books at the PSU bookstore to avoid these problems, which can affect their ability to complete the coursework. In addition, because of copyright laws, students cannot copy entire chapters or books to bring to class.**
- **If you decide to order your books online, you are responsible for asking for expedited delivery to receive them as soon as possible and for getting the correct books and materials.**

Student Complaint Procedure:***Informal Complaint Process***

1. **If you have a complaint about an instructor or anything related to an IEP course, talk to your instructor first.**
2. **If you are still not satisfied, talk to the IEP Director (English Department Chairperson, Celia Patterson).**

Formal Complaint Process

1. **If you are not satisfied with the answer from your informal complaint, you can complete a Formal Complaint Form. You can get this form from the English Department. The Complaint Action Committee will review your complaint and make every effort to respond to you within a week. The Complaint Action Committee is composed of the IEP Director, IEP Coordinator, and an IEP Instructor.**

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 2/2/20

Department: ENGML/IEP College of: Arts & Sciences

Contact Person: Paige Cortes Faculty

Course: New

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

1. Purpose/Justification for **New** to Course:
This course is being created so that IEP PASS students whose Intensive English Program (IEP) placement test scores place them in the Intermediate level can be enrolled in and take IEP Intermediate courses for course credit.
2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
3. Is this course to be considered for Pitt State Pathway? **No**
If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.
4. Will this course be required of any education majors? **No**
If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.
5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
None. This course will be taught concurrently with IEP -045-01 in the same classroom at the same time by the same instructor.
6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.
8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**
9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Intermediate Rdg. List. Spkg. for Int's Students
Course Number:		IEP-108-01
Credits:		3 credits
Grading System:	A-F, IN <input type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>	A-F, IN <input type="checkbox"/> IP <input type="checkbox"/> P/F <input checked="" type="checkbox"/>
Pre/Co-Requisite(s):		IEP-106-01
Course Description		This course is required for international students who hscore below the Advanced level on the PSU Intensive English Program placement test and who lack Advanced English Reading, Listening, and Speaking skills. Intensive study and practice of reading skills with emphasis on comprehension, increasing vocabulary and reading speed, and listening to formal English, short academic lectures, taking notes, and giving oral presentations.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 2/3/23 Signature, Chairperson: Froy D. Comium

-Approved: College Curriculum Committee

Date: 2/27/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 2/27/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Instructor:
Phone:
E-mail:

Office: Whitesitt Hall
Office Hours:

Delivery

This is a face-to-face course.

Textbook

Academic Encounters: American Studies, 2nd edition (Reading/Writing AND Listening/Speaking book).
Electronic books are not allowed. Students must have clean copies of these books.

Materials

- Both textbooks
- Folder or binder in which to keep handouts
- Notebook
- Writing utensil

Student Learning Outcomes

- Read and answer questions over passages of 500-850 words in a specified time
- Listen and answer questions about lectures spanning 12-15 minutes in length
- Answer a variety of questions pertaining to:
 - Identifying main ideas
 - Answering recognition and productive questions about main supporting details
 - Inferencing
 - Guessing meaning of new vocabulary from context
 - Identifying antecedents for pronouns
- Write effective summaries and reactions from notes for readings
- Correctly use, spell, and pronounce targeted vocabulary
- Orally present information on assigned topics

Attendance Policy

- You are expected to be in class on time. If you are 10 minutes late, you will be counted absent.
- You can be excused for medical reasons but you must submit a medical excuse to instructor.
- If you have excessive absences, you will be put on probation and/or dismissed from the program. For more complete information, refer to your student handbook.
- If you do not have your materials for class every day, you may be counted absent. You may also be counted absent if you are not actively involved in your class.
- You will be counted absent if you have your phone out during class.

Students' Responsibilities

- Bring all materials to class. Come to class on time.
- Turn in all assignments on time. Homework will not be accepted late. To receive full credit on any homework assignment it must be neatly typed or written on a full sheet of paper.
- Understand that quizzes and in-class writing can only be made up with an approved absence. If you are ill, you need to bring a slip from the Student Health Center or doctor and give it to your instructor. You can make up two in-class graded assignments with an excused absence. If you miss more than 10% of your classes, you will be on attendance probation.
- Special Circumstances: Remember to make appointments for after class hours. When that is not possible, please talk with your instructor(s) as soon as possible. We do not guarantee that the absence will be excused.
- Silence cell phones while in class and put them away (not on the desk) during class.
- Participate in class and use what you are learning. Failure to participate in class or bring needed materials may result in an absence.

Grading

You must receive a grade of 75% or higher to pass this course:

Assessment Guidelines

• Other graded assignments	5%
• Quizzes (weekly)	50%
• Tests	30%
• Final (comprehensive)	15%

Books

- You must have your textbooks by the fourth day of class. If you do not have your book, or a receipt showing you have purchased the book, you will be counted absent.
- Some students have had problems with books they bought online. They got the books late, the wrong edition, the wrong book or the book without the audio component. IEP students are strongly encouraged to buy their books at the PSU bookstore to avoid these problems, which can affect their ability to complete the coursework. In addition, because of copyright laws, students cannot copy entire chapters or books to bring to class.
- If you decide to order your books online, you are responsible for asking for expedited delivery to receive them in a timely manner and for getting the correct books and materials.

Student Complaint Procedure

Informal Complaint Process

1. If you have a complaint about an instructor or anything related to an IEP course, talk to your instructor first.
2. If you are still not satisfied, talk to the IEP Director (English Department Chairperson, Troy Comeau).

Formal Complaint Process

1. If you are not satisfied with the answer from your informal complaint, you can complete a Formal Complaint Form. You can get this form from the English Department. The Complaint Action Committee will review your complaint and make every effort to respond to you within a week. The Complaint Action Committee is composed of the IEP director, IEP coordinator, and an IEP instructor.

Academic Honesty and Integrity Policy

Students should try hard to fulfill course requirements. Academic dishonesty violates trust and hurts the educational process. Academic dishonesty means dishonest activity associated with course work or grades. It includes, but is not limited to:

1. Giving or receiving help on examinations.
2. Submitting the same work for more than one course without the instructor's permission.
3. Using ideas or writings of another and claiming them as one's own (plagiarism).

Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be done individually, not as a group. Therefore, in addition to copying from other students' quizzes or exams, presenting an assignment prepared all or in part by another as one's own is a violation of academic honesty. When an instructor has a reasonable belief that a student has acted in an academically dishonest way, that instructor will make a decision on how to grade that assignment. A decision can be made to give the student a 0% on the assignment, paper, quiz, or test and even for the entire course. Students can appeal grades through the Student Complaint procedure.

Calendar

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 2/6/23

Department: Teaching & Leadership/FCS College: Education

Contact Person: Amber Tankersley Faculty

Revision Minor

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

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.

1. Description of Change:

Change of courses for the Special Education for FCS minor (FCS Child Development majors only).

2. Rationale for change, including changes to curriculum objectives:

The minor has always been a bit problematic. First, SPED 350 and SPED 450 include a field observation without SPED 351 and SPED 451. However, it is my understanding that when created, the minor needed hours so the separate field experiences were added for one additional credit each. These courses/hours are essentially fillers. The ECU: B-K candidates only take SPED 350 and SPED 450 since the observation hours are included in the course without an added course. A second issue is that SPED 560 Assessment of Young Children has not been offered in some time, we've substituted SPED 516 but that course is a bit too advanced for FCS CD majors who likely will not be in a position of assessing children to that extent. The final issue is that FCS 590 is a requirement of the major, so it works in two different areas which seems to cheat the students out of more diverse experiences or classes.

3. Will this change affect any education majors? No

If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

Yes, it may add a few students to a few courses in the COE. I've attached email discussion with the SPED faculty.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

no

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**
7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?
no
8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.
9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?
no
10. Describe the program assessment plan (for new programs only):
 - a. Enrollment targets =
 - b. Outcome expected and process to evaluate =

 - c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Special Education for FCS minor	Special Education for FCS minor
Curriculum: (Do not include GenEd)	<p>EDTH-330: Technology for Teaching and Learning (3 hours)</p> <p>SPED-350: Methods, Infants/Toddlers with Disabilities (2 hours)</p> <p>SPED-351: Field Experience: Infants and Toddlers with Disabilities (1 hour)</p> <p>SPED-450: Methods, Preschoolers with Disabilities (2 hours)</p> <p>SPED-451: Field Experience: Preschoolers with Disabilities (1 hour)</p> <p>SPED-511: Overview of Special Education (Birth thru 6th Grade) (3 hours)</p> <p>SPED-560: Assessment of Young Children (3 hours)</p> <p>FCS-590: Development of the Child: Birth Through Age Eight (3 hours)</p> <p>18 total hours</p>	<p>EDTH-330: Technology for Teaching and Learning (3 hours)</p> <p>SPED-350: Methods, Infants/Toddlers with Disabilities (2 hours)</p> <p>SPED-450: Methods, Preschoolers with Disabilities (2 hours)</p> <p>SPED-511: Overview of Special Education (Birth thru 6th Grade) (3 hours)</p> <p>SPED-512: Characteristics of Students in Inclusive Settings (3 hours)</p> <p>Choose two of the following: EDUC-551: Diversity in the Classroom (3 hours)</p> <p>FCS-690: Parent/Professional Relationships (3 hours)</p> <p>HHP- 446: Motor Development (3 hours)</p> <p>19 total hours</p>

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 1/3/23 Signature, Chairperson: Cherrie Spickler

-Approved: College Curriculum Committee

Date: 3/7/23 Signature, Committee Chair: James Trulove

-Approved: Dean of College

Date: 3/7/23 Signature, Dean: James Trulove

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Re: Possible Changes to Early Childhood SPED Minor

Cherona Hicklin <chicklin@pittstate.edu>

Mon 12/5/2022 9:21 AM

To: Amber Tankersley <atankersley@pittstate.edu>; Ashley Shaw <ajshaw@pittstate.edu>; Marcus Daczewitz <mdaczewitz@pittstate.edu>; Gloria Flynn <gflynn@pittstate.edu>

Good morning,

Thank you all for providing your input.

Have a wonderful week,
Cherona

*Cherona Hicklin, Ed.D.
Department Chair and Professor
Teaching and Leadership
College of Education
Pittsburg State University
620-235-4504
education.pittstate.edu*

From: Amber Tankersley <atankersley@pittstate.edu>

Sent: Monday, December 5, 2022 8:50 AM

To: Ashley Shaw <ajshaw@pittstate.edu>; Marcus Daczewitz <mdaczewitz@pittstate.edu>; Gloria Flynn <gflynn@pittstate.edu>

Cc: Cherona Hicklin <chicklin@pittstate.edu>

Subject: Re: Possible Changes to Early Childhood SPED Minor

Thanks, everyone! I appreciate the input. Ashley, I also like the idea of SPED 512 as an option. Likely, I will hold on to all of these ideas and pursue official changes to the minor after this semester ends.

I hope everyone enjoys this last week of classes!
Amber

From: Ashley Shaw <ajshaw@pittstate.edu>

Sent: Friday, December 2, 2022 12:31 PM

To: Amber Tankersley <atankersley@pittstate.edu>; Marcus Daczewitz <mdaczewitz@pittstate.edu>; Gloria Flynn <gflynn@pittstate.edu>

Cc: Cherona Hicklin <chicklin@pittstate.edu>

Subject: Re: Possible Changes to Early Childhood SPED Minor

Hi, Amber!

I think it's awesome you're trying to rework this! I have several FCS students in a couple of my sped courses this semester due to the issues you described and have felt they've gotten the short end of the stick to some degree. Here are some of my thoughts but would love to discuss things further if you're interested!

-SPED 515 could definitely work! I focus heavily on the behavioral side MTSS throughout the course, specifically in regard to the process, examples of interventions within each tier, and data collection for behavior. Adding a bit more on early intervention seems like an appropriate revision for both EC and Elem majors.

-I agree about 516 not being the best fit. I have two EC majors in the course now and have felt terrible having them work so much on IEP writing which is so much of the course as it stands! With the process and specific assessments also being so different in EC, I ended up asking Dr. York to come in and she was gracious enough to go through the AEPS with my two from FCS.

-What about 512? Not sure it's a great option (there's also been casual discussion about getting rid of it), but I have a random FCS senior from the old program in it now and we make it work.

Not sure any of this helps but really appreciate what you're doing, Amber!

Ashley

Ashley Shaw, Ed.D.

Assistant Professor of Special Education

Department of Teaching and Leadership

Pittsburg State University

970.426.9504 | ajshaw@pittstate.edu

<https://pittstate.zoom.us/my/ajshaw>

From: Amber Tankersley <atankersley@pittstate.edu>
Sent: Friday, December 2, 2022 8:23 AM
To: Marcus Daczewitz; Ashley Shaw; Gloria Flynn
Cc: Cherona Hicklin
Subject: Re: Possible Changes to Early Childhood SPED Minor

Hi Marc,

Thanks for your input, I appreciate it. I should clarify that for our Child Development students who have the EC SPED minor, SPED 516 is more difficult likely because they have not had a measurement/evaluation or educational psychology course. Also, I don't believe there needs to be a stand-alone assessment course as the minor should provide a broad overview of working with children who have exceptionalities. Likely, these students will not be in situations where they are doing anything more than informal/observational assessments.

I'm looking forward to others' opinions and suggestions.

Thanks again!
Amber

From: Marcus Daczewitz <mdaczewitz@pittstate.edu>
Sent: Friday, December 2, 2022 6:49 AM
To: Amber Tankersley <atankersley@pittstate.edu>; Ashley Shaw <ajshaw@pittstate.edu>; Gloria Flynn <gflynn@pittstate.edu>
Cc: Cherona Hicklin <chicklin@pittstate.edu>
Subject: Re: Possible Changes to Early Childhood SPED Minor

Hi Amber!

This looks good to me. The only thing I am not sure about since I am not the instructor for 515 (that's Ashley) is that if 516 is too advanced, I think 515 might be as well. Also, if this course needs to be related to assessment (560 was, and 516 is), I would say 515 would not meet that requirement. I'll defer to Ashley on that one.

Forgive any choppiness in the writing, I have a cat sitting across my arms while I type this. She is not happy with this cold weather.

From: Amber Tankersley <atankersley@pittstate.edu>
Sent: Thursday, December 1, 2022 12:41 PM
To: Ashley Shaw <ajshaw@pittstate.edu>; Marcus Daczewitz <mdaczewitz@pittstate.edu>; Gloria Flynn <gflynn@pittstate.edu>
Cc: Cherona Hicklin <chicklin@pittstate.edu>
Subject: Possible Changes to Early Childhood SPED Minor

Good afternoon,

I visited with Dr. Hicklin this morning about possible changes to the EC SPED minor that is available to our FCS Child Development majors. I would love to get your input for this endeavor. First, I think it might be helpful to provide a bit of history. FCS Child Development majors are not certified teachers, and the SPED minor doesn't offer any certification. Most of the Child Development graduates go on to work in childcare programs, early intervention, family education, social services, etc. The EC SPED minor was created by Dr. Duane Whitbeck and Dr. Marti York, I believe it was created shortly before or after I started in 2008 (I could be wrong about its origin date). As you likely know, minors are typically 18-21 hours of coursework unique from the major.

Currently, the EC SPED minor includes:

- SPED 511 Overview of Special Education (3)
- SPED 350 Methods for I/T with Disabilities (2)
- SPED 351 Field Exp. (1)
- SPED 450 Methods for Preschoolers with Disabilities (2)
- SPED 451 Field Exp. (1)
- SPED 560 Assessment of Young Children (3)
- EDTH 330 Tech for Teaching & Learning (3)
- FCS 590 Development of the Child: Birth-Age 8 (3)

The minor has always been a bit problematic. First, SPED 350 and SPED 450 include a field observation without SPED 351 and SPED 451. However, it is my understanding that when created, the minor needed hours so the separate field experiences were added for one additional credit each. These courses/hours are essentially fillers. The ECU: B-K candidates only take SPED 350 and SPED 450 since the observation hours are included in the course without an added course. A second issue is that SPED 560 Assessment of Young Children has not been offered in some time, we've substituted SPED 516 but that course is a bit too advanced for FCS CD majors who likely will not be in a position of assessing children to that extent. The final issue is that FCS 590 is a requirement of the major, so it works in two different areas which seems to cheat the students out of more diverse experiences or classes.

I would like to rework the EC SPED minor so that it functions well for both students and faculty. Here is what I am initially thinking, but I am open to any and all suggestions:

SPED 511 Overview of Special Education (3)

SPED 350 Methods for I/T with Disabilities (2)

SPED 450 Methods for Preschoolers with Disabilities (2)

EDTH 330 Tech for Teaching & Learning (3)

SPED 515 Positive Behavior Support Inclusive Setting (3) **This has prerequisites that FCS CD students will not have met. Input from SPED faculty is greatly appreciated. **

Choose two of the following:

EDUC 551 Diversity in the Classroom (3)

FCS 690 Parent/Professional Relationships (3)

HHP 466 Motor Development (3)

For the Child Development major, FCS 690 and HHP 466 are options within their restricted electives. If one or both of these courses were chosen to satisfy their minor requirements, then they would be advised to choose other restricted electives to satisfy major requirements.

I look forward to hearing your thoughts!

Amber

Amber Tankersley, Ph.D. (she/her)

Professor, Child Development

Director, Little Gorillas Preschool

Family & Consumer Sciences

Pittsburg State University

620-235-4460

[cid:722cee17-c244-48e5-8214-ebac33512ba2] [cid:6ab44dd2-5685-4541-893e-4afa3a7b9b83] [cid:2929ea21-b3c4-4039-b908-0ee21eba7da7]

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 1/20/23

Department: School of Auto & Engineering Tech College of: Technology

Contact Person: Greg Murray Chair

Course: New

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

1. Purpose/Justification for New to Course:
PSU's Engineering Technology programs do not currently offer Additive Mfg (AM) courses. AM is a rapidly increasing technology and was a \$12.8 billion industry in 2020 with a projected composite annual growth rate of 29.2% until 2026.
2. Is this New related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
Not directly, however, PSU students from other areas may have an interest in AM and may want to enroll to learn more about the technology. AM is used in the medical field, geology, art, education, construction and many other areas.
3. Is this course to be considered for Pitt State Pathway? **No**
If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.
4. Will this course be required of any education majors? **No**
If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.
5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
Current staff can handle the course load due to deleting other courses that have low enrollments. We currently have approximately 12 3D printers, and have just received \$108,000 in grant funding to purchase 4 more machines and materials. We also have the capability of making our own filament in the Plastics program.
6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
Explain:
We have a dedicated 3D printing lab with plenty of space for growth. We also have the equipment and material source.

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.
8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**
9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Introduction to Additive Manufacturing
Course Number:		ETECH 150
Credits:		3
Grading System:	A-F, IN <input type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>	A-F, IN <input checked="" type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>
Pre/Co-Requisite(s):		N/A
Course Description		An overview of Additive Manufacturing (AM) technology and it's commercial use. Upon completion of this course, students will have a foundational understanding of AM including methods and processes, materials, and common uses in modern manufacturing.

Authorization/Notification Sign-Off Sheet

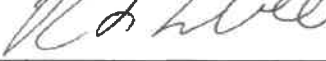
-Approved: Department Chairperson

Date: 1/20/23 Signature, Chairperson: Greg Murray Digitally signed by Greg Murray
Date: 2023.01.19 13:36:30 -06'00'

-Approved: College Curriculum Committee

Date: 03/08/2023 Signature, Committee Chair: 

-Approved: Dean of College

Date: 03/10/2023 Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Pittsburg State University
School of Automotive & Engineering Technology
Engineering Technology
(Prepared by: Greg Murray, WF 2023)

COURSE TITLE: ETECH 150. Introduction to Additive Manufacturing

COURSE SCHEDULE: Online

INSTRUCTOR: Greg Murray
Phone: 620-235-4384
email: gmurray@pittstate.edu

Office : Room W215a
Office Hours: Drop in or by appt

COURSE DESCRIPTION: ETECH 120. Introduction to Additive Manufacturing. 3 hours. An overview of Additive Manufacturing (AM) technology and it's commercial use. Upon completion of this course, students will have a foundational understanding of AM including methods and processes, materials, and common uses in modern manufacturing.

TEXTBOOK/MATERIALS REQUIRED:

- No textbook required

COURSE OBJECTIVES:

Upon the completion of this course students will be able to:

- Define commonly used AM terms
- List the various industries that use AM
- Explain basic steps in each key process of AM
- Categorize material types used in AM
- Distinguish the advantages of AM over traditional manufacturing
- Identify good part candidates for AM
- Discuss the impact of both process and material selection in AM decision making
- List examples of real-world applications of AM
- Gain an understanding of the workflow, and the tools required to turn a concept into a part.

GRADING SYSTEM: Grades will be based on the following scale and proportional system:

Discussions	10%	90 - 100	A
Case Studies	25%	80 - 89	B
Self-Tests	20%	70 - 79	C
Quizzes	30%	60 - 69	D
Final Exam	15%	59 - 0	F

COURSE TOPICS:

1. Types of AM Processes
2. AM Materials
3. Design for AM (DFAM)
4. AM use in Industry
5. AM Case Studies
6. Levels of AM Use

TENTATIVE SCHEDULE OF ACTIVITIES

<u>MODULE</u>	<u>CLASS CONTENT</u>	<u>ASSIGNMENTS</u>
1	Overview of Additive Manufacturing	Discussion Case Study Self-tests Quiz
2	Industries using Additive Manufacturing	Discussion Case Study Self-tests Quiz
3	Additive Manufacturing processes per ASTM F42	Discussion Case Study Self-tests Quiz
4	AM advantages for Decision Making	Discussion Case Study Self-tests Quiz
5	AM use cases	Discussion Case Study Self-tests Quiz
6	AM Technology and Materials	Discussion Case Study Self-tests Quiz
7	AM Processes	Discussion Case Study Self-tests Quiz
8	Final Exam	Final Exam CSWA-AM exam

Pittsburg State University encourages students to take full advantage of campus resources. Information about the campus resources and other information, notifications, and policies (academic integrity, dead week, etc.) students should be aware of, can be found through the syllabus supplement link for the current semester that can be found on PSU's web site at <https://www.pittstate.edu/registrar/syllabus-supplement.html>

CASE STUDIES

The purpose of the course is to equip students with the knowledge and tools to apply additive manufacturing in industry. To reinforce this idea, a case study is integrated in the learning activities starting at Module 1. The case study assignments build upon each other, so it is important to master each case study task before progressing to the next module's assignment. Case studies will be assessed with a short quiz and or rubric. Each case study assignment needs to be completed and submitted to be eligible for a passing grade for the course.

DISCUSSIONS

Discussion forums enrich the learning environment with the insights, experiences, and best practices of others. The participants enrolled in the Introduction to Additive Manufacturing course are asked to take part in the online discussion each Module once a discussion question is posted. Responses from other participants should build upon the initial posting and could include mentions of resources that would extend the learning on the topic. Discussion forums are not graded but one or two discussion checkpoint questions are provided at the end of each discussion forum for points and assessment.

Be sure to make your subject headings meaningful and unique.

Subject Headings for Discussion Question Responses

In order to keep the flow of the discussion moving and to help your classmates and instructor locate your postings quickly, your initial response (new thread) to a discussion question should have a unique subject heading that summarizes the content of your thread.

Example of strong subject heading

Reasons why Juran is considered an evangelist of quality

Examples of weak subject headings

Jim's answer

Evolution of quality question

My thoughts

SELF-TESTS

Three to five self-tests, organized by topics, are included in each module to help you understand the concepts presented in each learning module. The self-tests can be taken as many times as necessary to fully understand the course material. The system will retain the highest scores. Self-tests will be assessed with a multiple choice, T/F quiz. You will see similar questions when you take the quiz at the end of the learning module.

QUIZZES

You are required to complete 5 online quizzes throughout course. Each quiz consists of 10 to 20 questions. The online learning environment allows you to retake a weekly quiz up to three times to improve your score. However, the questions are refreshed with each retake so you will receive a new set of questions every time you retake the quiz. You must submit your completed quiz before the posted deadlines. The system ultimately will keep the attempt with the highest score. Quizzes will be assessed with a multiple choice, T/F quiz. Each quiz must be completed and submitted to be eligible for a passing grade for the course.

FINAL EXAM

The final exam is required for a passing grade for the course and is administered in the online environment and an open book test. While it is available anytime during the last week of the course, it is best to set aside ample time to take the exam so that you can respond to all the questions before submitting your answers. You can take the final exam up to three times. If you choose to go back and retake the exam, the system will supply you with a refreshed exam and a new set of questions. The questions are in these formats: multiple choice, true/false. The Final Exam needs to be completed and submitted to be eligible for a passing grade for the course.

You will also have the opportunity to take the Certified SolidWorks Associate – Additive Manufacturing (CSWA-AM) exam. Successful completion of this exam looks great on a resume and will be included on your transcript.

MISSED AND LATE WORK

No work will be accepted after the given due date unless due to a documented medical necessity or a documented school event. With the exception of medical emergencies, any missed work must be discussed in advance through Canvas Messaging.

ACADEMIC DISHONESTY

If your work is considered to be an act of academic dishonesty you will automatically receive a zero on that assignment. Your actions could also cause you to receive an 'F' in the course up to and including dismissal from the university. I don't mind collaboration on homework assignments, however you are responsible for submitting original files, and must work on quizzes and exams by yourself. Plagiarism includes copying from printed solution manuals, from other students, from the web, etc.

<https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html>

CANVAS

The course will be administered with the Canvas learning management system. The site will maintain course materials and be used for communications and grading. The site should be checked frequently for announcements, assignments, and any other communication.

SPECIAL CONCERNS

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact me as soon as possible to make necessary accommodations. You may contact the Center for Student Accommodations in 218 Russ Hall, or call 620-235-4309.

CONCEALED CARRY: In this class, students will be asked to participate in activities, such as engaging in group work (in and out of the classroom), using the board, giving presentations, or participating in tours. These activities may require students to either be separated from their bags or be prepared to keep their bags with them at all times during such activities. Students are encouraged to read the online weapons policy (<https://police.pittstate.edu/files/documents/Concealed-Carry-Weapons-Policy.pdf>) to ensure they understand the requirements related to concealed carry.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 1/20/23
Department: Engineering Technology College of: Technology
Contact Person: David Miller Faculty

Course: New

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

- Purpose/Justification for New to Course:**
Due to reduction in faculty and similarity in content, this course will combine elements of ETECH 296, Materials in Industry and MFGET 564 Heat Treatment and Metallurgy.
- Is this New related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***
No. The only students who take this course are ETECH majors
- Is this course to be considered for Pitt State Pathway? No**
If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.
- Will this course be required of any education majors? No**
If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.
- What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?**
None
- Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? No**
Explain:
Course will utilize existing equipment and room resources

- 7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.
- 8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**
- 9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Engineering Materials and Metallurgy
Course Number:		ETECH 310
Credits:		3 (2 hours lecture, 2 hours laboratory)
Grading System:	A-F, IN <input type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>	A-F, IN <input checked="" type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>
Pre/Co-Requisite(s):		
Course Description		Study of atomic, crystal and micro-structure of engineering materials and their relationship to macroscopic properties and behavior. Overview of ceramics, glasses, plastics, composites, woods and specialty materials with detailed discussion of metallurgy and heat treatment of ferrous and non-ferrous metals. Analysis techniques demonstrated and practiced in laboratory settings.

Authorization/Notification Sign-Off Sheet


-Approved: Department Chairperson

Date: 1/20/23 Signature, Chairperson: Greg Murray Digitally signed by Greg Murray
Date: 2023.01.20 14:25:25 -06'00'

-Approved: College Curriculum Committee

Date: 03/08/2023 Signature, Committee Chair: 

-Approved: Dean of College

Date: 03/10/2023 Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

COURSE OBJECTIVES:

- Objective 1: To develop a knowledge of the properties of materials used in manufacturing and their relationship to atomic composition and micro-structure. (Outcome 1)
- Objective 2: To develop the ability to analyze and control material properties of metals through alloying elements and heat treatments. (Outcome 1)
- Objective 3: To develop the ability to select appropriate materials in the design of industrial systems. (Outcome 2)
- Objective 4: To develop a knowledge of various techniques used in preparing material samples and testing material properties. (Outcome 2)
- Objective 5: To familiarize students with software tools and resources used in obtaining or determining material properties. (Outcome 3)

GRADING SYSTEM:

90 - 100%	A	Attendance	5%
80 - 89	B	Quizzes	15%
70 - 79	C	Projects	15%
60 - 69	D	Labs	15%
0 - 59	F	MidTerm Exam	25%
		Final Exam	25%

Homework: Homework will be assigned covering each major topic via pages in Canvas and will typically come from problems in the textbook. Applicable homework problems will have answers provided, either in the back of the book or by the instructor. The student should work on the problem until they understand how to obtain the correct answer. This provides the student the opportunity to resolve problems on their own and avoid simple errors. Homework problems will not be submitted; however, quiz and exam questions will generally be closely related to the homework.

Quizzes: Quizzes to ascertain comprehension of the material and its applications will be assigned. These may cover material discussed in class that day. These may also include less formal in-class problem solving. Quizzes will be closed book unless otherwise indicated.

Projects: Projects will be assigned at various times throughout the semester. These are intended to provide a more in depth understanding of some of the central topics and familiarize the student with software tools and technical resources. These problems should be worked out in detail and documented as instructed in class. A scoring rubric will be provided. Students should create check cases to ensure that their projects are correct. If there are significant errors in the project, the student may be asked to correct and resubmit the project with a corresponding deduction. A substantial portion of the project grade will reflect the timeliness with which a correct project is submitted.

Labs: Laboratory assignments will be made to give students experience in sample preparation, micro-structure evaluation and material property testing. Laboratory activities will be conducted in person and will involve submission of experimental results and observations.

MidTerm Examination: The midterm exam for this course will be a classical exam given during the week before spring break. The exam may cover two class periods and include all topics discussed to that point.

Final Examination: The final exam for this course will be a classical exam given during the final exam period schedule for the course. The exam will be comprehensive, and may include all course topics.

Faculty Senate Course Form

Effective Date: Spring 2024 Submission Date: 1/20/23

Department: School of Auto & Engineering Tech College of: Technology

Contact Person: Greg Murray Chair

Course: New

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

- Purpose/Justification for New** to Course:
PSU's Engineering Technology programs do not currently offer Additive Mfg (AM) courses. AM is a rapidly increasing field and was a \$12.8 billion industry in 2020 with a projected composite annual growth rate of 29.2% until 2026.
- Is this New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
Not directly, however, PSU students from other areas and industry professionals may have an interest in AM and may want to enroll to learn more about the technology. AM is used in the medical field, geology, art, education and construction.
- Is this course to be considered for Pitt State Pathway? No**
If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.
- Will this course be required of any education majors? No**
If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.
- What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?**
Current staff can handle the course load due to deleting other courses with low enrollments. We currently have approximately 12 3D printers in ETECH, and have just received \$108,000 in grant funding to purchase 4 more machines and materials. We also have the capability of making our own filament in the Plastics lab.
- Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? No**
Explain:
We have a dedicated 3D printing lab with plenty of room for growth. We also have the equipment and material source.

- 7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.
- 8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**
- 9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.


	Existing	New/Proposed
Title:		Design for Additive Manufacturing
Course Number:		ETECH 350
Credits:		3
Grading System:	A-F, IN <input type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>	A-F, IN <input checked="" type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>
Pre/Co-Requisite(s):		MECET 121 Engineering Graphics I or equivalent 3D modeling course, ETECH 150 Introduction to Additive Manufacturing.
Course Description		Design For Additive Manufacturing (DFAM) is the process of designing parts specifically for the Additive Manufacturing process. Use of CAD software to create complex part geometry, and consolidate assembly geometries to simplify manufacturing processes.

Authorization/Notification Sign-Off Sheet


-Approved: Department Chairperson

Date: 1/20/23 Signature, Chairperson: Greg Murray Digitally signed by Greg Murray
Date: 2023.01.19 13:35:55 -06'00'

-Approved: College Curriculum Committee

Date: 03/08/2023 Signature, Committee Chair:  PE

-Approved: Dean of College

Date: 03/10/2023 Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Pittsburg State University
School of Automotive & Engineering Technology
Engineering Technology
(Prepared by: Greg Murray, WF 2023)

COURSE TITLE: ETECH 350. Design for Additive Manufacturing

COURSE SCHEDULE: Online

INSTRUCTOR: Greg Murray
Phone: 620-235-4384
email: gmurray@pittstate.edu

Office : Room W215a
Office Hours: Drop in or by appt

COURSE DESCRIPTION: ETECH 320. Design For Additive Manufacturing (DFAM) is the process of designing parts specifically for the Additive Manufacturing process. Use of CAD software to create complex part geometry, and consolidate assembly geometries to simplify manufacturing processes. Prerequisite(s): MECET 121 Engineering Graphics I or equivalent 3D modeling course, ETECH 150 Introduction to Additive Manufacturing.

TEXTBOOK/MATERIALS REQUIRED:

- No textbook required

COURSE OBJECTIVES:

Upon the completion of this course students will be able to:

- Identify and describe the basic design principles for AM
- Explain the design techniques applied in Material Extrusion processes
- Describe the design techniques applied in Powder Bed Fusion processes
- List the design techniques applied in Directed Energy Deposition and Binder Jetting processes
- Discuss the design techniques deployed in at Vat Photopolymerization, Material Jetting, and Sheet Lamination processes

GRADING SYSTEM: Grades will be based on the following scale and proportional system:

Assignments	30%	90 - 100	A
Case Studies	25%	80 - 89	B
Self-Tests	10%	70 - 79	C
Quizzes	20%	60 - 69	D
Final Exam	15%	59 - 0	F

COURSE TOPICS:

1. Types of AM Processes
2. Design for AM (DFAM)
3. Design Workflow
4. Printer Interface/Slicing Techniques
5. Legacy Mfg Processes vs. AM
6. AM Design Theory

TENTATIVE SCHEDULE OF ACTIVITIES

MODULE	CLASS CONTENT	ASSIGNMENTS
1	Introduction to Design for AM	Assignments Case Study Self-tests Quiz
2	Material Extrusion	Assignments Case Study Self-tests Quiz
3	Powder Bed Fusion	Assignments Case Study Self-tests Quiz
4	DED and Binder Jetting	Assignments Case Study Self-tests Quiz
5	Vat Photopolymerization, Material Jetting, and Sheet Lamination	Assignments Case Study Self-tests Quiz
6	Final Exam	Final Exam

Pittsburg State University encourages students to take full advantage of campus resources. Information about the campus resources and other information, notifications, and policies (academic integrity, dead week, etc.) students should be aware of, can be found through the syllabus supplement link for the current semester that can be found on PSU's web site at <https://www.pittstate.edu/registrar/syllabus-supplement.html>

ASSIGNMENTS

Assignments will be given most weeks. Some assignments may not be graded and are intended to provide you with additional practice. Some class time will be devoted to this work; however, additional work outside of class is expected. Your lowest assignment score will be dropped, therefore no late work or make-ups are permitted. Assignments will be assessed using a rubric specific to the assignment type and will be provided beforehand. Assignments are due by Sunday evening at midnight. **Extra credit will be given for assignments that are turned in by 12 noon the Friday before the due date.**

CASE STUDIES

The purpose of the course is to equip students with the knowledge and tools to apply additive manufacturing in industry. To reinforce this idea, a case study is integrated in the learning activities starting at Module 1. The case study assignments build upon each other, so it is important to master each case study task before progressing to the next module's assignment. Case Studies will be assessed with a multiple choice, T/F quiz. Each case study assignment needs to be completed and submitted to be eligible for a passing grade for the course.

SELF-TESTS

Three to five self-tests, organized by topics, are included in each module to help you understand the concepts presented in each learning module. The self-tests can be taken as many times as necessary to fully understand the course material. The system will retain the highest scores. Self-tests will be assessed with a multiple choice, T/F quiz. You will see similar questions when you take the quiz at the end of the learning module.

QUIZZES

You are required to complete 5 online quizzes throughout course. Each quiz consists of 10 to 20 questions. The online learning environment allows you to retake a weekly quiz up to three times to improve your score. However, the questions are refreshed with each retake so you will receive a new set of questions every time you retake the quiz. You must submit your completed quiz before the posted deadlines. The system ultimately will keep the attempt with the highest score. Quizzes are assessed in T/F and multiple-choice format. Each quiz must be completed and submitted to be eligible for a passing grade for the course.

FINAL EXAM

The final exam is required for a passing grade for the course and is administered in the online environment and an open book test. While it is available anytime during the last week of the course, it is best to set aside ample time to take the exam so that you can respond to all the questions before submitting your answers. You can take the final exam up to three times. If you choose to go back and retake the exam, the system will supply you with a refreshed exam and a new set of questions. The questions are in these formats: multiple choice, true/false. The Final Exam needs to be completed and submitted to be eligible for a passing grade for the course.

MISSED AND LATE WORK

No work will be accepted after the given due date unless due to a documented medical necessity or a documented school event. With the exception of medical emergencies, any missed work must be discussed in advance [through Canvas Messaging](#).

ACADEMIC DISHONESTY

If your work is considered to be an act of academic dishonesty you will automatically receive a zero on that assignment. Your actions could also cause you to receive an 'F' in the course up to and including dismissal from the university. I don't mind collaboration on homework assignments, however you are responsible for submitting original files, and must work on quizzes and exams by yourself. Plagiarism includes copying from printed solution manuals, from other students, from the web, etc.

<https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html>

CANVAS

The course will be administered with the Canvas learning management system. The site will maintain course materials and be used for communications and grading. The site should be checked frequently for announcements, assignments, and any other communication.

SPECIAL CONCERNS

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact me as soon as possible to make necessary accommodations. You may contact the Center for Student Accommodations in 218 Russ Hall, or call 620-235-4309.

CONCEALED CARRY: In this class, students will be asked to participate in activities, such as engaging in group work (in and out of the classroom), using the board, giving presentations, or participating in tours. These activities may require students to either be separated from their bags or be prepared to keep their bags with them at all times during such activities. Students are encouraged to read the online weapons policy (<https://police.pittstate.edu/files/documents/Concealed-Carry-Weapons-Policy.pdf>) to ensure they understand the requirements related to concealed carry.

Faculty Senate Course Form

Effective Date: Spring 2024 Submission Date: 1/20/23

Department: School of Auto & Engineering Tech College of: Technology

Contact Person: Greg Murray Chair

Course: New

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

1. Purpose/Justification for New to Course:

PSU's Engineering Technology programs do not currently offer Additive Mfg (AM) courses. AM is a rapidly increasing field and was a \$12.8 billion industry in 2020 with a projected composite annual growth rate of 29.2% until 2026.

2. Is this New related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

Not directly, however, PSU students from other areas and industry professionals may have an interest in AM and may want to enroll to learn more about the technology. AM is used in the medical field, geology, art, education and construction.

3. Is this course to be considered for Pitt State Pathway? **No**

If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**

If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

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

Current staff can handle the course load due to deleting other courses with low enrollments. We currently have approximately 12 3D printers in ETECH, and have just received \$108,000 in grant funding to purchase 4 more machines and materials. We also have the capability of making our own filament in the Plastics lab.

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**

Explain:

We have a dedicated 3D printing lab with plenty of room for growth. We also have the equipment and material source.

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.
8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**
9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Applications of Additive Manufacturing
Course Number:		ETECH 450
Credits:		3
Grading System:	A-F, IN <input type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>	A-F, IN <input checked="" type="checkbox"/> IP <input type="checkbox"/> P/F <input type="checkbox"/>
Pre/Co-Requisite(s):		ETECH 350 Design for Additive Manufacturing.
Course Description		Applying AM knowledge to design products, create process workflows and identify cost drivers to develop AM industrialization strategies.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 1/20/23 Signature, Chairperson: Greg Murray Digitally signed by Greg Murray
Date: 2023.01.19 13:35:21 -06'00'

-Approved: College Curriculum Committee

Date: 03/08/2023 Signature, Committee Chair: 

-Approved: Dean of College

Date: 03/10/2023 Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023 Signature, Committee Chair: Janet Zepornick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023



Submission Date: 2/10/23

Department: ETECH

College: Technology



Contact Person: Greg Murray

Chair

Revision



Major



If Emphasis, enter name of the Major: Manufacturing Engineering Technology Major

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

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.

1. Description of Change:

Adding: ETECH 310 "Engineering Materials and Metallurgy", ETECH 120 "Introduction to Additive Manufacturing" & ETECH 320 "Design for Additive Manufacturing"
Removing MFGET 564 "Heat Treatment and Metallurgy", MECET 420 "Kinematics", & MFGET 662 "Computer Aided Manufacturing"

2. Rationale for change, including changes to curriculum objectives:

Due to reduction in faculty and similarity in content, ETECH 310 "Engineering Materials and Metallurgy" was developed to combine elements of ETECH 296 "Materials in Industry" and MFGET 564 "Heat Treatment and Metallurgy". ETECH 120 & 320 are new courses that focus on Additive Mfg, which is critical to keeping our curriculum current with industry.

3. Will this change affect any education majors? No



If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

No, this affects students within School of Automotive and Engineering Technology, primarily within the Mechanical and Manufacturing program areas.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

No, see response above (item 4)

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**
7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?
No
8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.
9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?
None
10. Describe the program assessment plan:
 - a. Enrollment targets = N/A Not a new major
 - b. Outcome expected and process to evaluate =
N/A
 - c. Plan to abandon if enrollment targets not met =
N/A

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Manufacturing Engineering Technology Major	Manufacturing Engineering Technology Major
Curriculum: (Do not include GenEd)	<p>Core Requirements (16 hours) MECET-220 Statics (3 hours) or PHYS-220 Engineering Mechanics I - Statics (3 hours) MECET-420 Kinematics (2 hours) MECET-423 Mechanics of Materials (3 hours) MECET-424 Mechanics of Materials Laboratory (1 hour) MECET-524 Fluid Mechanics (3 hours) MECET-525 Fluid Mechanics Laboratory (1 hour) MFGET-564 Heat Treatment and Metallurgy I (3 hours) Tool Design MECET-121 Engineering Graphics I (3 hours) MECET-226 Computer Aided Design (3 hours) MFGET-363 Principles of Tool Design (3 hours) Manufacturing Processes MFGET-263 Manufacturing Methods I (2 hours) MFGET-268 Manufacturing Methods I Laboratory (1 hour) MFGET-367 Manufacturing Methods II (4 hours) MFGET-661 Computer Aided Manufacturing (3 hours) MFGET-662 Computer Aided Manufacturing II (2 hours) MFGET-690 Manufacturing Production Control and Management (3 hours) Metalcasting MFGET-567 Principles of Metalcasting (3 hours) MFGET-568 Metalcasting Processing Laboratory (2 hours) MFGET-569 Casting Design and Simulation (3 hours) Capstone Experience MFGET-666 Manufacturing and Design Project I (2 hours) MFGET-669 Manufacturing and Design Project II (3 hours) Technical Specialties EET-141 Introductory Electronics (3 hours) EET-343 Automation I: Industrial Controls (3 hours) EST-293 Introduction to Industrial Safety (3 hours) ETECH-502 Engineering Economy (3 hours) MFGET-162 Welding Processes and Procedures (3 hours) MFGET-405 Quality Control (3 hours) Select 5 hours of Approved Technical Electives from the following areas: See notes *1 *1 AMMT - Architectural Manufacturing Management Technology AT - Automotive Technology EET - Electronics Engineering Technology EST - Safety ETECH - Engineering Technology GT - General Technology MECET - Mechanical Engineering Technology PET - Plastics Engineering Technology Support Courses CHEM-105 Introductory Chemistry (3 hours) and CHEM-106 Introductory Chemistry Laboratory (1 hour) PHYS-100 College Physics I (4 hours) or PHYS-104 Engineering Physics I (4 hours) Preferred physics course. PHYS-130 Elementary Physics Laboratory I (1 hour) MATH-122 Plane Trigonometry (3 hours) MATH-143 Elementary Statistics (3 hours) MATH-150 Calculus I (5 hours)</p>	<p>Core Requirements MECET-220 Statics (3 hours) or PHYS-220 Engineering Mechanics I - Statics (3 hours) ETECH-120 Introduction to Additive Manufacturing (3 hours) ETECH-320 Design for Additive Manufacturing (3 hours) MECET-423 Mechanics of Materials (3 hours) MECET-424 Mechanics of Materials Laboratory (1 hour) MECET-524 Fluid Mechanics (3 hours) MECET-525 Fluid Mechanics Laboratory (1 hour) ETECH 310 Engineering Materials and Metallurgy (3 hours) Tool Design MECET-121 Engineering Graphics I (3 hours) MECET-226 Computer Aided Design (3 hours) MFGET-363 Principles of Tool Design (3 hours) Manufacturing Processes MFGET-263 Manufacturing Methods I (2 hours) MFGET-268 Manufacturing Methods I Laboratory (1 hour) MFGET-367 Manufacturing Methods II (4 hours) MFGET-661 Computer Aided Manufacturing (3 hours) MFGET-690 Manufacturing Production Control and Management (3 hours) Metalcasting MFGET-567 Principles of Metalcasting (3 hours) MFGET-568 Metalcasting Processing Laboratory (2 hours) MFGET-569 Casting Design and Simulation (3 hours) Capstone Experience MFGET-666 Manufacturing and Design Project I (2 hours) MFGET-669 Manufacturing and Design Project II (3 hours) Technical Specialties EET-141 Introductory Electronics (3 hours) EET-343 Automation I: Industrial Controls (3 hours) EST-293 Introduction to Industrial Safety (3 hours) ETECH-502 Engineering Economy (3 hours) MFGET-162 Welding Processes and Procedures (3 hours) MFGET-405 Quality Control (3 hours) Select 3 hours of Approved Technical Electives from the following areas: See notes *1 *1 AMMT - Architectural Manufacturing Management Technology AT - Automotive Technology EET - Electronics Engineering Technology EST - Safety ETECH - Engineering Technology GT - General Technology MECET - Mechanical Engineering Technology PET - Plastics Engineering Technology Support Courses CHEM-105 Introductory Chemistry (3 hours) and CHEM-106 Introductory Chemistry Laboratory (1 hour) PHYS-100 College Physics I (4 hours) or PHYS-104 Engineering Physics I (4 hours) Preferred physics course. PHYS-130 Elementary Physics Laboratory I (1 hour) MATH-122 Plane Trigonometry (3 hours) MATH-143 Elementary Statistics (3 hours) MATH-150 Calculus I (5 hours)</p>

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 2/10/2023 Signature, Chairperson: 

-Approved: College Curriculum Committee

Date: 03/08/2023 Signature, Committee Chair: 

-Approved: Dean of College

Date: 03/10/2023 Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023

Submission Date: 1/27/23

Department: SAET

College: Technology



Contact Person: David Miller

Faculty



Revision



Major



If Emphasis, enter name of the Major: Mechanical Engineering Technology

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

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.

1. Description of Change:

ETECH 296 - Materials in Industry was updated as part of earlier legislation to become ETECH 310 - Engineering Materials and Metallurgy; this course is being removed from emphasis areas within the degree and moved to the core curriculum for all MECET majors. Also updating major to reflect removal of Biomedical emphasis area from the degree.

2. Rationale for change, including changes to curriculum objectives:

Course/emphasis changes were made to reflect declining enrollment and staffing issues within the program. Moving ETECH 310 from emphasis to core is intended to streamline the advising process for students and incoming central advisors.

3. Will this change affect any education majors? No

If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

No. These programs and courses are taught only within School of Automotive and Engineering Technology and are not taken by students outside the school/department.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

No. These programs are only taken by PSU students.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? Yes
7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?
No.
8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.
9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?
N/A
10. Describe the program assessment plan:
 - a. Enrollment targets = N/A - revision to existing program. Per Michelle Hensley.
 - b. Outcome expected and process to evaluate =
N/A
 - c. Plan to abandon if enrollment targets not met =
N/A

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Mechanical Engineering Technology	Mechanical Engineering Technology
<p>Curriculum: (Do not include GenEd)</p>	<p>Technical Sciences 31 MECET 220 Statics 3 MECET 226 Engineering Graphics II 3 MECET 323 Industrial Graphics 3 EET 343 Automation I: Industrial Control+ 3 MECET 423 Mechanics of Materials 3 MECET 424 Mechanics of Materials Lab 1 MECET 428 Thermodynamics 3 MECET 523 Mechanical Design I 3 MECET 524 Fluid Mechanics 3 MECET 525 Fluid Mechanics Lab 1 MFGET 666 Manufacturing/Design Project I 2 MFGET 669 Manufacturing/Design Project II 3</p> <p>Support Courses 17 PHYS 104 Engineering Physics I 4 or PHYS 100 College Physics I PHYS 105 Engineering Physics II 4 or PHYS 105 College Physics II PHYS 130 Elementary Physics Lab I 1 PHYS 131 Elementary Physics Lab II 1 MATH 122 Plane Trigonometry 3 MATH 154 Engineering Calculus II 4 or MATH 155 Calculus II (5 hr)</p> <p>PHYS 104, PHYS 105, MATH 154 are preferred Students must declare one of the approved emphasis areas and follow the emphasis sequence.</p> <p>Tech Elective Required number of technical elective hours will vary by emphasis area and must be approved by the student's academic adviser. Suggested Tech Electives include, but aren't limited to:</p> <p>MATH 212 Matrix Algebra 2 ENGL 301 Technical/Professional Writing 3 MATH 343 Intro to Applied Statistics 3 EST 393 Intro to Industrial Safety 3 MFGET 405 Quality Control (PR statistics class) 3 ETECH 670 Professional Certification Seminar 1</p> <p>Approved Tech Electives TST TECHNOLOGY STUDIES COURSE(S) TED TECHNICAL EDUCATION COURSE(S) ETECH ENGINEERING TECHNOLOGY COURSE(S) MECET MECHANICAL ENGINEERING TECHNOLOGY COURSE(S) MFGET MANUFACTURING ENGINEERING TECHNOLOGY COURSE(S) TECH TECHNOLOGY COURSE(S) EET ELECTRONICS ENGINEERING TECHNOLOGY COURSE(S) EST ENVIRONMENTAL AND SAFETY TECHNOLOGY COURSE(S) GIT GRAPHICS AND IMAGING TECHNOLOGY COURSE(S) PET PLASTICS ENGINEERING TECHNOLOGY COURSE(S) AT AUTOMOTIVE TECHNOLOGY COURSE(S) AST AUTOMOTIVE SERVICE TECHNOLOGY COURSE(S) AMMT ARCHITECTURAL MANUFACTURING MANAGEMENT TECHNOLOGY COURSE(S) AVT AVIATION COURSE(S) HRD HUMAN RESOURCE DEVELOPMENT COURSE(S) TE TECHNOLOGY AND ENGINEERING EDUCATION COURSE(S) TM TECHNOLOGY MANAGEMENT COURSE(S)</p> <p>Technical Specialties Design 29 ETECH 296 Materials in Industry 3 MECET 522 Dynamics 3 MECET 528 Engineering Graphics III 3 MECET 623 Mechanical Design II 3 MECET 682 Heat Transfer 3 Tech Elective 14</p> <p>Automation 29 ETECH 296 Materials in Industry 3 EET 141 Introductory Electronics 3 EET 244 Logic Circuits 3 EET 448 Network Systems 3 EET 443 Automation II: System Integration 3 EET 543 Automation III: Immersive Experience 3 MECET 420 Kinematics 2 Tech Elective 9</p> <p>Biomedical 29 BIOL 111 General Biology 3 BIOL 112 General Biology Lab 2 BIOL 257 Anatomy & Physiology 3 BIOL 258 Anatomy & Physiology Lab 2 BIOL 410 Biological/Medical Terminology 2 MECET 522 Dynamics 3 MECET 528 Engineering Graphics III 3 MECET 627 Intro to Biomed Tech 3 MECET 682 Heat Transfer 3 Tech Elective 5</p> <p>Manufacturing 29 ETECH 296 Materials in Industry 3 MECET 420 Kinematics 2 MFGET 363 Principles of Tool Design 3 MFGET 367 Manufacturing Methods II 4 MFGET 567 Principles of Metal Casting 3 MFGET 568 Metal Casting Processing Lab 2 MFGET 661 Computer Aided Manufacturing 3 Tech Elective 9</p> <p>Automotive+ 29 ETECH 296 Materials in Industry 3 MECET 420 Kinematics 2 AT 115 Mobile Electrical/Electronics 3 AT 116 Mobile Electrical/Electronics Lab+ 3 AT 301 Fundamentals of Collision Tech. 3 AT 314 Manual Trans./Drivelines 3 AT 340 Diesel Engine Fundamentals 3 AT 418 Failure Analysis 3 Tech Elective 9 +Automotive emphasis students can substitute this for EET 343</p> <p>Approved Minor (for all but Automation Emphasis) Required Core Courses EET 141 Introductory Electronics 3 or EET 100 Prolog To Electronics 2 EET 343 Automation I: Industrial Controls 3 EET 443 Automation II: System Integration 3 EET 543 Automation III: Immersive Experiences 3 EET 448 Network Systems 3 Elective Courses (Take 6 credit hours from the following) CIS 240 Intermediate Programming 3 CIS 615 Database Management 3 CMCET 331 Electrical Systems 3 EET 449 Programmable Logic Devices 3 EET 549 Advanced Microcontrollers 3 EET 646 Control Theory 3 MATH 569 Numerical Methods 3 MECET 226 Engineering Graphics II 3 MECET 420 Kinematics 3</p>	<p>Technical Sciences 34 MECET 220 Statics 3 MECET 226 Engineering Graphics II 3 ETECH 310 Engineering Materials and Metallurgy 3 MECET 323 Industrial Graphics 3 EET 343 Automation I: Industrial Control+ 3 MECET 423 Mechanics of Materials 3 MECET 424 Mechanics of Materials Lab 1 MECET 428 Thermodynamics 3 MECET 523 Mechanical Design I 3 MECET 524 Fluid Mechanics 3 MECET 525 Fluid Mechanics Lab 1 MFGET 666 Manufacturing/Design Project I 2 MFGET 669 Manufacturing/Design Project II 3</p> <p>Support Courses 17 PHYS 104 Engineering Physics I 4 or PHYS 100 College Physics I PHYS 105 Engineering Physics II 4 or PHYS 105 College Physics II PHYS 130 Elementary Physics Lab I 1 PHYS 131 Elementary Physics Lab II 1 MATH 122 Plane Trigonometry 3 MATH 154 Engineering Calculus II 4 or MATH 155 Calculus II (5 hr)</p> <p>PHYS 104, PHYS 105, MATH 154 are preferred Students must declare one of the approved emphasis areas and follow the emphasis sequence.</p> <p>Tech Elective Required number of technical elective hours will vary by emphasis area and must be approved by the student's academic adviser. 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Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 2/3/2023 Signature, Chairperson: 

-Approved: College Curriculum Committee

Date: 03/08/2023 Signature, Committee Chair: 

-Approved: Dean of College

Date: 03/10/2023 Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023

Submission Date: 1/20/23

Department: School of Auto & Eng Tech College: Technology

Contact Person: Greg Murray Chair

Deletion Emphasis

If Emphasis, enter name of the Major: Mechanical Engineering Technology

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

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.

1. Description of Change:

2. Rationale for change, including changes to curriculum objectives:
The Biomedical emphasis has historically low enrollments. The Mechanical program still has four available emphasis areas for students (Automation, Automotive, Design, Manufacturing).

3. Will this change affect any education majors? No
If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Deletion** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? *Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

No. The Biomedical emphasis is only utilized by MECET students.

5. Is this **Deletion** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? *Whether a "yes" or "no" response, please provide an explanation.*

No. The Biomedical emphasis is only utilized by the MECET students at PSU.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Select One**
7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?
8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **Select One**
If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.
9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?
10. Describe the program assessment plan:
 - a. Enrollment targets =
 - b. Outcome expected and process to evaluate =
 - c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. *If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.*

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:		
Curriculum: (Do not include GenEd)		

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 1/20/2023 Signature, Chairperson: 

-Approved: College Curriculum Committee

Date: 03/08/2023 Signature, Committee Chair: 

-Approved: Dean of College

Date: 03/10/2023 Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023



Submission Date: 1/12/23

Department: Automotive & Eng. Tech.

College: Technology



Contact Person: Rebeca Book

Faculty

**Revision****Major**

If Emphasis, enter name of the Major: Plastics Technology AAS Degree (Two Year Program)

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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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.

1. Description of Change:

Replacing CHEM 360 Intro. to Scient & Technology with PET 281 Plastics Testing
Eliminated "Pitt State Pathway Elective".

2. Rationale for change, including changes to curriculum objectives:

Chemistry concepts covered in PET 371, with additional materials concepts in PET 281.

Just eliminated wording in change and added, "Choose a non-technical elective from the following:"

3. Will this change affect any education majors? No



If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? *Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

YES, I have discussed the change with the Chemistry department. Email with Dr. Winters is attached.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? *Whether a "yes" or "no" response, please provide an explanation.*

NO, Plastics is a unique program.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? Yes
7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?
NO
8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? No
If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.
9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?
None
10. Describe the program assessment plan:
 - a. Enrollment targets =
 - b. Outcome expected and process to evaluate =
 - c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS


	Existing	Proposed
<p>Title:</p>	<p>Plastics Technology</p>	<p>Plastics Technology</p>
<p>Curriculum: (Do not include GenEd)</p>	<p>Recommended Sequence: Semester 1 (16 hours) ___ PET-180 General Plastics Laboratory (1 hour) ___ PET-185 General Plastics (3 hours) ___ EET-141 Introductory Electronics (3 hours) ___ ENGL-101 English Composition (3 hours) ___ COMM-207 Speech Communication (3 hours) Semester 2 (16 hours) See notes *1 ___ PET-272 Plastics Processing I Laboratory (1 hour) ___ PET-273 Plastics Processing I (3 hours) ___ EET-343 Automation I: Industrial Controls (3 hours) ___ CHEM-360 Introduction to Polymer Science and Technology (3 hours) ___ MECET-121 Engineering Graphics I (3 hours) Notes *1: Plus Pitt State Pathway Elective Semester 3 (13 hours) ___ MFGET-263 Manufacturing Methods I (2 hours) ___ MFGET-268 Manufacturing Methods I Laboratory (1 hour) ___ PET-370 Thermoplastic Resins Laboratory (1 hour) ___ PET-371 Thermoplastic Resins (3 hours) ___ PET-585 Part and Mold Design I (3 hours) ___ MATH-143 Elementary Statistics (3 hours) Semester 4 (16 hours) ___ AT-416 Fluid Power (3 hours) ___ EST-293 Introduction to Industrial Safety (3 hours) ___ MFGET-405 Quality Control (3 hours) ___ PET-376 Plastic Processing II Laboratory (1 hour) ___ PET-377 Plastic Processing II (3 hours) Technical Elective - Select 3 hours from: ___ PET-281 Plastics Testing Technology (3 hours) ___ PET-673 Advanced Injection Molding (3 hours) ___ PET-685 Composites (3 hours)</p>	<p>Recommended Sequence: Semester 1 (16 hours) ___ PET-180 General Plastics Laboratory (1 hour) ___ PET-185 General Plastics (3 hours) ___ EET-141 Introductory Electronics (3 hours) ___ ENGL-101 English Composition (3 hours) ___ COMM-207 Speech Communication (3 hours) ___ MATH-113 College Algebra (3 hours) Semester 2 (16 hours) ___ PET-272 Plastics Processing I Laboratory (1 hour) ___ PET-273 Plastics Processing I (3 hours) ___ EET-343 Automation I: Industrial Controls (3 hours) ___ PET-281 Plastics Testing Technology (3 hours) ___ MECET-121 Engineering Graphics I (3 hours) Non-Technical Elective: Select 3 hours from: ___ CIS 130 Computer Information Systems (3 hours) ___ PSYCH 155 General Psychology (3 hours) ___ MGT 101 Introduction to Business (3 hours) Semester 3 (13 hours) ___ MFGET-263 Manufacturing Methods I (2 hours) ___ MFGET-268 Manufacturing Methods I Laboratory (1 hour) ___ PET-370 Thermoplastic Resins Laboratory (1 hour) ___ PET-371 Thermoplastic Resins (3 hours) ___ PET-585 Part and Mold Design I (3 hours) ___ MATH-143 Elementary Statistics (3 hours) Semester 4 (16 hours) ___ AT-416 Fluid Power (3 hours) ___ EST-293 Introduction to Industrial Safety (3 hours) ___ MFGET-405 Quality Control (3 hours) ___ PET-376 Plastic Processing II Laboratory (1 hour) ___ PET-377 Plastic Processing II (3 hours) Technical Elective - Select 3 hours from: ___ PET-673 Advanced Injection Molding (3 hours) ___ PET-685 Composites (3 hours)</p>

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 1/13/2023 Signature, Chairperson: Greg Murray Digitally signed by Greg Murray
Date: 2023.01.19 13:36:30 -06'00'

-Approved: College Curriculum Committee

Date: 03/08/2023 Signature, Committee Chair: 

-Approved: Dean of College

Date: 03/10/2023 Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Re: Change in Two-Year Plastics Technology Major



You replied on Wed 12/14/2022 11:00 AM

You replied on Wed 12/14/2022 11:00 AM

Bobby Winters

To:



•
Rebeca Book

Cc:

- Greg Murray;
- Petar Dvornic;
- Santimukul Santra;
- Ram Krishna Gupta

Wed 12/14/2022 10:59 AM

Thanks for keeping us in the loop.
Merry Christmas,
Bobby

From: Rebeca Book <rbook@pittstate.edu>
Sent: Wednesday, December 14, 2022 10:58 AM
To: Bobby Winters <bwinters@pittstate.edu>
Cc: Greg Murray <gmurray@pittstate.edu>
Subject: Change in Two-Year Plastics Technology Major

Bobby,

Wanted to let you know that we are going to change out the CHEM 360 Intro. to Polymer course (in the two-year program only) with another plastics course. Talked within our program and decided the students didn't need that depth of chemistry for the possible careers that they would be entering. Some chemistry information is also covered in other courses.

Just wanted to touch base and notify your department, since it might have some impact. Please let me know if you have any questions -
Thank you -

Rebeca Book
Professor
Plastics Engineering Technology
Pittsburg State University
1701 S. Broadway, W122c, Kansas Technology Center
Pittsburg, KS 66762
office: (620)235-4034

Request for New Emphasis/Minor/Certificate

Effective Date: FALL 2023

Submission Date: 1/20/23

Department: School of Auto & Engineering Tech

College of: Technology

Contact Person: Greg Murray

Chair

Proposal for a New: **Certificate**

This program is to be offered: **Online**

Definitions can be found on the Faculty Senate website.

Title of Proposed Minor/Emphasis/Certificate:

Certificate in Additive Manufacturing

Major: Manufacturing Engineering Technology

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send to your College Admin.

1. Purpose/Justification for Minor/Emphasis/Certificate:

AM is a rapidly increasing technology and was a \$12.8 billion industry in 2020 with a projected composite annual growth rate of 29.2% until 2026. PSU students from any discipline on campus can benefit from this certificate (construction, education, medical, art, geology, etc.). This certificate will also provide a credential for professionals as they encounter an increasing amount of AM in their workplace.

2. Is this new minor/emphasis/certificate proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university? *Whether a "yes" or "no" response, please provide an explanation.*

No. Additive Manufacturing falls under the curriculum of our ETECH programs. This certificate will benefit PSU students and regional industry professionals.

3. Is this new minor/emphasis/certificate proposal related to, and/or may affect, any other department's/college's/unit's curricula or programs at Pittsburg State University? *Whether a "yes" or "no" response, please provide an explanation. Attach documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.* No

Not directly, however, PSU students from other areas may have an interest in AM and may want to enroll to learn more about the technology. AM is used in the medical field, geology, art, education, construction and many other areas.

4. Will this affect any education majors? No

If "yes," this request will need to have the approval of the Council for Teacher Education.

5. Is this major related to, and/or may affect, any other department/college/unit curricula or programs at PSU? *Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.* Select One

6. Is this major related to, and/or affect, any degree program at any other Regent university? **Select One**
Whether a "yes" or "no" response, please provide an explanation.
7. Does the new major meet University catalog definitions as appropriate? *Definitions can be found on the Faculty Senate website.* **Select One**
8. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)? **No**
We have a dedicated 3D printing lab with equipment and space for growth.
9. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.
10. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)? **No**
Current staff can handle the course load due to deleting other courses that have low enrollments. We currently have approximately 12 3D printers, and have just received \$108,000 in grant funding to purchase 4 more machines and materials. We also have the capability of making our own filament in the Plastics program.
11. Describe the program assessment plan:
- a. Enrollment targets = **10/year**
 - b. Outcome expected and process to evaluate =
Meet or exceed enrollment targets on or before year 3
 - c. Plan to abandon if enrollment targets not met =
The certificate utilizes courses that are required core and tech electives for ETECH programs. No change should be necessary if targets are not met.

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **No**
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Yes**

Curriculum

Certificate in Additive Manufacturing


MECET 121 Engineering Graphics I, or approved 3D modeling course
ETECH 150 Introduction to Additive Manufacturing
ETECH 350 Design for Additive Manufacturing
ETECH 450 Applications of Additive Manufacturing

Authorization/Notification Sign-Off Sheet


-Approved: Department Chairperson

Date: 1/20/23 Signature, Chairperson: Greg Murray Digitally signed by Greg Murray
Date: 2023.01.19 13:34:46 -06'00'

-Approved: College Curriculum Committee

Date: 03/08/2023 Signature, Committee Chair: 

-Approved: Dean of College

Date: 03/10/2023 Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/16/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Some MINORS will need KBOR Approval.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL. (MUST BE ENTERED INTO KBOR PI/CIP SYSTEM AT TIME OF SUBMISSION TO KBOR).

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

Please Note: This is a 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.