FACULTY SENATE MINUTES
February 24, 2020

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, February 24, 2020 in the Sunflower Room of the Overman Student Center with Kevin Bracker, President, presiding.

Past Minutes
Minutes from the January 27, 2020 meeting were approved.

Announcements

Provost and Vice President of Academic Affairs – Dr. Howard Smith
Dr. Smith reported that the system Provosts met recently with the KBOR. Discussion topics included improving transfer from community colleges to the universities and reviewing strategic alignment of programs even across institutions (minima numbers for all six universities were shared). In addition, the House has recommended including salary dollars for the Regents institution in the budget, although the dollars were not included in the Governor's budget. Lastly, all of the RPK groups will be convening including the prototype teams from Phase I. Academic support services are being examined in addition to academic colleges/departments as retirements have been announced by Dr. Kahol and Dr. Frieden. Dr. Smith will report to the KBOR in April our progress with the strategic visioning process. The process requires a cultural shift in the way minima, sustainability and budgets are viewed and managed.

PSU/KNEA –Grant Moss, President
Dr. Moss reported that negotiations are continuing. Questions can be directed to Tim Thomas or Dr. Moss. An executive meeting is scheduled for March 10th and a chapter meeting is scheduled for April 14th.

Student Senate – Alexis Houser, Representative
No report.

Unclassified Professional Senate – Brad Stefanoni, President
No report.

University Support Staff – Terry Pierce, President
No report.

Faculty Senate President – Kevin Bracker, President
Dr. Bracker reported that Apple Day is on Monday, March 2 and they are still taking volunteers to handout apples. In addition, one of the Presidents from the KBOR Faculty Senate Council of Presidents introduced a Freedom of Expression resolution for adoption, but it was voted down. Many expressed is was not developed enough for adoption.

Committee Reports
Academic Affairrs – Steve Cox, Chair
No report.

Undergraduate Curriculum – Nico Prelogar, Chair
Dr. Shewmake reported that the committee approved and recommends all curriculum items (see agenda).

The motion to approve the curriculum items passed unanimously.

Library Services/Learning Resources – Gail Yarick, Chair
Ms. Yarick shared that the committee met with Randy Roberts on January 31st. Please see the agenda for details on that meeting including information on how the library is supporting the Gorilla Gateway course and a list of upcoming events.

Online and Distance Learning – Krissy Lewis, Chair

Dr. Bracker reported that the committee met on February 11th to discuss: 1) a Pitt State online landing page and 2) hosting an event for online and distance learning for faculty and support staff. See agenda for more details.

Academic Honors – Janice Jewett, Chair
Mr. Morris shared that applications for academic honors are being reviewed and students will hear back from the Registrar's Office the week of February 17th. There were a total of 59 applications. The breakdown by college is noted in the agenda.

Honors College – Rebeca Book, Chair
Dr. Book reported that the Honors College selections have been completed and students have been asked to confirm attendance by March 1st. See the agenda for additional details.

Writing Across the Curriculum – Alex Binder, Chair
Dr. Binder reported that 36 applications were received and those are being reviewed now.

Diversity and Multicultural Affairs – Jason Reid, Chair
Dr. Bracker shared that the committee met on February 14th. They are working on the survey questions for HLC accreditation. See agenda for additional details.

Student-Faculty – Daniel Maxwell, Chair
Dr. Maxwell reported that the committee met on February 10th to review committee bylaws, discuss W/F policy on late withdraw, clarified the calendar to match policy on late withdraw and reviewed dead week policy. See agenda for full minutes from the meeting.

All University Committee – Jennifer Harris, Chair
No report.

Faculty Affairs – Andrea Kent-McConnaughey, Chair
No report.

Constitution Committee – Mark Johnson, Chair
No report.

Pitt State Pathway Committee – Michelle Hudiburg, Chair
Dr. Hudiburg reported that the committee met with Heather Eckstein and Dr. Smith regarding concerns with Gorilla Gateway. There has been discussion about moving elements out of Gorilla Gateway to make the course more manageable. (Currently there are nine PSP elements required in Gorilla Gateway.)

Budget Committee – Linden Dalecki, Chair
No report.

Academic Honesty – Cole Shewmake, Chair
Dr. Shewmake reported that three Maxient reports were submitted for tracking purposes only.

Unfinished Business
None.

New Business
Dr. Zapernick asked if a cost benefit analysis had been done recently with the Honors College considering the amount of scholarship dollars budgeted for the program. Is it possible that more of an impact could be made by allocating some of those dollars for scholarships in "flagship" programs or programs targeted for growth? This was mentioned in a previous meeting as well. One of the challenges is some benefits cannot be quantified. Dr. Bracker thinks the Honors College committee would be the group to work on this project. Dr. Smith mentioned that he has some data that can be shared with the committee.

Open Forum

Mr. Kehle noted that March 6th is the 46th Annual Jazz Festival. There will be around 1,300 students involved. Dr. Cooper shared that Silent Sky will be held at the Bicknell Family Center for the Arts in the little theatre Thursday through Sunday. The performance is free. Dr. Huffman shared that Graphics and Imaging is taking submissions for the Crimson Creative Award. The competition is open to all students. Please encourage students to apply. The submission process will be open for a month.

Meeting Adjourned   Motion to adjourn was approved at 3:33 p.m.

Melinda Roelfs, Recording Secretary

Pittsburg State University
Faculty Senate Meeting

Date: Monday, February 24, 2020
Time: 3:00 p.m.
Location: Sunflower Room, Overman Student Center

AGENDA

I. **Call to order**

II. **Approval of January 27, 2020 minutes**

III. **Announcements**

    A. **Provost and Vice President of Academic Affairs- Dr. Howard Smith**

    B. **PSU/KNEA Remarks- Grant Moss**

    C. **Student Senate Remarks- Alexis Houser**

    D. **Unclassified Professional Senate Remarks- Brad Stefanoni**

    E. **University Support Staff Remarks- Terry Pierce**

    F. **Faculty Senate Report- Kevin Bracker**

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

    A. **Academic Affairs Committee—Chair: Steve Cox**

        • Undergraduate Curriculum Subcommittee—**Chair: Nico Prelogar (Cole Shewmake Reporting)**

        • Library Services/Learning Resources Subcommittee—**Chair: Gail Yarick**

- Online and Distance Learning Committee—**Chair: Krissy Lewis (Kevin Bracker Reporting)**

- Academic Honors Subcommittee—**Chair: Janice Jewett (Cliff Morris Reporting)**

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

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

- Diversity and Multicultural Affairs Subcommittee—**Chair: Jason Reid (Kevin Bracker Reporting)**

B. **Student-Faculty Committee—Chair: Daniel Maxwell**

C. **All University Committee—Chair: Jennifer Harris**

D. **Faculty Affairs Committee—Chair: Andrea Kent-McConnaughey**

E. **Constitution Committee—Chair: Mark Johnson**

F. **Pitt State Pathway Committee—Chair: Michelle Hudiburg**

G. **Budget Committee—Chair: Linden Dalecki (Kevin Bracker Reporting)**

All University Committees or Other Appointments
- **Academic Honesty Committee—Chair: Cole Shewmake**

V. **Unfinished Business:**

VI. **New Business:**

VII. **Open Forum:**

VIII. **Adjournment**

Next Faculty Senate Meeting: March 30, 2020 -- 3:00 pm

Academic Affairs – No report

Undergraduate Curriculum –

Library Services – See full report on following pages

Online and Distance Learning – The Online and Distance Learning Committee met on 2/11/2020 and discussed the following items:

- Pittstate Online Landing page should be ready to go live in March. Continued support and feedback of page content will be critical for success of online students. Faculty should be encouraged to provide feedback for ideas to improve the landing page content.
- The committee discussed plans for hosting an online and distance learning gathering for online faculty and support staff in April. This gathering will focus on the current resources available for online programs and provide online faculty and support staff a platform to discuss trends and needs.

Academic Honors – Student applications for Academic Honors projects during the Spring 2020 semester were due February 3rd. They are currently being reviewed by their respective college committees and students should hear back from the Registrar's Office the week of February 17th. Here is a breakdown of the number of applicants received this semester:

Total of 59:   COE (6), COB (6), COT (12), CAS/Biology (27), CAS (8)

Honors College – Honors College met on Sunday, Feb. 9th for On-Campus Interview Day to Interview possible candidates for the PSU Honors College.

A total of 44 possible candidates were invited to the interview day after cutting applicants down from 58 candidates, which is the highest number since 2017. The average of applicants for the past eleven years is 66. The initial screening process is done using a rubric and grading each applicant.

On interview day there are four people in each room interviewing the applicant consisting of a committee member, current Honors College students, and Honors College alumni. Interview consists of standard list of questions for all applicants and a rubric is used for scoring. Based on the outcome from the preliminary screening and the interview, the candidates were narrowed down to the final 30. Invitations will be mailed out to these 30 students with an acceptance/decline deadline of Feb. 28th. The Honors College Class will be announced on March 1st. $756,000 will be awarded to these students

Of the thirty students selected as members of the new incoming freshman class, the top twelve will receive the Presidential Scholar Award (total four year package worth $40,000), the next twelve will receive the University Scholar Award (total four year package worth $20,000), and the final six will receive the Crimson and Gold Scholar Award (total four year package worth $6,000).

The Honors College will meet once more to review the process and make any adjustments to try to improve the process.

Writing Across the Curriculum – A number of faculty have submitted to receive the writing to learn best practices grant.

Diversity and Multicultural Affairs – Met on Feb. 14th. The group is working on the survey questions for HLC accreditation using the Diversity Objectives for HLC and PSU. The Committee discussed having Likert style questions over open-ended questions. Questions should be kept to ten questions. It was added that they could also add specific questions asking what people are doing to meet some of the Diversity Objectives. It was suggested that the committee have questions narrowed down by the next meeting (March 20th) and email these to Jason. The goal for the next meeting is to finalize the survey questions. See full report on following pages

Student-Faculty – Met on Feb. 10th. Reviewed committee bylaws, discussed W/F policy on late withdraw period (withdrawing from the semester as opposed to individual class), clarified the calendar to match the university policy, and discussed dead week policy. Full minutes included below.

All-University – No report

Faculty Affairs –

Constitution – No report

Pitt State Pathway – Report on Gorilla Gateway

Budget Committee – No report

Academic Honesty – No report

Library Services Committee – SP20

Meeting Date: 01/31/2020, 10:00am

Present	Absent
Dr. Gail Yarick – Kelce College of Business	Dr. Marcus Daczewitz – College of Education
Dr. David Miller – College of Technology	Ms. Latasha Harries – Student Government
Mr. Randy Roberts – Dean of Library Services	Dr. Chris Childers – College of Arts & Sciences
Mr. Robert Lindsey – Library Services	Dr. Ram Gupta – College of Arts & Sciences
Mr. Jorge Leon – Library Services	Ms. Amber Hames – Student Government
Ms. Ruth Monnier – Library Services	
Mr. JP Parlade – Graduate Student Advisory Council	

Meeting Notes:

Randy Roberts report:
- Building remodel
  - 4 consecutive summers of remodel
    - Currently wrapping up Phase 4 with Crossland
    - Still some issues with Phase 3 items (lower level doors & windows have water issues)
  - 5th Phase in upcoming summer
    - Drawings done, need to be approved
    - Try to start project end of Spring '20
    - Last planned phase at this time
  - Back stairs and front (Joplin St.) entry candidates for remodel
  - 1st Floor work
    - Finish back half of hallways on first floor (Dean's complex and behind Writing Center)
    - Student Accommodations now in Axe Library (024, 028, 115 have testing equipment); want to create dedicated space on 1st floor
    - Restrooms & stairwell remodel & update
  - Women's History/Gender Studies (other side of basement from recently remodeled) area update possible with restrooms & Health Issues facility
  - Bids to go to State in Feb. Bids from contractors by sometime in March. Depends on funding situation around campus.
- Academic Computer Lab Study Grant
  - Impact all colleges & library
  - Report stated 997 computers on campus; recommended to eliminate 684, leaving 313 across all colleges & library
  - 62 labs identified; recommended eliminate 27, leaving 35
  - Need to distinguish between labs and other use spaces
    - 10 categories identified (class vs. lab, special software, etc)

- - - Clarified some issues with report
    - o Response went to provost & deans last week
      - - Proposed eliminating 311 to be eliminated (leave 686)
      - - Identified 9 labs to be eliminated (leave 53)
- - rpk GROUP Report
    - o Final report did not assess Library Services dollars in depth (allocated flatly across academic units; not accurate)
    - o Library resource budgets static (reallocation to digital from print resources)
    - o Some funding from Polymer Chemistry & Nursing for specific databases
    - o Library staff attempting to help with recruitment & retention as much as possible (tours, programming, etc)
    - o Recommendation about looking at admin staff efficiencies could affect Library Services
    - o Academic Affairs, deans, chairs & directors met to discuss results & actionable items
- - Searching for another librarian
    - o Digital Resources & Initiatives search
      - - Small pool with viable candidate who declined
      - - Suspended search until budget comes out
    - o Searching for Reference Instruction position
      - - 3 candidates coming within next 2 weeks

Jorge Leon
- - Gorilla Gateway
    - o In prep for PSP, increased need for instruction
    - o Fall '19 were responsible for 5 sessions (3 managed, 2 packaged for GG instructors)
    - o Implementation had some technical issues
      - - Credo Instruct product had high initial setup glitches (doesn't connect with Canvas as advertised) but has large potential
        - • Can be used in any course by any instructor/student
        - • Posted on database list on Library page
    - o Working with Student Success moving forward on integration
      - - pre- and post-tests through Canvas
      - - Information literacy, misinformation & bias content
    - o Expecting 5 sessions moving forward but will be refining
      - - Citations & writing research skills, etc

Library Services Committee Constitution
- - Reviewed language from Faculty Senate Constitution
- - No changes required

Upcoming events
See attachment below from Ruth Monnier

Randy Roberts requested any requests or thoughts about how Library Services can help should be brough to his attention.

Next meeting scheduled as required

Adjourned 10:56am.

Library Services activities for Spring 2020

FEBRUARY

- Alumni Book Club - all semester long. Virtual Book Club for alumni with books written by PSU Alumni. If you know of any PSU Alumni Authors, please reach out to Ruth Monnier at rmonnier@pittstate.edu with the information. Partnering Alumni and Constituent Relations.
- Blind Date with a Book display - Axe Library, 1st floor, all February. Wrapped books from different categories for anyone to check out.
- Crawford County Gorilla Gathering - Axe Library, Basement, Tuesday, Feb. 4 at 6pm. Partnering with Alumni and Constituent Relations, Axe Library will host the gathering, which will include tours of the building and Special Collections.
- #ColorOurCollections – Sheets online and outside Special Collections, February 3-7. We are once more adding scans of SPC images to the national project #ColorOurCollections. Print coloring sheets will be found outside of Special Collection and easily accessible online.
- Crafts & Convos - Axe Library, Basement Room 029, Sunday, February 9 at 5:00-6:30pm. Make crafts and talk in english with English Language Learners. Partnering with The Writing Center.
- Alumni Book Club, Meeting with Jennifer Knapp - Bicknell Family Center for the Arts, Friday, February 21. Discussion about her book, *Facing the Music.* Partnering Alumni and Constituent Relations and Bicknell Family Center for the Arts.
- Community Campaign Kick-Off, Chamber Coffee – Axe Grind Coffee shop, Thursday, February 27 at 8 am.
- PSU Leadership, Non-Traditional student panel - Axe Basement presentation space, Friday, February 28 at 1:30pm. One of the PSU Leadership groups is inviting a panel of non-traditional students to talk about their education journey and any challenges that came from being non-traditional students. Campus administration and broader PSU members are invited.

MARCH

- *Rightfully Hers* - Axe Library, 1st floor, March. This poster exhibit from the National Archives will be on display all month long.

- OER Brown Bag Luncheon - Axe Library, Basement Room 029, Tuesday, March 3 at 11:30am-12:30pm and in partnership with CTLT. PSU Faculty and Staff are invited to bring their lunch or purchase from Axe Grind and learn more about OER. This session will provide an overview of OER, a student perspective on OER, Q&A with Rion Huffman (experienced PSU faculty with OER in the classroom), and tips for selecting OER materials.
- OER Panel - Axe Library, Basement presentation space, Thursday, March 5 at 3:30-4:30pm and in partnership with CTLT. The panel will include Lexi Houser (SGA Academic Affairs Director), Barth Cox (Assistant Professor of Communication), Dr. John Franklin (Professor of English), Dr. Kelley Manley (KCCTE Web Coordinator), and Meg Holloway (Lead Instructor Blue Valley School District), who will talk about their experiences and answer questions. Open to the public.
- GAB presents Poet Neil Hilborn - Axe Library, 1st floor by Axe Grind, Thursday, March 12 at 7pm.
- Crafts & Convos - Axe Library, Basement Room 029, Sunday, March 8 at 5:00-6:30pm. Make crafts and talk in english with English Language Learners. Partnering with The Writing Center.
- "The Long Road to Women's Suffrage in Kansas" by Diane Eickhoff- Axe Library, Basement Presentation, Tuesday, March 31 at 7pm.

APRIL

- Library Services Book Sale - Axe Library, Thursday, April 2, 10am-2pm.
- Crafts & Convos - Axe Library, Basement Room 029, Sunday, April 12 at 5:00-6:30pm. Make crafts and talk in english with English Language Learners. Partnering with The Writing Center.
- KBI Training Meetings - Axe Library, Wednesday and Thursday, April 22-23.

MAY

- Late Nights at Axe - Axe Library, May 3-7 and May 10-13. Axe Library is open until 1am.
- Writing Retreat for Faculty - Axe Library, Monday-Thursday, May 18-21.

Diversity and Multicultural Affairs Committee
Friday, February 14, 2020
Kansas 4
Attendees
Jason Reid
Jessica Jorgenson
Browyn Conrad
Deatrea Rose
Tatiana Goris

Motion made to approve minutes from last meeting. Motion carried.

Jason reminded the group we are working on the survey questions for the HLC accreditation. He pointed toward the Diversity Objectives for HLC and PSU. These objectives will help us to frame questions for the survey. Jason pointed out he placed some questions to work on in a Google document. He also added the questions Wei emailed to the group.

Committee discussed having Likert style questions over open-ended questions. Questions should be kept to ten questions. It was added that we could also add specific questions asking what people are doing to meet some of the Diversity Objectives. Committee discussed ways of making the questions more like statements that survey participants can strongly agree or strongly disagree to in a Likert scale format.

Jason suggested having questions narrowed down by the next meeting. We can email Jason our preferred questions from the list we have in the Google document. The goal for the next meeting is to finalize the survey questions.

Next meeting: Friday, March 20 at 1:30pm

Student Faculty Committee Meeting

2/10/20, 3pm

Present: Daniel Maxwell, Tracy Stahl, Gail Yarick, Seth George, Camille Holman, Hazel Coltharp, Andrea McConnaughey, Melinda Roelfs

- Introductions of Committee members
- Reviewed Committee Bylaws in Constitution
  - o Website link from committee to constitution needs updated.
  - o No updates to bylaws needed
- Discussed W/F policy related to withdrawing from entire term after the 11th week of the semester.
  - o Can we make default grade W with option to change to F?
  - o Clarify in the calendar, and clarify faculty have option to award W or F.
  - o Notification to advisor if advisee withdraws from the University?
  - o Check the grade submission process for the options available to faculty
  - o Recommendation: Clarify calendar to match policy.
  - o Melinda Roelfs was going to update the calendar to match the policy.
- Discussed dead week policy and SGA President reported dead week policy is being looked at by SGA.
- Adjourned 3:54pm

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: KUSB   College: Business   Submission Date: 11/21/19

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

Revision Effective: Fall 2020 (Semester/Year)

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

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course is only required for accounting majors as an integral part of their preparation to sit for the CPA exam.

Purpose/Justification for Revision to Course: The revision to this course is to add ACCTG 422 Internal Auditing as a prerequisite so that students will have had some exposure to auditing prior to taking this more advanced course in auditing

Existing Course:
Course Number: ACCTG 610

Title of Course: External Auditing / Assurance Services

Credit Hours: 3

Prerequisite: ACCTG 410 Intermediate Financial Accounting II and junior standing.

Course Description (as it appears in the current catalog): An applied study of the basic concepts underlying an audit of financial statements and evaluation of internal control over financial reporting including how and why audits are performed, professional auditing standards, audit planning, audit risk, materiality, evidence, professional conduct and legal liability. A case-study approach will be used to apply concepts to the various business processes and complete an audit.

Proposed Course:
Course Number: ACCTG 610

Title of Course: External Auditing / Assurance Services

Credit Hours: 3

Prerequisite: ACCTG 410 Intermediate Financial Accounting II, ACCTG 422 Internal Auditing, and junior standing

Course Description (as it will appear in the next catalog): An applied study of the basic concepts underlying an audit of financial statements and evaluation of internal control over financial reporting including how and why audits are performed, professional auditing standards, audit planning, audit risk, materiality, evidence, professional conduct and legal liability. A case-study approach will be used to apply concepts to the various business processes and complete an audit.

Additional Questions

1. Is this course to be considered for PittState Pathway? ☐ Yes ☒ No

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

   _____

   Please realize that this requirement will need to gain approval of the PittState Pathway Committee.

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

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

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

☑ Approved: Department Chairperson
Date 1/19/19 Signature, Department Chairperson _____

☑ Approved: College Curriculum Committee
Date 1-16-20 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 01 17 20 Signature, Dean _____

☐ Approved: PittState Pathway Committee (if applicable)
Date _____ Signature, PittState Pathway Committee Chair _____

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 2-17-20 Signature, Undergraduate Curriculum Committee Chair _____

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

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

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

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

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

Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: __KUSB__   College: __Business__   Submission Date: __11/21/19__

Contact Person: __David O'Bryan__   ☒ Faculty member ☐ Chair

Revision Effective: __Fall 2020__ (Semester/Year)

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

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course is only required for accounting majors as an integral part of their preparation to sit for the CPA exam.

Purpose/Justification for Revision to Course: The revision to this course is to add ACCTG 422 Internal Auditing as a prerequisite so that students will have had some exposure to auditing prior to taking this more advanced course in auditing

Existing Course:
Course Number: __ACCTG 710__

Title of Course: __External Auditing / Assurance Services__

Credit Hours: __3__

Prerequisite: ACCTG 410 Intermediate Financial Accounting II and admission to the MPAcc Program.

Course Description (as it appears in the current catalog): The study and application of auditing standards to external assurance engagements including the economic role of assurance providers, engagement planning, risk assessment, evidence gathering, and reporting.

Proposed Course:
Course Number: __ACCTG 710__

Title of Course: __External Auditing / Assurance Services__

Credit Hours: __3__

Prerequisite: ACCTG 410 Intermediate Financial Accounting II, ACCTG 422 Internal Auditing, and admission to the MPAcc program.

Course Description (as it will appear in the next catalog): The study and application of auditing standards to external assurance engagements including the economic role of assurance providers, engagement planning, risk assessment, evidence gathering, and reporting.

Additional Questions

1. Is this course to be considered for PittState Pathway? ☐ Yes ☒ No

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

   Please realize that this requirement will need to gain approval of the PittState Pathway Committee.

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

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

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

☒ Approved: Department Chairperson
Date 11/19/19 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 1-16-20 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 01/16/20 Signature, Dean _____

☐ Approved: PittState Pathway Committee (if applicable)
Date _____ Signature, PittState Pathway Committee Chair _____

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 2/7-20 Signature, Undergraduate Curriculum Committee Chair _____

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

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

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

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

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

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Kelce Undergraduate School of Business   **College:** Kelce College of Business
Submission Date: 12/4/2019

Contact Person: Lynn M Murray   ☒ Faculty member ☐ Chair

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course is not part of any other curriculum at Pitt State.

Proposed Course:
Course Number: MKTG 451

Title of Course: Professional Selling and Negotiation

Credit Hours: 3

Date first offered: Spring/2021   ☐ Fall ☒ Spring ☐ Summer
                (Semester/Year)   (check all that apply)

Prerequisite: Personal Selling and Sales Management

Course Description (as it will appear in the next catalog): An experiential study of the relationship selling and negotiation process in consumer and business-to-business selling environments. Focuses on development of student competence in professional selling theory and approaches, presentation skills, and negotiation analysis and practices. Pre-requisite: MKTG 450 Personal Selling and Sales Management.

Purpose/Justification for Proposed Course: The purpose of this course is to provide students with an opportunity to explore professional selling as a career and to develop skills and competency in the science and art of relationship selling, a high demand field.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)
Learning objectives:
1. Recognize and describe the components of the relationship selling process
2. Recognize and discuss ethical standards relationship selling
3. Develop value propositions that solve customer problems
4. Apply appropriate sales and negotiation techniques
5. Recognize and discuss the role of the salesperson and the sales function in the firm
6. Acquire enhanced communication and interpersonal skills

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]
Assessment for this course will include exams (LO1 and LO2), discussion (LO1, LO2, LO3, LO5), role plays (LO3, LO4, LO5, LO6), individual and team projects (LO3, LO4, LO5, LO6), and other assignments as needed

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

Additional Questions

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

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

   Please give the rationale for additional student fees:

   _____

3. Is this course to be considered for Pitt State Pathway? ☐ Yes   ☒ No

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

   _____

   Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after it has been approved by Faculty Senate as a new course.

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

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

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

☒ Approved: Department Chairperson
Date ⁴/⁴/²⁰ Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 1-16-20 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date Signature, Dean _____

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date Signature, Undergraduate Curriculum Committee Chair _____

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

☐ Approved: PittState Pathway Committee (if applicable)
Date _____ Signature, Pitt State Pathway Committee Chair _____

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

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

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

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

KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MKTG 451: Professional Selling & Negotiation – Draft Syllabus

Course Description
In this course, students will learn and practice professional selling and negotiation skills in diverse environments. Discussions, assignments, role-plays, and exams are used to achieve the learning goals and objectives.

Description from the PSU Catalog: An experiential study of the relationship selling and negotiation process in consumer and business-to-business selling environments. Focuses on development of student competence in professional selling theory and approaches, presentation skills, and negotiation analysis and practices. Pre-requisite: MKTG 450 Personal Selling and Sales Management.

Learning Resources
- Ingram, Thomas N, Raymond W LaForge, Ramon A Avila, Charles H. Schwepker, Michael R. Williams. *Sell6*. Boston: Cengage.
- Suggested Software: Salesforce.com & LinkedIn

Prerequisite courses, skills, and knowledge
To enroll in this course, you must have passed Personal Selling and Sales Management (MKTG 450). Skills you will need to succeed in this course include:
- Technological skills required to use or learn to use requisite technology.
- The ability to use word processing, presentation, and spreadsheet software. Microsoft Office is preferred.

Course Goal and Learning Objectives
Upon completion of this course, students will have acquired a strategic understanding of marketing and be able to demonstrate their mastery of the concepts.
- Learning Objective 1: Students will recognize and describe the components of the relationship selling process.
- Learning Objective 2: Students will recognize and describe ethical standards of relationship selling.
- Learning Objective 3: Students will be able to develop value propositions that solve customer problems.
- Learning Objective 4: Students will be able to apply appropriate sales and negotiation tactics.
- Learning Objective 5: Students will be able to recognize and discuss the role of the salesperson and the sales function in the firm.
- Learning Objective 6: Students will acquire enhanced communication and interpersonal skills.

Teaching Methods

This online course requires significant investment of time from you. While I will provide some supplementary information in the form of short videos, you need to thoroughly understand the reading material. To help reinforce your understanding of the readings, I'll provide assignments and discussions each week.

Canvas

Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check CANVAS for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: geeks@pittstate.edu or 620.235.4600.

Attendance Policy

Attendance in this course is critical as much class time will be in the form of discussion, role play exercises, and other activities that require your attendance. Additionally, activities that aid in your development as a sales professional and that require your presence will occur outside of class time.

Classroom Conduct

Your learning in this course is dependent upon your efforts. Here are my expectations of you:

- Commit to performing the necessary work. You are ultimately responsible for your learning. I expect you to read the readings, do any assigned work, and take exams as scheduled.
- Be punctual. Turn in assignments and take tests as scheduled. **If you do miss an exam, you may make it up in Week 7.** Assignments and discussions may not be made up.
- Participate. Use the tools and opportunities I've provided for you to grasp the information. Engaging with the materials and your classmates makes the course much more valuable and enjoyable.
- Use Canvas. I expect you to interact with our class through Canvas on nearly a daily basis. You will be responsible for participating in discussions actively, and you will work with your classmates collaboratively in acquiring knowledge.
- Be professional. This is Masters level course. I expect you to behave as you would in a professional work-setting. For communicating with me and your fellow learners, you should adhere to the following guidelines:
    - Be polite and positive in your emails, discussion posts and responses. You can disagree with someone without being disagreeable.
    - Use proper language, format and grammar. When writing, imagine you are writing for your boss or even your boss's boss.
    - Be succinct. Your answers should be complete but as short as possible – don't make me or any other reader read words that don't add anything.
    - Avoid acronyms, texting abbreviations and most emoticons out of the discussions.
    - Avoid using all-caps in your replies as this is heard as shouting by your reader.
    - Keep the language G-rated.
    - Review your posts for tone, grammar, and spelling.
    - Follow directions in the discussions – partial answers will not receive credit.

Communication

The best way to contact me is through Canvas email or via phone. I aim to respond within 24 hours from Sunday noon-Friday noon. On the weekends, you can expect me to respond within 48 hours (noon Friday-noon Sunday).

Writing and the Writing Center

If you struggle with expressing yourself in writing (my standards for grading writing are below), contact the Writing Center @ PSU, located in AXE Library. This is a free service offered to all Gorillas. Contact them in time to allow you the opportunity to edit your work. They will conduct electronic consultations. Their website is http://www.pittstate.edu/office/writing_center/ . I suggest making an appointment early.

Academic Integrity

Academic honesty is fundamental to the activities and principles of a university. Academic integrity can be boiled down to five words:

YOUR WORK MUST BE YOURS!

Any effort to gain an advantage not given to all students is *dishonest* regardless of the success or failure of the effort. Following University guidelines (http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot), my response to academic dishonesty will be one of the following:

- You will fail the assignment;
- You will fail the class;
- You will fail the class and your transcript will show an XF, indicating failure due to academic dishonesty.

Additionally, if I suspect wide-spread dishonesty in the course, I will rescind any extra credit provided and any positive adjustment in exams or other homework for the entire class.

A statement is attached indicating that you understand this policy regarding academic integrity. You must indicate via the Canvas dropbox your agreement with this policy by **01/24/2020**

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students shall:

- Prepare for and participate in all classes.
- Treat fellow students, staff, faculty and administrators with respect.
- Prepare assignments and exams honestly.
- Avoid plagiarism or unacknowledged appropriation of another's work in any academic work.
- Refrain from giving or receiving inappropriate assistance.
- Be fair and constructive in the evaluation of faculty.
- Obey the policies, regulations, and laws of the United States of America, The State of Kansas, The Kansas Board of Regents, Pittsburg State University and the Kelce College of Business.

Other information:

Please see the Syllabus Supplement for this semester on Canvas, including critical dates in the University calendar and information about disabilities.

Course Evaluation

You earn your own grade in this course. While I can empathize with issues you may have in your life and will be happy to help where I can, I cannot in fairness to the class consider these issues in grading.

You may appeal grading of an exam or other assignment by providing a reasoned, written appeal. All appeals must be made within a week after the return of the assignment. Your grade may remain the same, improve, or decline. Please appeal only things that are substantive.

Grading Scale	
To earn	Minimim Percentage
A	94
B	82
C	72
D	62

Course Components

More information about the specific assignments will be available on Canvas. I've provided an overview of each element below.

Role plays   20%
The purpose of these assignments is to provide you with an opportunity to practice specific selling skills. These are individual assignments uploaded to Canvas.

Ride Along   10%
You will accompany a professional salesperson on a ride along and write a report about that experience.

Exams   20%
Exams comprised primarily of objective (multiple choice, T/F, matching) questions. A final comprehensive exam is planned as well. Each exam is due on Saturday. Each exam is time-limited – you'll typically have 30-45 minutes in which to complete the exam. Each exam must be completed in a single block of time anytime on Thursday, Friday, or Saturday.

Projects   30%
Various projects – group and individual - designed to enhance your skills, knowledge or professionalism comprise this category.

Discussions   15%
Much learning occurs when you discuss ideas with others. These discussions will be both online and in the classroom.

Getting Started   5%
There are a number of administrative assignments, particularly at the beginning and end of the class that fall into this category.

Note: I reserve the right to change to amend and reorganize this syllabus at any time.

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Kelce Undergraduate School of Business   **College:** Kelce College of Business
Submission Date: 12/2

Contact Person: Mary Wachter   ☒ Faculty member ☐ Chair

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This course does not affect any other Pitt State curricula, nor is it related.

Proposed Course:
Course Number: MKTG 490

Title of Course: Branding and Content Marketing

Credit Hours: 3

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

Prerequisite: MKTG 330 Principles of Marketing

Course Description (as it will appear in the next catalog): An overview of marketing and promotional strategies related to branding and content marketing. Topics include the fundamentals of branding, the development and evolution of a brand, brand positioning, and the creation of an effective content marketing strategy.

Purpose/Justification for Proposed Course: Increasingly, marketing professionals are asked to develop content to market products. This course will provide students with the necessary skills and knowledge to do so. We've offered this course once as a Topics course (Spring 2019) and will offer again Spring 2020.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)
1.   Describe and apply branding concepts to case studies.
2.   Explain and analyze the brand building process and brand positioning process and their roles in a product's marketing plan.
3.   Explain and apply concepts of content marketing strategy and how it relates to the overall marketing strategy of a brand.
4.   Compose brand strategy proposals and content marketing strategy proposals.
5.   Critique and assess brand and content marketing campaigns.
6.   Create brand marketing campaigns and content marketing campaigns for case studies and special projects.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]
Exams, papers, assignments, class discussions, class project

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

Additional Questions

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

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

    Please give the rationale for additional student fees:

    _____

3. Is this course to be considered for Pitt State Pathway? ☐ Yes   ☒ No

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

    _____

    Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after it has been approved by Faculty Senate as a new course.

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

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

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

☒ Approved: Department Chairperson
   Date _//(/__ Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
   Date _1-16-20_ Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
   Date _____ Signature, Dean _____

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date _2-17-20_ Signature, Undergraduate Curriculum Committee Chair _____

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

☐ Approved: PittState Pathway Committee (if applicable)
   Date_____ Signature, Pitt State Pathway Committee Chair _____

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

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

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

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

Course Syllabus:
Topics: Branding and Content
Marketing
MKTG 610 - 01
Kelce Room #210
TTH, 12:30 – 1:45, Spring 2019

KELCE
COLLEGE OF BUSINESS
Pittsburg State University

Instructor:	Mary K. Wachter, MBA	
Office:	Kelce Room #223	
Hours:	MWF: 8:35 - 9:00, 9:50-11:00	TuTh: 8:45-9:30, 10:45-11:15
	MW: 1:50-3:00	Tu: 1:45-3:00
Phone:	620-235-4535	
E-mail:	mwachter@pittstate.edu	

Textbook
Designing Brand Identity, Alina Wheeler; Wiley Publishing, 5th Ed., 2018

This book is RECOMMENDED but not required.

Catalog Course Description
This is a special topics course. (Study of specific advanced topics in marketing.) This course will cover the fundamentals of branding, brand management, brand development, and the role of an effective content marketing plan in the overall brand strategy. Prerequisite: Junior standing.

An overview of marketing and promotional strategies related to branding and content marketing. Topics include the fundamentals of branding, the development and evolution of a brand, brand positioning, and the creation of an effective content marketing strategy.

Prerequisites
Principles of Marketing MKTG330

Course Objectives / Learning Outcomes

1. Describe and apply fundamentals of branding concepts to case studies.
2. Explain and analyze the brand building and brand positioning processes and their roles in a product's marketing plan.
3. Explain and apply concepts of content marketing strategy and how it relates to the overall marketing strategy of a brand.
4. Compose brand strategy proposals and content marketing strategy proposals.
5. Critique and assess brand and content marketing campaigns.
6. Create brand marketing campaigns and content marketing campaigns for case studies and special projects.

KELCE
COLLEGE OF BUSINESS
Pittsburg State University

Course Syllabus:
Topics: Branding and Content Marketing
MKTG 610 - 01
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TTH, 12:30 – 1:45, Spring 2019

Course Outline

This is a TENTATIVE schedule. The exact dates of the exams may be changed depending on the pace we move through the material. However, sufficient notice will be given in the event of any change to the schedule.

Unit #1:   **January 15 – February 19**

                BRAND BASICS
                EXAM 1: Tuesday, February 19

Unit #2:   **February 21 – April 2**

                THE BRANDING PROCESS
                EXAM 2: Tuesday, April 2

Unit #3:   **April 4 – April 23**

                CONTENT MARKETING
                EXAM 3: Tuesday, April 23

Unit #4:   **April 25 – May 2**
                     and Thursday, May 9 (Finals Week)

                IN-CLASS ASSIGNMENTS, COLLABORATIVE WORK,
                TEAM PROJECT PRESENTATIONS

Teaching Methods

Lecture: Lectures will follow the textbook and Powerpoint slides. The instructor will add material to class lectures through in-class examples. Anything discussed in class is testable material. Take good lecture notes.

Class Exercises and Discussions: There will be multiple in-class exercises that will require small group and class discussion. Students will be expected to actively participate in all class exercises.

Powerpoint: Class lectures utilize Powerpoint slides. You can download the Powerpoint slide deck for each unit through CANVAS. The slide decks provide a general outline of material, definitions of terms, and examples. However, these slides do NOT contain all lecture material you will need to prepare for the exams. **You will need to take additional notes!**

KELCE
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Pittsburg State University

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Guest Speakers: There will be several guest speakers this semester. After attending the class session, students will write a short summary of "lessons learned" from the speaker's presentation. Each paper will be worth 25 points.

Collaborative Work: Student teams will be created at the beginning of the semester. There will be smaller assignments throughout the semester as well as a major project due at the end of the semester. The collaborative work is intended to enhance and apply course concepts.

Canvas

This course is listed in the CANVAS Learning Management Suite for Pittsburg State University. You may access this system from the PSU Home Page. Please refer to the course site often, especially if you must miss class. Information regarding upcoming assignments, quizzes, due dates, etc. will be posted on Canvas. You can also find all course documents, assignments, and Powerpoint slide decks at this course listing.

Attendance Policy

Class attendance is mandatory. Beginning with the second week of the semester, roll will be taken each day. Students will receive 3 points for each class period attended. There are 25 meeting dates (excluding exam dates) this semester so this will total 75 points. Students must be ON TIME for class in order to be counted present for the day. Each student will be allowed two unexcused absences during the semester. An absence will be excused if a student must miss class due to a school-related function or activity. However, you must inform the instructor BEFORE the missed class period and a written document from your advisor, professor, or coach must accompany this notification in order for your absence to be excused. All other absences are considered unexcused.

If you must miss class, it is your responsibility to obtain any information regarding upcoming assignments, quizzes, due dates, etc. It is also your responsibility to obtain material, lecture notes, etc. so that you will be caught up with class upon your return. The instructor will NOT provide lecture notes or review material to students who miss class. You should obtain this information from a fellow student.

The instructor reserves the right to drop a student from the class for excessive absences.

Classroom Conduct

This course will involve many in-class discussions, group presentations, and guest speakers. Students are expected to conduct themselves in a professional manner. Students are also expected to treat fellow classmates, guest speakers, and the professor with respect and courtesy. The professor reserves the right to deduct attendance points if a student fails to meet this expectation. In severe cases, the student will be asked to leave class and/or be dropped from the course.

KELCE
COLLEGE OF BUSINESS
Pittsburg State University

Course Syllabus:
Topics: Branding and Content Marketing
MKTG 610 - 01
Kelce Room #210
TTH, 12:30 – 1:45, Spring 2019

Academic Integrity

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below. Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.

- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.

- Refrain from class disturbances.

- Refrain from use of profane or vulgar language in a threatening or disruptive manner.

- Treat fellow students, staff, faculty, administrators, and property with respect.

- Refrain from giving or receiving inappropriate assistance.

- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.

- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.

- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

KELCE
COLLEGE OF BUSINESS

Pittsburg State University

Course Syllabus:
Topics: Branding and Content
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MKTG 610 - 01
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TTH, 12:30 – 1:45, Spring 2019

Course Evaluation Methods

INDIVIDUAL WORK:

1. **Class Attendance Points:** **75** total points possible

   (25 class periods X 3 points per class period)

2. **Syllabus Quiz:** Online Quiz in Canvas; **10** points possible

3. **Exams:** **250** total points possible

   (100 points for Exam 1, 75 points for Exam 2, and 75 points for Exam 3). Each exam will consist of True-False, Multiple Choice, short answer, and essay questions. I will try to follow the exam schedule listed earlier as much as possible. You will be given ample notice if any changes to the schedule are necessary.

4. **Brand Storytelling Paper:** **25** total points possible

5. **Best Practices Paper:** **100** total points possible

6. **Lessons Learned Papers:** **25** points per paper, one for each guest speaker. It is my hope to have 3 or 4 guest speakers this semester, so this will add up to *75 to 100 points* or more.

7. **In Class Exercises** Class attendance is required for these exercises. The number of exercises and the points available will be announced at least one class period ahead of the date the exercise takes place.

COLLABORATIVE WORK:

8. **Newsjacking Team Presentation** **50** total points possible

9. **"Battle of the Brands"**

   Team Discussion Assignment: **100** total points possible

10. **Team Project:** **300** total points possible

11. **In Class Exercises** Class attendance is required for these exercises. The number of exercises and the points available will be announced at least one class period ahead of the date the exercise takes place.

KELCE
COLLEGE OF BUSINESS

Pittsburg State University

Course Syllabus:
Topics: Branding and Content
Marketing
MKTG 610 - 01
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TTH, 12:30 – 1:45, Spring 2019

Grading Scale:

The following scale will be used to determine final course grades:

91%-100% of total points possible = A
81%-90% of total points possible = B
71-80% of total points possible = C
61-70% of total points possible = D
60% and below of total points possible = F

MAKE-UP POLICY:

- **1.** If you must miss an assignment or an exam **due to illness,** you may make up the work only if the following conditions are met:
    - o   Notify the instructor of your illness BEFORE the exam, quiz or assignment due date.
    - o   Provide the instructor with an explanation of your illness written by your medical doctor or Student Health Services.
- **2.** If you must miss an assignment or an exam **due to other reasons besides illness** (i.e. work, family emergency, school activities, etc.), it is up to the discretion of the instructor as to whether or not you will be allowed to make up the work. You MUST contact the instructor BEFORE the exam, quiz, or assignment due date to gain permission to make up the work. Failure to notify the instructor BEFORE the due date will result in a missed opportunity to make up the work.
- **3.** In the event that you do not follow the guidelines stated above, you may be allowed to make up the work but a grade penalty will be assessed. Standard deductions are as follows:
    - ▪   For EXAMS, 10% grade deduction for each day (24 hours) past the original date of the exam
    - •   FOR ASSIGNMENTS: 50% grade deduction for each day (24 hours) past the original due date of an assignment or quiz
- **4.** All exams must be taken **within 48 hours** of the regularly scheduled test. After 48 hours, a zero will be recorded for the test score.

Contact by email is acceptable but until you receive a reply to your email, do not assume that your request has been approved.

Note
The instructor reserves the right to amend and to reorganize this syllabus at any time.

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Kelce Undergraduate School of Business   College: Kelce College of Business

Submission Date: 12/9/2019

Contact Person: Lynn M Murray   ☒ Faculty member ☐ Chair

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

☐ Yes ☒ No

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

This is a course intended only for Marketing program majors, minors, and certificates

Proposed Course:

Course Number: MKTG 621

Title of Course: Internship in Marketing

Credit Hours: 1-3

Date first offered: 2020   ☒ Fall   ☒ Spring   ☒ Summer
          (Semester/Year)   (check all that apply)

Prerequisite: Permission of instructor, MKTG 450 Personal Selling and Sales Management.

Course Description (**as it will appear in the next catalog**): Internship work experience in a professional selling role. The work experience must be approved by a departmental internship representative / faculty member. Students must enroll in the course during the same semester and time in which the internship occurs. Prerequisite: permission of instructor required.

Purpose/Justification for Proposed Course: This course will provide students interested in pursing a career in Sales with a specialized internship. This will be part of a forthcoming certificate in Professional Selling

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

1. Apply professional selling concepts and theories to real-world decision-making
2. Increase proficiency in professional sales.
3. Develop and improve skills in communication, technology, quantitative reasoning, and teamwork.
4. Observe and participate in business operations and decision-making.
5. Meet professional role models and potential mentors who can provide guidance, feedback, and support.
6. Expand network of professional relationships and contacts.
7. Develop a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]
Report by student and evaluation by internship supervisor will be evaluated on a rubric

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

Additional Questions

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

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

   Please give the rationale for additional student fees:

   ‾‾‾‾‾

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

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

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

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

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

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

☒ Approved: Department Chairperson
Date //11/20 Signature, Department Chairperson _____
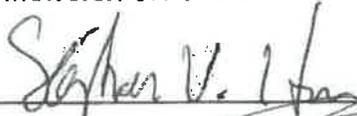
☒ Approved: College Curriculum Committee
Date 1-11-20 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 1/11/20 Signature, Dean _____
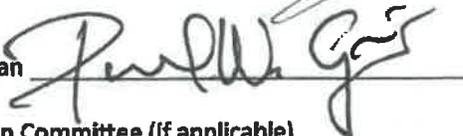
☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 2-17-20 Signature, Undergraduate Curriculum Committee Chair _____

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

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

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

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

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

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: Kelce Undergraduate School of Business   **College:** Kelce College of Business

Submission Date: 12/2/19   **Revision Effective:** Fall, 2020
                                                                                  (Year)
Contact Person: Lynn M Murray   ☒ Faculty member ☐ Chair

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

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

Description of Change: Updating wording to allow for changes in electives offered.

Rationale for Change (include changes to curriculum objectives): We're changing wording to allow students to apply current marketing electives to their degree programs regardless of catalog year.

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?
☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation.
This is an existing major at Kelce and uses only Kelce courses

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This major requires only Kelce courses and won't affect any other program

Existing Major or Minor/Emphasis/Certificate
Copy and paste the existing curriculum as it currently appears in the online catalog:
Core Requirements (42 hours)
At the heart of the BBA is the Kelce College Core. The Core
provides students with an integrative experience of the various
business disciplines that allows students to develop a well-rounded
understanding of how business works.
See notes *1
__ ACCTG-201 Financial Accounting (3 hours)
__ ACCTG-202 Managerial Accounting (3 hours)
__ CIS-420 Management Information Systems (3 hours)
__ FIN-326 Business Finance (3 hours)
__ MGT-101 Introduction to Business (3 hours)
or __ MGT-105 Introduction to Entrepreneurship (3 hours)
__ MGT-210 Business Professionalism (3 hours)

__ MGT-310 Business Statistics (3 hours)

__ MGT-320 Basic Quantitative Methods (3 hours)

__ MGT-330 Management and Organizational Behavior (3 hours)

__ MGT-420 Quantitative Decision Making (3 hours)

__ MGT-430 Legal and Social Environment of Business (3 hours)

__ MGT-690 Business Strategy (3 hours)

__ MKTG-330 Principles of Marketing (3 hours)

Notes *1: Plus 3 hours of ECON, 300-level or above

See notes *2

Notes *2: Accounting majors MUST take ACCTG 420 Accounting Information Systems in lieu of CIS 420 Management Information Systems. Business Economics and Finance majors may take ACCTG 420 Accounting Information Systems or CIS 420 Management Information Systems. If Business Economics and Finance majors have a second major or minor in Accounting, they MUST take ACCTG 420. Computer Information Systems, International Business, Management, and Marketing majors MUST take CIS 420 Management Information Systems in lieu of ACCTG 420 Accounting Information Systems

Major in Marketing (21 hours)

__ IB-330 International Business (3 hours)

or __ IB-340 International Marketing (3 hours)

__ MKTG-510 Consumer Behavior (3 hours)

__ MKTG-520 Marketing Research (3 hours)

__ MKTG-680 Applied Marketing Management (3 hours)

Select 9 hours from:

__ MGT-510 Operations Management (3 hours)

__ MKTG-410 Topics in Marketing (___) (1-3 hours)

Must be taken for 3 hours.

__ MKTG-420 Services Marketing (3 hours)

__ MKTG-430 Retail and Channels Management (3 hours)

__ MKTG-440 Advertising Management (3 hours)

__ MKTG-450 Personal Selling and Sales Management (3 hours)

__ MKTG-460 Social Media Marketing (3 hours)

__ MKTG-470 Sports Marketing (3 hours)

__ MKTG-480 Logistics and Supply Chain Management (3 hours)

__ MKTG-610 Topics in Marketing (___) (1-3 hours)

__ MKTG-620 Internship in Marketing (1-3 hours)

__ MKTG-630 International Experience in Marketing (1-3 hours)

Additional Requirements (3 hours)

__ MATH-143 Elementary Statistics (3 hours)

General Electives (14 hours)

Total minimum 120 hours required for a Bachelor of Business Administration Degree with a Major in Marketing.

Pitt State Pathway Requirements

Department preferred Pathway courses:

MATH-113 College Algebra

or

MATH-110 College Algebra with Review

ECON-200 Principles of Microeconomics

CIS-130 Computer Information Systems

ECON-201 Principles of Macroeconomics

Core Elements (12 hours)

A0 - Written Communications

__ ENGL-101 English Composition (3 hours)

__ ENGL-299 Introduction to Research Writing (3 hours)

B0 - Verbal Communication

__ COMM-207 Speech Communication (3 hours)

C0 - Quantitative/Analytic Methods

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

__ MATH-113 College Algebra (3 hours)

__ MATH-126 Pre-Calculus (4 hours)

__ MATH-133 Quantitative Reasoning (3 hours)

__ MATH-143 Elementary Statistics (3 hours)

__ MATH-150 Calculus I (5 hours)

__ MATH-204 Mathematics for Education I (3 hours)

__ PHIL-207 Critical Thinking (3 hours)

__ PHIL-208 Logic (3 hours)

Essential Studies (23-24 hours minimum)

See notes *3

Notes *3: D-G and cannot be same prefix as major.

2

D - The Human Experience (3-6 hours)

D1- Diverse Perspectives

__ ENGL-113 General Literature (3 hours)

__ ENGL-114 General Literature (Genre) (3 hours)

__ ENGL-116 General Literature (Theme) (3 hours)

__ ENGL-120 Literature and Film (3 hours)

__ ENGL-250 Introduction to Creative Writing (3 hours)

__ ENGL-315 Mythology (3 hours)

__ ENGL-320 Literature and Film (3 hours)

D3 - Non-Verbal and Creative Expression

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

__ ART-188 The Designed World (3 hours)

__ ART-217 Crafts I (3 hours)

__ ART-222 Jewelry Design I (3 hours)

__ ART-233 Drawing I (3 hours)

__ ART-244 Ceramics I (3 hours)

__ ART-266 Sculpture I (3 hours)

__ ART-277 Painting I (3 hours)

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

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

__ ART-311 Art Education (3 hours)

__ COMM-105 Performance Appreciation (3 hours)

__ COMM-205 Performance Studies (3 hours)

__ COMM-395 Theatre History (___) (3 hours)

__ HHP-151 Dance Appreciation (3 hours)

__ MUSIC-120 Music Appreciation (____) (3 hours)

__ MUSIC-121 Introduction to Music Literature (3 hours)

__ MUSIC-321 History of Music (3 hours)

__ MUSIC-322 History of Music (3 hours)

E - Human Systems (9-12 hours)

E0 - No Companion
__ CIS-130 Computer Information Systems (3 hours)
__ EDUC-261 Explorations in Education (3 hours)
__ EET-247 Computer Programming for Electronic Systems (3 hours)
__ MECET-121 Engineering Graphics I (3 hours)
__ MGT-101 Introduction to Business (3 hours)
E1 - Diverse Perspectives
__ ANTH-101 Introduction to Cultural Anthropology (3 hours)
__ GEOG-106 World Regional Geography (3 hours)
__ GEOG-300 Elements of Geography (3 hours)
__ GEOG-304 Human Geography (3 hours)
__ HIST-101 World History to 1500 (3 hours)
__ HIST-102 World History from 1500 (3 hours)
__ HIST-201 American History to 1865 (3 hours)
__ HIST-202 American History from 1865 (3 hours)
__ MFGET-405 Quality Control (3 hours)
__ MLL-124 French Language and Culture I (3 hours)
__ MLL-154 Spanish Language and Culture I (3 hours)
__ PHIL-103 Introduction to Philosophy (3 hours)
__ PHIL-231 World Religions (3 hours)
__ POLS-103 Comparative Politics (3 hours)
__ SOC-100 Introduction to Sociology (3 hours)
__ WGS-399 Global Women's Issues (3 hours)
E2 - Social Responsibility
__ ECON-191 Issues in Today's Economy (3 hours)
__ ECON-200 Principles of Microeconomics (3 hours)
__ ECON-201 Principles of Macroeconomics (3 hours)
__ EDTH-330 Technology for Teaching and Learning (3 hours)
__ ETECH-502 Engineering Economy (3 hours)
__ FCS-230 Consumer Education and Personal Finance (3 hours)
__ GT-190 Introduction to Technological Systems (2 hours)
__ GT-350 Technology and Civilization (3 hours)
__ NURS-303 Introduction to Public Health (3 hours)
__ PHIL-105 Ethics (3 hours)
__ PHIL-112 Biomedical Ethics (3 hours)
__ PHIL-113 Business Ethics (3 hours)
__ PHIL-114 Environmental Ethics (3 hours)
__ POLS-101 U.S. Politics (3 hours)
__ WGS-200 Introduction to Women's Studies (3 hours)
E4 - Scientific Inquiry
__ MFGET-263 Manufacturing Methods I (2 hours)
and __ MFGET-268 Manufacturing Methods I Laboratory (1 hour)
F - Natural World (4-5 hours)
F0 - No Companion
__ BIOL-617 Environmental Health (3 hours)
F4 - Scientific Inquiry
__ BIOL-111 General Biology (3 hours)
and __ BIOL-112 General Biology Laboratory (2 hours)
__ BIOL-113 Environmental Life Science (4 hours)
__ BIOL-211 Principles of Biology I (4 hours)
__ CHEM-105 Introductory Chemistry (3 hours)

__ CHEM-215 General Chemistry I (3 hours)
__ PHYS-100 College Physics I (4 hours)
or __ PHYS-104 Engineering Physics I (4 hours)
__ PHYS-130 Elementary Physics Laboratory I (1 hour)
__ PHYS-160 Physical Geology (3 hours)
and __ PHYS-165 Physical Geology Laboratory (1 hour)
__ PHYS-166 Meteorology (3 hours)
and __ PHYS-167 Meteorology Laboratory (1 hour)
__ PHYS-171 Physical Science (3 hours)
and __ PHYS-172 Physical Science Laboratory (1 hour)
__ PHYS-175 Descriptive Astronomy (3 hours)
and __ PHYS-176 Astronomy Laboratory (1 hour)
__ PHYS-375 Solar System Astronomy (3 hours)
G - Wellness Strategies (4-6 hours)
G0 - No Companion
__ EXSCI-200 Introduction to Exercise Science (1 hour)
__ FCS-203 Nutrition and Health (3 hours)
__ HHP-150 Lifetime Fitness Concepts (1 hour)
G3 - Non-Verbal and Creative Expression
__ DANCE-200 Dance (___) (1-3 hours)
G4 - Scientific Inquiry
__ PSYCH-155 General Psychology (3 hours)
3
H - Gorilla Gateway
H0 - No Companion
__ UGS-150 Gorilla Gateway (2)
I - Pathway Elective (3 hours)
See notes *4
Notes *4: Elective can be from any D,E,F, or G Essential Studies
and can be from the same prefix as major or repeat of prefix used in
Essential Studies.
University Catalog – Catalog 2019-2020
Revised: 08/21/2019

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum as you wish it to appear in the online catalog:
Core Requirements (42 hours)
At the heart of the BBA is the Kelce College Core. The Core
provides students with an integrative experience of the various
business disciplines that allows students to develop a well-rounded
understanding of how business works.
See notes *1
__ ACCTG-201 Financial Accounting (3 hours)
__ ACCTG-202 Managerial Accounting (3 hours)
__ CIS-420 Management Information Systems (3 hours)
__ FIN-326 Business Finance (3 hours)
__ MGT-101 Introduction to Business (3 hours)
or __ MGT-105 Introduction to Entrepreneurship (3 hours)
__ MGT-210 Business Professionalism (3 hours)
__ MGT-310 Business Statistics (3 hours)

__ MGT-320 Basic Quantitative Methods (3 hours)
__ MGT-330 Management and Organizational Behavior (3 hours)
__ MGT-420 Quantitative Decision Making (3 hours)
__ MGT-430 Legal and Social Environment of Business (3 hours)
__ MGT-690 Business Strategy (3 hours)
__ MKTG-330 Principles of Marketing (3 hours)
Notes *1: Plus 3 hours of ECON, 300-level or above
See notes *2
Notes *2: Accounting majors MUST take ACCTG 420 Accounting
Information Systems in lieu of CIS 420 Management Information
Systems. Business Economics and Finance majors may take
ACCTG 420 Accounting Information Systems or CIS 420
Management Information Systems. If Business Economics and
Finance majors have a second major or minor in Accounting,
they MUST take ACCTG 420. Computer Information Systems,
International Business, Management, and Marketing majors MUST
take CIS 420 Management Information Systems in lieu of ACCTG
420 Accounting Information Systems

Major in Marketing (21 hours)
__ IB-330 International Business (3 hours)
or __ IB-340 International Marketing (3 hours)
__ MKTG-510 Consumer Behavior (3 hours)
__ MKTG-520 Marketing Research (3 hours)
__ MKTG-680 Applied Marketing Management (3 hours)
Select 9 hours from:
__ Any Marketing (MKTG) course numbered 300 or above not already applied to the degree. Substitutions of electives
with courses 300 or above may be approved by the advisor.

Additional Requirements (3 hours)
__ MATH-143 Elementary Statistics (3 hours)
General Electives (14 hours)
Total minimum 120 hours required for a Bachelor of Business
Administration Degree with a Major in Marketing.
Pitt State Pathway Requirements
Department preferred Pathway courses:
MATH-113 College Algebra
 or
MATH-110 College Algebra with Review
ECON-200 Principles of Microeconomics
CIS-130 Computer Information Systems
ECON-201 Principles of Macroeconomics
Core Elements (12 hours)
A0 - Written Communications
__ ENGL-101 English Composition (3 hours)
__ ENGL-299 Introduction to Research Writing (3 hours)
B0 - Verbal Communication
__ COMM-207 Speech Communication (3 hours)
C0 - Quantitative/Analytic Methods
__ MATH-110 College Algebra with Review (5 hours)
__ MATH-113 College Algebra (3 hours)

__ MATH-126 Pre-Calculus (4 hours)

__ MATH-133 Quantitative Reasoning (3 hours)

__ MATH-143 Elementary Statistics (3 hours)

__ MATH-150 Calculus I (5 hours)

__ MATH-204 Mathematics for Education I (3 hours)

__ PHIL-207 Critical Thinking (3 hours)

__ PHIL-208 Logic (3 hours)

Essential Studies (23-24 hours minimum)

See notes *3

Notes *3: D-G and cannot be same prefix as major.

2

D - The Human Experience (3-6 hours)

D1- Diverse Perspectives

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__ ENGL-114 General Literature (Genre) (3 hours)

__ ENGL-116 General Literature (Theme) (3 hours)

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__ COMM-105 Performance Appreciation (3 hours)

__ COMM-205 Performance Studies (3 hours)

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E - Human Systems (9-12 hours)

E0 - No Companion

__ CIS-130 Computer Information Systems (3 hours)

__ EDUC-261 Explorations in Education (3 hours)

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__ HIST-201 American History to 1865 (3 hours)
__ HIST-202 American History from 1865 (3 hours)
__ MFGET-405 Quality Control (3 hours)
__ MLL-124 French Language and Culture I (3 hours)
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__ PHIL-113 Business Ethics (3 hours)
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__ POLS-101 U.S. Politics (3 hours)
__ WGS-200 Introduction to Women's Studies (3 hours)
E4 - Scientific Inquiry
__ MFGET-263 Manufacturing Methods I (2 hours)
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F - Natural World (4-5 hours)
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__ BIOL-617 Environmental Health (3 hours)
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__ BIOL-111 General Biology (3 hours)
and __ BIOL-112 General Biology Laboratory (2 hours)
__ BIOL-113 Environmental Life Science (4 hours)
__ BIOL-211 Principles of Biology I (4 hours)
__ CHEM-105 Introductory Chemistry (3 hours)
__ CHEM-215 General Chemistry I (3 hours)
__ PHYS-100 College Physics I (4 hours)
or __ PHYS-104 Engineering Physics I (4 hours)
__ PHYS-130 Elementary Physics Laboratory I (1 hour)
__ PHYS-160 Physical Geology (3 hours)
and __ PHYS-165 Physical Geology Laboratory (1 hour)
__ PHYS-166 Meteorology (3 hours)
and __ PHYS-167 Meteorology Laboratory (1 hour)
__ PHYS-171 Physical Science (3 hours)
and __ PHYS-172 Physical Science Laboratory (1 hour)

__ PHYS-175 Descriptive Astronomy (3 hours)
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G - Wellness Strategies (4-6 hours)
G0 - No Companion
__ EXSCI-200 Introduction to Exercise Science (1 hour)
__ FCS-203 Nutrition and Health (3 hours)
__ HHP-150 Lifetime Fitness Concepts (1 hour)
G3 - Non-Verbal and Creative Expression
__ DANCE-200 Dance (___) (1-3 hours)
G4 - Scientific Inquiry
__ PSYCH-155 General Psychology (3 hours)
3
H - Gorilla Gateway
H0 - No Companion
__ UGS-150 Gorilla Gateway (2)
I - Pathway Elective (3 hours)
See notes *4
Notes *4: Elective can be from any D,E,F, or G Essential Studies
and can be from the same prefix as major or repeat of prefix used in
Essential Studies.
University Catalog – Catalog 2019-2020
Revised: 08/21/2019

Additional Questions

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

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

   Please give the rationale for additional student fees:
   _____

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

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

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

Additional Questions for certificate only:

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

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

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

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

☒ Approved: Department Chairperson
Date 1/6/20 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 1-11-20 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date _____ Signature, Dean _____

☐ Approved: PittState Pathway Committee (if applicable)
Date _____ Signature, PittState Pathway Committee Chair _____

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 2-17-20 Signature, Undergraduate Curriculum Committee Chair _____

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

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

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

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

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

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

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

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

Request for Revision to Curriculum

Revision for: ☐ Major ☒ Minor ☐ Emphasis ☐ Certificate

Department: Kelce Undergraduate School of Business   **College:** Kelce College of Business

Submission Date: 12/2/19

Contact Person: Lynn M Murray

Revision Effective: Fall, 2020
                                                                            (Year)
☒ Faculty member ☐ Chair

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

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

Description of Change: Updating to reflect changes in course offerings

Rationale for Change (include changes to curriculum objectives): We've added and removed courses that aren't reflected in the major as it currently sits. Additionally, we've reduced the required credit hours to 15 hours to make it easier for students to achieve this additional credential.

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?
☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation.
This is an existing minor at Kelce and uses only Kelce courses

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This minor requires only Kelce courses and won't affect any other program

Existing Major or Minor/Emphasis/Certificate
Copy and paste the existing curriculum **as it currently appears** in the online catalog:
__ MGT-330 Management and Organizational Behavior (3 hours)
__ MGT-430 Legal and Social Environment of Business (3 hours)
__ MKTG-330 Principles of Marketing (3 hours)
__ MKTG-510 Consumer Behavior (3 hours)
Choose three of the following electives:
__ IB-340 International Marketing (3 hours)
__ MKTG-430 Retail and Channels Management (3 hours)
__ MKTG-440 Advertising Management (3 hours)
__ MKTG-450 Personal Selling and Sales Management (3 hours)
__ MKTG-480 Logistics and Supply Chain Management (3 hours)
__ MKTG-610 Topics in Marketing (___) (1-3 hours)

Proposed Major or Minor/Emphasis/Certificate:

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

Required (9 hours):

__ MKTG-330 Principles of Marketing (3 hours)

__ MKTG-510 Consumer Behavior (3 hours)

__ MKTG 520 Marketing Research (3 hours)

Electives (6 hours)

__ Any marketing(MKTG) course numbered 300 or above (3-6 hours)

__ IB 340 International Marketing (3 hours)

Additional Questions

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

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

   Please give the rationale for additional student fees:

   ____

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

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

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

Additional Questions for certificate only:

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

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

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

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

☒ **Approved: Department Chairperson**
Date _11/1/20_ Signature, Department Chairperson _____

☒ **Approved: College Curriculum Committee**
Date: _1-16-20_ Signature, College Curriculum Committee Chair _____

☒ **Approved: Dean of College**
Date _1/17/20_ Signature, Dean _____

☐ **Approved: PittState Pathway Committee (if applicable)**
Date _____ Signature, PittState Pathway Committee Chair _____

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

☒ **Approved: Faculty Senate University Undergraduate Curriculum Committee**
Date _2-17-20_ Signature, Undergraduate Curriculum Committee Chair _____

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

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

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

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

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

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

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

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

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: Engineering Technology   **College:** Technology

Submission Date: 12/05/19

Revision Effective: Fall, 2020
(Year)

Contact Person: David Miller   ☒ Faculty member ☐ Chair

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

If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:
Changing Emphasis name from Electromechanical to Automation

Description of Change: Adding MATH 122 - Plane Trigonometry. Removing BIOL 113 - Environmental Life Science. Moving ETECH 296 - Materials in Industry to emphasis areas for all but Biomed emphasis. Adding BIOL 111/112 to Biomedical Emphasis. Changing Electromechaincal Emphasis name to "Automation", updating course names/numbers (EET 340, EET 649) to reflect name changes being made by EET program, and adding EET 543 - Automation III: Immersive Experience. Addition of approved Automation Minor for non-Automation emphasis students.

Rationale for Change (include changes to curriculum objectives): Additions of MATH 122, removal of BIOL 113, move of ETECH 296 & BIOL 111/112, name change and course changes to Electromechanical emphasis were at the request of our Industrial Advisory Board. Course name and number changes were due to changes being made by the Electronics program within ETECH. Approved minor to allow non-Automation emphasis students to add Automation minor to their program of study.

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?
☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation.
Revisions to existing program and do not significantly change the overall major/emphsis.

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
Courses outside the department were already being taken by MECET students and revisions will not significantly alter the student load to courses. Many/most of incoming MECET students are ready for Calculus I and will not need MATH 122; the remaining students who need MATH 122 would have been taking it despite it not being an official part of the curriculum, therefore will not represent a significant increase in student load. The new courses and revised emphasis were agreed to by EET faculty (see attached letter from CP of EET program).

Existing Major or Minor/Emphasis/Certificate
Copy and paste the existing curriculum **as it currently appears** in the online catalog:
Technical Sciences   36
    MECET 220   Statics 3
    MECET 226   Computer Aided Design 3

ETECH	296	Materials in Industry	3
MECET	323	Adv. Eng. Graphics	3
EET	340	Intro to Industrial Automation+	3
MECET	420	Kinematics	2
MECET	423	Mechanics of Materials	3
MECET	424	Mechanics of Materials Lab	1
MECET	428	Thermodynamics	3
MECET	523	Mech. Des. I	3
MECET	524	Fluid Mechanics	3
MECET	525	Fluid Mechanics Lab	1
MFGET	666	Project I	2
MFGET	669	Project II	3

Support Courses   19

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	154	Engineering Calculus II	4
or MATH		155 Calculus II (5 hr)	
CHEM	215	General Chemistry I	3
CHEM	216	General Chemistry I Lab	2

PHYS 104, PHYS 105, MATH 154 are preferred

Students must declare one of the approved emphasis areas and follow the emphasis sequence.

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:

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

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)

Technical Specialties

Design   23
MECET 522	Dynamics	3
MECET 528	Computer Aided Modeling	3
MECET 623	Mech Des II	3
MECET 682	Heat Transfer	3
Tech Elective	11	

Electromechanical   23
EET 141	Introductory Electronics	3
EET 244	Logic Circuits	3
EET 448	Network Systems	3
EET 649	Advanced PLC	3
Tech Elective	11	

Biomedical**   22
BIOL 257	Anatomy & Physiology	3
BIOL 258	A&P Lab	2
BIOL 410	Biological/Medical Terminology	2
MECET 522	Dynamics	3
MECET 528	Computer Aided Modeling	3
MECET 627	Intro to Biomed Tech	3
MECET 682	Heat Transfer	3
Tech Elective	3	

Manufacturing 23
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	CAM	3
Tech Elective	8	

Automotive   23
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	8	

**Biomedical emphasis students take 1 hour less technical elective because of additional hour of BIOL 112 lab
+Automotive emphasis students can substitute this for EET 340

Pitt State Pathway   42
Core Elements
ENGL	101	English Composition	3
ENGL	299	Introduction to Research Writing	3
COMM	207	Speech Communication	3

MATH   150   Calculus I   5

Electives
        MECET 121   Engineering Graphics I   3

Gorilla Gateway
        UGS   150   Gorilla Gateway2

Essential Studies
Natural World within a Global Context
        BIOL   113   Environmental Life Science*   4
        * Biomed Emphasis take BIOL 111/112 (4+1 hr)

Human Experience within a Global Context
        3 hours required from approved Human Experience within a Global Context (H.E.) that also satisfies the Non-verbal & Creative Expression (N.V.) companion element. Choose one of the following
        ART   188   The Designed World   3
        ART   233   Drawing I   3
Essential Studies (Cont'd)
Human Systems within a Global Context
        Students should take the following courses
                MFGET 263   Manufacturing Methods I   2
                MFGET 268   Manufacturing Methods I Lab   1
                EET   247   Computer Prog for Electron. Sys.   3
                ETECH 502   Engineering Economy   3
        AND select 3 hours from approved Human Systems within a Global Context (H.S.) that meet the Diverse Perspectives within a Global Context (DP) companion element. See PittState.edu for a full list of courses that meet this Pitt State Pathway requirement. Options include, but aren't limited to:
                SOC   100   Introduction to Sociology   3
                POLS   103   Comparative Political Institutions   3
                HIST   101   World History to 1500   3
                HIST   102   World History from 1500   3
                HIST   201   American History to 1865   3
                HIST   202   American History from 1865   3
                ANTH   101   Introduction to Cultural Anthropology   3
                MLL   124   French Language and Culture I   3
                MLL   154   Spanish Language and Culture I 3
                PHIL   103   Introduction to Philosophy   3
                PHIL   231   World Religions 3
                WGS   399   Global Women's Issues 3

Welness Strategies
        Students should select 4 hours from approved Wellness Strategies (W.S.).   See PittState.edu for a full list of courses that meet this Pitt State Pathway requirement. Options include, but may not be limited to:
                DANCE 200   Dance 1
                EXSCI   200   Introduction to Exercise Science 1
                FCS   203   Nutrition and Health   3
                HHP   150   Lifetime Fitness Concepts   1
                NURS   303   Introduction to Public Health   3
                PSYCH 155   General Psychology   3

Proposed Major or Minor/Emphasis/Certificate:

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

Technical Sciences   33

MECET 220	Statics 3	
MECET 226	Computer Aided Design 3	
MECET 323	Advanced Engineering Graphics 3	
EET 343	Automation I: Industrial Control+	3
MECET 420	Kinematics 2	
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 Mechanics3	
MECET 525	Fluid Mechanics Lab 1	
MFGET 666	Manufacturg/Design Project I 2	
MFGET 669	Manufacturg/Design Project II 3	

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)	

PHYS 104, PHYS 105, MATH 154 are preferred
Students must declare one of the approved emphasis areas and follow the emphasis sequence.

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:

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

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)

Technical Specialties

Design   27
ETECH 296   Materials in Industry   3
MECET 522   Dynamics   3
MECET 528   Computer Aided Modeling   3
MECET 623   Mechanical Design II   3
MECET 682   Heat Transfer   3
Tech Elective   12

Automation   27
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
Tech Elective   9

Biomedical   27
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   Computer Aided Modeling   3
MECET 627   Intro to Biomed Tech   3
MECET 682   Heat Transfer   3
Tech Elective   3

Manufacturing 27
ETECH 296   Materials in Industry   3
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

Automotive+   27
ETECH 296   Materials in Industry   3
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

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	Computer Aided Design	3
MECET	420	Kinematics	3

Pitt State Pathway   43
Core Elements

ENGL	101	English Composition	3
ENGL	299	Introduction to Research Writing	3
COMM	207	Speech Communication	3
MATH	150	Calculus I	5

Electives

MECET	121	Engineering Graphics I	3

Gorilla Gateway

UGS	150	Gorilla Gateway	2

Essential Studies
Natural World within a Global Context

CHEM	215	General Chemistry I	3
CHEM	216	General Chemistry I Lab	2

Human Experience within a Global Context

3 hours required from approved Human Experience within a Global Context (H.E.) that also satisfies the Non-verbal & Creative Expression (N.V.) companion element. Choose one of the following

ART	188	The Designed World	3
ART	233	Drawing I	3

Essential Studies (Cont'd)
Human Systems within a Global Context

Students should take the following courses

MFGET	263	Manufacturing Methods I	2
MFGET	268	Manufacturing Methods I Lab	1
EET	247	Computer Prog for Electron. Sys.	3
ETECH	502	Engineering Economy	3

AND select 3 hours from approved Human Systems within a Global Context (H.S.) that meet the Diverse Perspectives within a Global Context (DP) companion element. See PittState.edu for a full list of courses that meet this Pitt State Pathway requirement. Options include, but aren't limited to:

SOC	100	Introduction to Sociology	3
POLS	103	Comparative Political Institutions	3
HIST	101	World History to 1500	3
HIST	102	World History from 1500	3
HIST	201	American History to 1865	3
HIST	202	American History from 1865	3
ANTH	101	Introduction to Cultural Anthropology	3
MLL	124	French Language and Culture I	3
MLL	154	Spanish Language and Culture I	3
PHIL	103	Introduction to Philosophy	3
PHIL	231	World Religions	3
WGS	399	Global Women's Issues	3

Welness Strategies

Students should select 4 hours from approved Wellness Strategies (W.S.). See PittState.edu for a full list of courses that meet this Pitt State Pathway requirement. Options include, but may not be limited to:

DANCE	200	Dance	1
EXSCI	200	Introduction to Exercise Science	1
FCS	203	Nutrition and Health	3
HHP	150	Lifetime Fitness Concepts	1
NURS	303	Introduction to Public Health	3
PSYCH	155	General Psychology	3

Additional Questions

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

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

   Please give the rationale for additional student fees:
   ___

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

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

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
   <u>N/A</u>

Additional Questions for certificate only:

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

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

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

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

☑ Approved: Department Chairperson
Date 12/5/19 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 1.22.20 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 1.22.20 Signature, Dean _____

☐ Approved: PittState Pathway Committee (if applicable)
Date _____ Signature, PittState Pathway Committee Chair _____

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 2-17-20 Signature, Undergraduate Curriculum Committee Chair _____

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

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

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

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

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

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

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

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

Clark Shaver

To: David Miller <djmiller@pittstate.edu>

Dave,

As per our conversation, I think that this would be a good path for your electro-mechanical students. This is very similar to our minor in automation. I would suggest titling the emphasis area as Automation or Industrial Automation or something along those lines. I have branded both our emphasis area and our minor as "Automation".

Clark D. Shaver, PE
Associate Professor / Program Coordinator
Electronics Engineering Technology
Pittsburg State University
620.235.4357
No Trees were harmed in the sending of this message, but a large number of electrons were terribly inconvenienced.

Clark--

  We've briefly discussed our IAB's desire to change our current Electromechanical emphasis to one that focuses more on Automation. I wanted to get your thoughts on a course sequence for our majors:

WF Y3 EET 141 Introductory Electronics
SP Y3 EET 244 Logic Circuits
SP Y3 EET 343 Automation 1: Industrial Control (all MECET emphasis areas)
WF Y4 EET 448 Network Systems
WF Y4 EET 443 Automation II: System Integration
SP Y4 EET 543 Automation III: Immersive Experience

In addition to that, they'd all still have 9 hours of Tech Elective that may or may not come from other EET courses.

--DM

Request for New Minor/Emphasis/Certificate

Proposal for a New: ☐ Minor ☐ Emphasis ☒ Certificate

Department: Engineering Technology   College: Technology   This program is to be offered 50% or more online as a Hybrid No

This program is to be offered fully online No

Submission Date: 12/05/19

Effective: Fall, 2020

(Year)

Contact Person: David Miller   ☒ Faculty member ☐ Chair

Title of Proposed Minor/Emphasis /Certificate: Mechanical CAD

Purpose/Justification for Minor/Emphasis/Certificate: To allow non-ETECH majors access to additional training in Computer Aided Design in one or more different software packages. Will include introductions to simulation, and students will have the opportunity to earn internationally-recognized software certifications from software providers.

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

Whether a "yes" or "no" response, please provide an explanation.
None of the other Regents Unversities offers a certificate covering this content.

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
Core classes are offered within MECET. Additional elective courses from other departments have been approved by the departments offering the courses (see attached correspondence).

Please complete the Kansas Board of Regent forms located at http://www.kansasregents.org/academic_affairs/new_program_approval and list the proposed curriculum for the minor/emphasis/concentration, in section 3 (III) of the forms. Please input the proposed curriculum **as you wish it to appear in the next catalog**. If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   <u>N/A</u>

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

   Please give the rationale for additional student fees:
   _____

3. Will this minor/emphasis/certificate have specific PittState Pathway courses required?
   ☒ Yes   ☐ No
   Please realize that this requirement will need to gain approval of the PittState Pathway Committee.

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

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

Additional Questions for certificate only:

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

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

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

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

☑ Approved: Department Chairperson
Date 12/5/19 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 1.22.20 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 1.22.20 Signature, Dean _____

☐ Approved: PittState Pathway Committee (if applicable)
Date _____ Signature, PittState Pathway Committee Chair _____

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 2-17-20 Signature, Undergraduate Curriculum Committee Chair _____

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

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

Approval at Kansas Board of Regents level:

☐ COCAO   Date: _____

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

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

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

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

additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.

Mechanical CAD Certificate (12 hours)

Required courses

- MECET 121 - Engineering Graphics I (3hr)
- MECET 226 - Computer Aided Design (3hr)
- MECET 323 - Advanced Engineering Graphics (3hr)

And 3 hours from:

  - MECET 528 – Computer Aided Modeling (3hr)
  - ETECH 401 – Approved Independent Study (3hr)
  - CMCET 133 – Construction Graphics (3hr)
  - AMMT 226 – CAD Architectural Product Development (3hr)
  - GT 360 – Computer Aided Drafting for Automated Systems (3hr)

RE: CAD Certificate

Andrew Klenke

Fri 11/15/2019 9:19 AM

To: David Miller <djmiller@pittstate.edu>

David,

I would add in GT 360 Computer Aided Drafting for Automated Systems It provides not only CAD, but apply it to CNC, Laser and 3D printing by practicing these different outputs It would also make the CAD certificate more appealing to the Technology & Engineering Education Just a suggestion, but would be good to include.

Andy

From: David Miller <djmiller@pittstate.edu>
Sent: Thursday, November 14, 2019 4:36 PM
To: James Otter <jotter@pittstate.edu>; Andrew Klenke <aklenke@pittstate.edu>
Subject: CAD Certificate

MECET is going to legislate a CAD certificate within our program and I was thinking it would be useful for some students to be able to select from other disciplines as an elective course. Our proposed sequence would be:

- MECET 121 - Engineering Graphics I (3hr)
- MECET 226 - Computer Aided Design (3hr)
- MECET 323 - Advanced Engineering Graphics (3hr)
- And 3 hours from:

    o MECET 528 – Computer Aided Modeling (3hr)
    o ETECH 401 – Approved Independent Study (3hr)
    o CMCET 133 – Construction Graphics (3hr)
    o AMMT 226 - CAD Architectural Product Develop (3hr)

I couldn't even begin to guess at how many additional students generate for each class, but I doubt it would overwhelm the sections you're currently offering. Would either of you have a problem with me legislating the certificate using your courses as electives?

--DM

Re: CAD Certificate

David Miller

Fri 11/15/2019 9:12 AM

To: James Otter <jlotter@pittstate.edu>

I'm certainly willing to add it as an option, but if we added that to this curriculum, would you be willing to give prerequisite waivers to students who had taken MECET 121 and/or MECET 226? The reason I ask is because the prerequisite for 340 is CMCET 133, which not all students in this Certificate program would have taken since it's an elective.

--DM

From: James Otter <jlotter@pittstate.edu>
Sent: Friday, November 15, 2019 7:51 AM
To: David Miller <djmiller@pittstate.edu>
Subject: Re: CAD Certificate

That would be fine from the School of Construction perspective. You might want to add the CMCET 340 Building Information Modeling (REVIT based).

James Otter, LS, LEED-AP
Director, PSU School of Construction
Pittsburg State University, 1701 South Broadway, Pittsburg, KS 66762
W223 Kansas Technology Center
Phone: 620.235.4349 cell: 620.232.4480 e-mail: jlotter@pittstate.edu

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