

FACULTY SENATE MINUTES

April 27, 2020

The Pittsburg State University Faculty Senate met via CANVAS at 3:00 p.m. on Monday, April 27, 2020, with Kevin Bracker, President, presiding.

Past Minutes

Minutes from the March 30, 2020 meeting were approved.

Announcements

Provost and Vice President of Academic Affairs – Dr. Howard Smith

Dr. Smith started by expressing his appreciation for everyone's time and effort to redesign and deliver classes and for the work done on the Spring 2020 grading policy. Dr Smith also provided the following updates:

- This week a plan to create a plan will emerge for transitioning back to campus. One of the most difficult decisions will be when and that is contingent upon local, state and federal orders and guidelines. The plan will involve stakeholders including faculty, staff, students, & administrators from across campus. A Q&A file is being built so if you have questions/ideas/comments please email them to bferguson@pittstate.edu.
- Enrollment Week: initial numbers favorable with a slight increase for fall (Graduate #'s up, UG down)
- We hope to receive the CARES stimulus funds and be able to disburse to students soon.
- Please note the new process for faculty reappointment. First letters will be to the unit faculty and then continuing non-tenure letters will follow later if all goes well. Kristi in the President's Office will email only each faculty member individually and copy the Chair and Dean. Faculty are not being ask to sign and return these letters.
- A great resource to stay up with what is going on is the PSU webpage for COVID-19 at <https://www.pittstate.edu/office/health-services/coronavirus/index.html>(Links to an external site.) (Links to an external site.) .
- Please continue to watch for the Daily Updates from Marketing and Communication in your email.

PSU/KNEA –Grant Moss, President

Dr. Moss shared a reflection of his year as PSU-KNEA President. In addition, Dr. Moss reported that the Spring 2020 PSU-KNEA Chapter Meeting was held via Zoom on April 14th, 2020, 3:45-4:55. After the meeting there was a "conversational happy hour." The elections committee activated the ballot on April 15th. The voting period ended on Friday, April 24th. Dr. Moss will send a Bulk-e e-mail message with the results soon.

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 provided clarification for a few important points related to the P/F grading policy for Spring 2020 semester:

- Faculty enter grades as they would during any normal semester (ABCDF) based on their course policies stated in the syllabus for each course. The P/F adjustment is made in the Registrar's office for those students who have selected to take a class P/F. Students are not automatically given P/F grades, but have the option to select P/F for any specific class.

-Because of item #1, there is not a way to identify whether a student who took the class on a P/F basis received a specific grade (such as C or better) if they received a P. Therefore, it is essential that programs communicate to students their expectations BEFORE the May 8th deadline for selecting the P/F option. While it is not perfect as students can change majors, a clear statement from faculty/departments/colleges can go a long way in avoiding confusion.

-The May 8th deadline was the last day that could be allowed due to the time this takes on the overall system and the need to have grades for summer/intersession courses (we have classes that start as early as May 18th).

Dr. Bracker also shared the following updates from the Kansas Board of Regents:

-KBOR is requesting that universities closely monitor low-enrollment programs and evaluate programs for strategic alignment. Details can be found on the KBOR April agenda on pp. 45-54.

-KBOR is also encouraging a standardized articulation agreement for transferring associate degree hours into baccalaureate degree programs throughout the Kansas system.

-The process of evaluating how universities will be approaching the fall semester is currently being discussed at the Regents level among the universities. It would probably be worthwhile for faculty to carefully consider how they might design their fall courses to allow for maximum flexibility with respect to delivery method.

Lastly Dr. Bracker announced he is taking signups for committee volunteers for the next academic year. Please consider volunteering and encourage your colleagues to volunteer as well. The requirements of committees often require participants from across each college, so the more people willing to serve on any committee, the easier it is to fill out committees. Thank you to those who have already signed up. The signup sheet can be found at https://docs.google.com/spreadsheets/d/1a9qdYT_4FscvjG1lKReJxbuYvASMPm00JFKdddRNZw4/edit?usp=sharing (Links to an external site.)

Committee Reports

Academic Affairs – Steve Cox, Chair

No report.

Undergraduate Curriculum – Nico Prelogar, Chair

Dr. Shewmake reported that the committee approved and recommends all curriculum items (see agenda).

Questions were raised regarding the Applied Data Analytics courses/certificate and a possible partnership with Podium Education. Specifically, there was concern that the contract with Podium Education was not available for review, that the contract may conflict with the work being done with Academic Partnerships and that PSU faculty may not have an active role in developing the courses/certificate. It was reported back that a contract with Podium Education is still being worked on by Doug Ball. Nothing has been finalized. In addition, there is nothing in the contract with Academic Partnership that prohibits contracts with other companies. The two models are completely different and independent of each other. Lastly the courses would be taught by adjunct faculty vetted by PSU. They would be held to the same standards as PSU faculty. There were also questions regarding why PSU can't support this without the assistance of an outside company. It was mentioned the PSU does not have the resources currently to solely support the certificate and that Podium Education would be absorbing almost all of the risk.

It was motioned to decouple the data analytics certificate/courses from the rest of the curriculum legislation, but there was not a second.

All curriculum items were approved.

Library Services/Learning Resources – Gail Yarick, Chair

No report.

Online and Distance Learning – Krissy Lewis, Chair

Dr. Lewis encouraged on behalf of the committee faculty to join the Faculty Resource course in Canvas if they have not done so already. It contains information and tutorials on the many resources available for teaching online. If faculty have questions not addressed in the course, CTLT encourages them to contact their college support person (Jennifer Pursley for College of Arts and Sciences; Susan Dellasega for College of Business and College of Education; and

Mary Wehrman for College of Technology). Barbara Pope has also created a new site containing resources for remote working. (See agenda for instructions on joining the course and additional resources.)

Academic Honors – Janice Jewett, Chair

No Report.

Honors College – Rebeca Book, Chair

No report.

Writing Across the Curriculum – Alex Binder, Chair

No report.

Diversity and Multicultural Affairs – Jason Reid, Chair

Mr. Reid shared that the committee created the Pittsburg State University Diversity Survey. On Tuesday April 29th, Dr. Bracker, sent the survey to faculty by email on behalf of the Diversity & Multicultural Affairs Committee. As of 3pm Apr 29th, 2020 the survey had 103 responses.

The results from the questions will be used to provide supporting documentation for Pittsburg State University's upcoming Higher Learning Commission Accreditation.

Student-Faculty – Daniel Maxwell, Chair

Dr. Maxwell reported that the committee met via discussion board and tele-conferencing over the last month to discuss a proposal from the Student Government Association regarding the Dead Week Policy. After discussion, the proposal was modified and approved. It was moved that the Faculty Senate adopt the attached resolution as the Pittsburg State University Dead Week Policy by changing the entry under Dead Week Policy in the Syllabus Supplement to a link to this document (similar to the USSA policy entry). The proposal clarifies some points of the one sentence policy currently listed in the syllabus supplement. For example, the term "major assignment" is defined. It also codifies the procedure to be used if a violation is reported. (See full policy in the agenda.)

It was discussed that some faculty do give exams the last day of class and the proposed policy would no longer allow that. This may be a concern. The second reading of the policy will take place at the May 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 along with Student Success Programs, developed a proposal to mitigate some of the concerns raised regarding the Gorilla Gateway course. (See the agenda for background details.) The proposal is to "hold" all 5 Information and Digital Literacy elements from the Pathway as assessed items for the Fall 2020 semester.

-These elements were chosen to be placed on active review because their content overlaps with many other Pathway elements, and would be better served in areas other than the Gateway.

-The Gorilla Gateway course syllabus will reflect that the elements will be in active review, and not assessed during the fall 2020 iteration of the course.

-This active review will give the Pitt Pathway committee and other university stakeholders time to determine the best way/place to assess the 5 Information and Digital Literacy elements.

-The idea of stepping back and evaluating our learning objectives aligns with the continuous improvement model encouraged by HLC

Budget Committee – Linden Dalecki, Chair
No report.

Academic Honesty – Cole Shewmake, Chair
No report.

Unfinished Business

None.

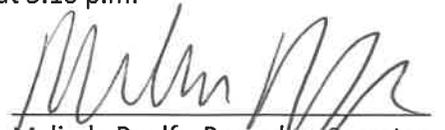
New Business

None.

Open Forum

None.

Meeting Adjourned Meeting adjourned Wednesday, April 29, 2020 at 3:10 p.m.


Melinda Roelfs, Recording Secretary



Pittsburg State University Faculty Senate Meeting

Date: Monday, April 27, 2020
Time: 3:00 p.m.
Location: Canvas Faculty Senate Page (Discussion from 3:00 Monday until 3:00 Tuesday, followed by vote from 3:00 Tuesday to 3:00 Wednesday)

AGENDA

- I. Call to order
- II. Approval of March 30, 2020 and April 8, 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:

a. Honors College Scholarship Review

VI. New Business:

VII. Open Forum:

VIII. Adjournment

**Next Faculty Senate Meeting: May 11, 2020 – Canvas Faculty Senate Community Page
@ 3:00 PM**

Academic Affairs – No report

Undergraduate Curriculum – See attached courses

Library Services – No report

Online and Distance Learning – The Online and Distance Learning Committee would like to encourage faculty to join the Faculty Resource course in Canvas if they have not done so already. It contains information and tutorials on the many resources available for teaching online. If faculty have questions not addressed in the course, CTLT encourages them to contact their college support person (Jennifer Pursley for College of Arts and Sciences; Susan Dellasega for College of Business and College of Education; and Mary Wehrman for College of Technology).

Here are the instructions to join the Faculty Resources course:

1. Log into Canvas
2. Click on Help from the global navigation
3. Click on Faculty Support & Resources from the help menu
4. Scroll down the page and click the button, "Join CTLT-Faculty Resources Course"

Barbara Pope has also created a [LibGuide for Remote Working](#) (Links to an external site.). Some of the valuable resources you will find on the site include:

1. Off Campus Services and Resources
2. Link to the Databases A to Z (alphabetic list of databases)
3. Subject LibGuides
4. Library Online Tutorials
5. Summon
6. OER
7. List of resources temporarily available to us due to publishers and vendors allowing access

Please check the site often. It will be updated with new resources as they become available.

Faculty can also connect with Axe Library through a chat messenger service, Zoom, or Microsoft Teams.

Academic Honors – No report

Honors College – No report

Writing Across the Curriculum – No report

Diversity and Multicultural Affairs – No report

Student-Faculty – The Student-Faculty Committee met via discussion board and tele-conferencing over the last month to discuss a proposal from the Student Government Association regarding the Dead Week Policy. After discussion, the proposal was modified and approved. I move that the Faculty Senate adopt the attached resolution as the Pittsburg State University Dead Week Policy by changing the entry under Dead Week Policy in the Syllabus Supplement to a link to this document (similar to the USSA policy entry).

The proposal clarifies some points of the one sentence policy currently listed in the syllabus supplement. For example, the term "major assignment" is defined. It also codifies the procedure to be used if a violation is reported. This is a first read with second read and vote at May meeting. (See policy after committee reports)

All-University – No report

Faculty Affairs –

Constitution – No report

Pitt State Pathway – Pitt Pathway Committee

Friday, April 17, 2020

Members present: Michelle Hudiburg, Bob Kehle, Rion Huffman, June Freund, Mark Peterson, Nora Hatton

Absent: Shipra Paul

Others in Attendance: Heather Eckstein

- I. Consider proposal for Gorilla Gateway course and required elements
- II. Background
 - a. Gorilla Gateway replaced the course Freshman Experience (FE)
 - i. FE was a transitional course from high school to college
 - ii. Focus was learning to be a college student, and building relationships with PEERS, professors and fellow first year students
 - iii. FE boosted retention rate from 1st to 2nd semester and also 1st to 2nd year
 - b. Currently, there are 9 elements embedded into the 2 credit hour course Gorilla Gateway, as defined by the Pitt State Pathway document.
 - c. Gorilla Gateway was taught for the 1st time in Fall 2019
 - i. Relationship building percentages fell from the mid 90% range to the mid 80% range, based on student evaluations
 - ii. Multiple instructors chose to not teach the course again (many who taught FE for many years)
 - iii. Instructors indicated lack of time to build relationships because of need to teach all required elements and FE content that needed to be retained
 - iv. Instructors (and students) indicated some content was ill-suited for assessment during a first semester college course
 1. Hard to make connections with other learning
 2. So many elements made the course feel disjointed
 3. Feeling that fully teaching some elements could be done better in courses outside the Gateway
 - d. The 9 elements within Gorilla Gateway, as currently defined in the Pitt State Pathway document can only be taught/assessed within that course

- i. Many of these elements correspond/overlap with other areas of the Pathway
 - ii. There are other courses, already offered, that could also teach the elements defined for the Gateway
 - e. The Provost tasked the Pitt State Pathway committee, together with Student Success, to propose changes to the Gateway course as needed, based on feedback
- III. Proposal to "hold" all 5 Information and Digital Literacy elements from the Pathway as assessed items for the Fall 2020 semester.
 - a. These elements were chosen to be placed on hold because their content overlaps with many other Pathway elements, and would be better served in areas other than the Gateway.
 - b. The Gorilla Gateway course syllabus will reflect that the elements will be on hold, and not assessed during the fall 2020 iteration of the course.
 - c. This hold will give the Pitt Pathway committee and other university stakeholders time to determine the best way/place to assess the 5 Information and Digital Literacy elements.
 - d. The idea of stepping back and evaluating our learning objectives aligns with the continuous improvement model encouraged by HLC.

Budget Committee – No report

Academic Honesty – No report

Dead Week Policy

The last week of classes during the fall and spring semesters has been designated Dead Week by the Student Body of Pittsburg State University through the Student Government Association. The intent is to provide students with designated time for review and preparation for final examinations. All student organizations are strongly discouraged from holding meetings or events for purposes other than studying during this week. For academic programs, the last week of classes is considered to be a normal week in the semester subject to the following guidelines:

- A. No tests or major assignments will be presented during the week prior to final examination week, unless identified in the course syllabus presented at the start of the semester. Major assignments are defined as those worth 10%+ of the course grade or those worth enough points that their omission would cause a full letter grade drop in a student's grade. Major assignments include, but are not limited to, major research papers, projects, term papers and lab reports.
- B. Any assignments must be due prior to the beginning of finals week unless they will count as part of the final.
- C. Minimal new material should be presented in the last class session before finals week. Any examinations given on this day must count as part of the final examination.
- D. Although the phrase "subject to change" may be used in the syllabi, all changes with regard to dead week and final exams should be finalized prior to week eight of the semester.

Instructors are reminded that students are enrolled in several courses each semester, and widespread violations of these guidelines can place unreasonable stresses on students and cause them to perform well below their normal ability on final examinations.

Students are reminded that they have a responsibility to study in a judicious fashion throughout the entire semester in preparation for final examinations.

Dead Week Violations

If an instructor is believed to be in violation of the above policy, the following procedure is to be followed.

1. Any student(s) who feel(s) that a dead week violation meeting the criteria above has transpired may contact the Academic Affairs Director of the Student Government Association. The student(s) may be asked to submit their name(s), student id number(s), course title, course section, course professor, a course outline/syllabus, an explanation of the violation, and any other information pertinent to the alleged violation. Once all information has been gathered the Academic Affairs Director will disclose the information as confidential.
2. Once all the appropriate information has been gathered in a timely manner, the Academic Affairs Director will contact the chair of the Student-Faculty Committee to notify them of the violation. The purpose of this discussion is to make sure there is a violation at hand. Only after both parties agree that there is a violation the Academic Affairs Director can proceed to the next step. If the Academic Affairs Director has a conflict of interest they can assign a delegate to continue the process.
3. After notifying the chair of the committee, the Academic Affairs Director/delegate will then contact the faculty member who is believed to be in violation. The Academic Affairs

Director/delegate will notify the faculty member of the alleged violation, while maintaining student confidentiality, and will gather further information from the professor. Information gathered could include a course syllabus, course grading procedure, and information about the violation, which shall include an overview of the assignment, points possible, etc . . . The Student-Faculty Chairperson may also confer with the faculty member.

4. After consulting with the faculty member, the Academic Affairs Director/delegate shall contact the Student-Faculty Chairperson and confer on the violation. They will need to confirm that a violation has occurred based on discussions with the faculty member. If a violation exists, a resolution recommended by the faculty member, the Academic Affairs Director/delegate or the Student-Faculty Chairperson may be offered. Remedies may include throwing out the assignment or counting it as extra credit. If the faculty member and the Academic Affairs Director/delegate agree on a resolution, it is considered resolved. If they do not agree on any resolutions, the Student-Faculty Committee will meet to determine a resolution. In such an instance, the Academic Affairs Director/delegate will act as an intermediary for the students.
5. Once the violation is resolved, the Academic Affairs Director/delegate will complete a report on the violation, which details the violation and its resolution for future reference. The identity of the student(s) will continue to remain confidential even after this process is complete.
6. If a student(s) feels they will have received an unjustifiable grade as a result of the process, the student(s) will have to follow the grade appeal process as outlined in the Student Code of Rights and Responsibilities.

February Legislation for April Faculty Senate Meeting – April 27, 2020

ANTH 395 – New Course

BIOL 607 – New Course

Justice Studies – Revision to Curriculum

JUST 109 – Revision to Course

JUST 328 – Revision to Course

JUST 502 – Revision to Course

BA in Political Science & International Studies – Revision to Curriculum

SOSCI 396 – New Course

HONOR 200 – Revision to Course

HONOR 201 – New Course

ACCTG 623 – New Course

BUS 130 – New Course

BUS 250 – New Course

BUS 360 – New Course

BUS 470 – New Course

Professional Sales & Sales Management – New Certificate

PSYCH 430 – Revision to Course

PET 281 – Revision to Course

Pittsburg State University

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: HPSS College: A&S

Submission Date: 27.Jan., 2020

Contact Person: Bonnekessen

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 related to/affects any other unit at PSU.

Proposed Course:

Course Number: ANTH 395

Title of Course: Special Topics in Anthropology

Credit Hours: 3

Date first offered: Fall 2020
(Semester/Year)

Fall Spring Summer
(check all that apply)

Prerequisite: none

Course Description (as it will appear in the next catalog): Intensive examination and analyses of selected topics in Anthropology. May be repeated when subject mater is different.

Purpose/Justification for Proposed Course: This course number is necessary to develop new courses in Anthropology.

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

Content dependent

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

Content dependent

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

Additional Questions

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

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

Please give the rationale for additional student fees:

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.)?
None

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

- Approved: Department Chairperson
Date 27 Jan., 2020 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee
Date 3/4/20 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College
Date 3/4/20 Signature, Dean [Signature]
- Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]
- 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.

Pittsburg State University

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: BIOL College: Arts and Sciences
2020Submission Date: 28 JanContact Person: James Whitney 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 specific to upper level Biology majors.**Proposed Course:**Course Number: 607Title of Course: Marine BiologyCredit Hours: 3Date first offered: Spring/2019 Fall Spring Summer
(Semester/Year) (check all that apply)Prerequisite: Principles of Biology II (BIOL 212)Course Description (as it will appear in the next catalog): A broad exploration of Marine Biology that investigates marine organisms, their habitats, and how both are impacted by human activities. Organisms and habitats ranging from surface waters to the deep sea, the coast to the open ocean, and from the Equator to the poles will be covered.Purpose/Justification for Proposed Course: There is a great deal of interest in Marine Biology among current and prospective PSU students, but presently there are no courses offered that focus on this topic. The proposed course will fill this gap, potentially contributing to recruitment.**Objectives/Student Learning Outcomes (as it will appear in the syllabus)**To provide important background information on:

- 1) Marine biodiversity and habitats
- 2) Important physical and chemical processes influencing marine organisms
- 3) The impact of humans on marine environments

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]
Exams, review questions, and pop quizzes.**If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.**

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

- Approved: Department Chairperson
Date 1-28-20 Signature, Department Chairperson Virginia Rider
- Approved: College Curriculum Committee
Date 3-4-20 Signature, College Curriculum Committee Chair Mary Carl Pomatto
- Approved: Dean of College
Date 3-4-20 Signature, Dean Mary Carl Pomatto
- Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair Michelle Baber
- 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.

Request for Revision to Curriculum

Revision for: Major Minor Emphasis Certificate

Department: HPSS College: A&S

This program is to be offered 50% or more online as a Hybrid _____

This program is to be offered fully online _____

Submission Date: 1/21/2020

(Year)

Revision Effective: Fall, 2020

Contact Person: Barbara Bonnekessen

Faculty member Chair

Name of Existing Major or Minor/Emphasis/Certificate: Justice Studies

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

Proposed name change. From "Justice Studies" to "Criminal Justice" along with a rewritten program description.

Description of Change: Name change of program and of one emphasis

Rationale for Change (include changes to curriculum objectives): The name change will increase program visibility; the program description is updated to include added areas of expertise.

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 name change will only apply to the Criminal Justice program at PSU.

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.

No other PSU department, college, or unit will be affected.

Existing Major or Minor/Emphasis/Certificate

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

Bachelor of Science Degree with a Major in Justice Studies

Degree: Bachelor of Science Major: Justice Studies

Emphasis available: Criminal Justice, Military Police Transfer Track

No Emphasis

The Bachelor of Science degree with a major in justice studies is an interdisciplinary liberal arts degree with a foundation in social science inquiry. With an emphasis on law and the social sciences, this unique contemporary degree represents the current state-of-the-art setting for studying justice and provides a comprehensive degree. Students develop an understanding of the nature of justice and analyze controversial justice issues through critical inquiry and social science

investigation. While primary focus is placed on theories of justice; legal studies, social and economic justice, students may elect a Criminal Justice emphasis (see below) that will allow them to pursue their interests in law enforcement, corrections, and other legal careers.

It is required that justice studies students choose a minor that complements and supports the major area of study. Students interested in law enforcement careers would find that such minors as sociology, political science, psychology, accounting, modern language and literatures, communication, and technical education are among those that would best contribute to success in their careers. Students interested in the legal profession would find that such minors as philosophy, political science, sociology, and psychology would best contribute to success in their careers. Students interested in the field of forensics would find that minors such as biology and chemistry would best contribute to success in their careers. These are a few examples of how related areas of study can supplement the justice studies degree.

The curriculum for the Bachelor of Science degree in justice studies provides interdisciplinary courses in the social science department relevant to law and justice for students interested in studying justice issues, those anticipating justice related careers (including the legal profession), and interested non-majors. The justice studies degree requires a minimum of 49-50 semester hours, with no more than 12 lower division hours, distributed as follows:

Core Requirements (22-23 hours)

See notes *1

JUST-104 Introduction to the Justice System (3 hours) JUST-109 Principles of Justice Studies (3 hours)
 JUST-322 Ethics and Justice Policy (3 hours)
 SOSCI-387 Social Research Design (3 hours)

SOSCI-388 Social Research Analysis (4 hours)
 or PSYCH-389 Research Methods in Psychology I (3 hours)
 JUST-501 Criminal Procedure (3 hours)
 or POLS-662 Constitutional Law II (3 hours)
 JUST-695 Senior Seminar in Justice Issues (3 hours)

Notes *1: Students can use no more than 6 hours of Psychology in their Justice Studies major.

Select 3 hours of Society and Justice Issues from:

SOC-360 Community Sociology (3 hours)
 SOC-443 Race and Ethnic Relations (3 hours)

JUST-480 Women, Crime, and Justice (3 hours)
 JUST-485 Crime and Public Policy (3 hours)
 SOC-512 Social Stratification (3 hours)
 JUST-521 Special Topics in Justice Studies (____) (1-3 hours) SOC-534 Political Sociology (3 hours)

SOC-549 Social Deviance (3 hours)
 SOC-569 Society and Sexuality (3 hours)
 SOC-663 Women, Men and Society (3 hours)

Select 3 hours of Theories and Philosophy of Justice from:

POLS-412 Law in Film and Literature (3 hours)
 POLS-450 Political Philosophy (3 hours)
 JUST-500 Criminal Law and Society (3 hours)

- JUST-521 Special Topics in Justice Studies (____) (1-3 hours) JUST-538 Philosophy of Law (3 hours)
- POLS-578 Democratic Theory and Public Opinion (3 hours) JUST-591 Native American Sovereignty and the Law (3 hours)
- POLS-609 Administrative Law (3 hours)

Select 3 hours of Criminal Justice from:

- JUST-223 Basic Interviewing and Counseling Skills (3 hours) JUST-328 Police and Justice (3 hours)
- SWK-401 Social Work in the Criminal Justice System (3 hours) JUST-475 Community Policing (3 hours)
- JUST-501 Criminal Procedure (3 hours)
- JUST-502 Criminal Profiling (3 hours)
- JUST-518 Serial Killers (3 hours)
- JUST-521 Special Topics in Justice Studies (____) (1-3 hours) JUST-522 Crime Scenes and the Law of Evidence (3 hours)
- SOC-527 Correctional Systems (3 hours)
- JUST-528 White Collar Crime (3 hours) SOC-547 Criminology (3 hours)
- SOC-548 Juvenile Delinquency (3 hours) POLS-562 Law and Politics (3 hours)
- PSYCH-571 Abnormal Psychology (3 hours) SWK-599 Social Work and the Law (3 hours) POLS-662 Constitutional Law II (3 hours)
- JUST-671 Internship (3 hours)
- PSYCH-771 Psychology and the Law (3 hours) PSYCH-773 Criminal Psychopathology (3 hours)

Plus 18 hours of electives

See notes *2

Notes *2: Students will take at least an additional 18 hours of upper division electives from the lists noted above.

Criminal Justice Emphasis

Replaces 18 hour electives under the Bachelor of Science - Justice Studies.

Required

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

Select 9 hours of Criminal Justice electives from:

See notes *3

- JUST-328 Police and Justice (3 hours)
- SWK-401 Social Work in the Criminal Justice System (3 hours) JUST-475 Community Policing (3 hours)
- JUST-501 Criminal Procedure (3 hours)
- JUST-502 Criminal Profiling (3 hours)
- JUST-518 Serial Killers (3 hours)
- JUST-521 Special Topics in Justice Studies (____) (1-3 hours) JUST-522 Crime Scenes and the Law of Evidence (3 hours)
- SOC-527 Correctional Systems (3 hours)
- JUST-528 White Collar Crime (3 hours)

- SOC-547 Criminology (3 hours)
- SOC-548 Juvenile Delinquency (3 hours)
- POLS-562 Law and Politics (3 hours)

1

- PSYCH-571 Abnormal Psychology (3 hours) SWK-599 Social Work and the Law (3 hours) POLS-662 Constitutional Law II (3 hours)
- JUST-671 Internship (3 hours)

- PSYCH-771 Psychology and the Law (3 hours)
- PSYCH-773 Criminal Psychopathology (3 hours)

Notes *3: Plus 6 hours chosen from Society and Justice Issues, Theories and Philosophy of Justice, or Criminal Justice sections of the no emphasis major.

Military Police Transfer Track

Emphasis

The Military Police Transfer Track Emphasis offers up to 18 credit hours of transfer courses from the Military Police School at Fort Leonard Wood towards the electives of the Bachelor of Science in Justice Studies degree. This emphasis allows graduates of the MP School to transfer in courses that are an applied preparation for our academic courses.

Transfer up to 18 credit hours from Fort Leonard Wood Military Police School, replaces 18 hour electives under the Bachelor of Science with a Major in Justice Studies: CID Special Agent ALC (3 hours), Corrections/Detention ALC (3 hours), Military Police Advanced Leaders Course (3 hours), Advanced Crime Scene (1 hour), Behavioral Sciences Education and Training Division courses (1 hour each), Criminal Intelligence Course (1 hour), Crime and Criminal Intelligence Analysts course (1 hour), Law Enforcement Senior Leader Course (1 hour), & Military Police Investigator (1 hour). (Child Abuse Prevention Investigative Techniques, Critical Incident Peer Support, Domestic Violence Intervention Training, Sexual Assault Senior Leader Seminar, or Special Victims Capability)

If less than 18 credit hours transferred, add electives from areas from the Bachelor of Science Degree with a Major in Justice Studies, Society and Justice Issues, Theories and Philosophy of Justice or Criminal Justice sections.

Proposed Major or Minor/Emphasis/Certificate:

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

Bachelor of Science Degree with a Major in Criminal Justice

Degree: Bachelor of Science Major: Criminal Justice

Emphasis available: Justice Studies, Military Police Transfer Track

No Emphasis

The Bachelor of Science degree with a major in Criminal Justice is an interdisciplinary liberal arts degree with a foundation in social science inquiry. The program prepares students to serve the community in the operation and

Pittsburg State University

management of local, state, and federal criminal justice agencies which include: law enforcement, courts, corrections, and other related agencies. It also prepares students to continue their studies in graduate programs in criminal justice, criminology, law, or related fields. The program courses focus on problem-solving and critical thinking, which provide students with the skills necessary to understand and interpret the scientific literature and contemporary criminal justice issues in the real world. The program courses also provide unique opportunities to include emerging technologies related to crime analysis and crime mapping.

Criminal Justice students should choose a minor that complements and supports the major area of study. Students interested in law enforcement careers will consider sociology, political science, psychology, accounting, modern language and literatures, communication, and technical education; students interested in the legal profession will consider philosophy, political science, sociology, and psychology; and students interested in the field of forensics will consider biology or chemistry. These are a few examples of how related areas of study can supplement the criminal justice degree to contribute to career success.

The Bachelor of Science degree in Criminal Justice encourages volunteer work and involvement in the field as part of students' training. Internships can be undertaken for course credit. The criminal justice degree requires a minimum of 49-50 semester hours, with no more than 12 lower division hours, distributed as follows:

Core Requirements (22-23 hours)

See notes *1

JUST-104 Introduction to the Justice System (3 hours)

JUST-109 Principles of Justice Studies (3 hours)

JUST-322 Ethics and Justice Policy (3 hours)

SOSCI-387 Social Research Design (3 hours)

SOSCI-388 Social Research Analysis (4 hours)

or PSYCH-389 Research Methods in Psychology I (3 hours)

JUST-501 Criminal Procedure (3 hours)

or POLS-662 Constitutional Law II (3 hours)

JUST-695 Senior Seminar in Justice Issues (3 hours)

*Notes *1: Students can use no more than 6 hours of Psychology in their Criminal Justice major.*

Select 3 hours of Society and Justice Issues from:

SOC-360 Community Sociology (3 hours)

SOC-443 Race and Ethnic Relations (3 hours)

JUST-480 Women, Crime, and Justice (3 hours)

JUST-485 Crime and Public Policy (3 hours)

SOC-512 Social Stratification (3 hours)

JUST-521 Special Topics in Justice Studies (____) (1-3 hours)

SOC-534 Political Sociology (3 hours)

SOC-549 Social Deviance (3 hours)

SOC-569 Society and Sexuality (3 hours)

SOC-663 Women, Men and Society (3 hours)

Pittsburg State University

Select 3 hours of Theories and Philosophy of Justice from:

 POLS-412 Law in Film and Literature (3 hours) POLS-450 Political Philosophy (3 hours) JUST-500 Criminal Law and Society (3 hours) JUST-521 Special Topics in Justice Studies (____) (1-3 hours) JUST-538 Philosophy of Law (3 hours) POLS-578 Democratic Theory and Public Opinion (3 hours) JUST-591 Native American Sovereignty and the Law (3 hours) POLS-609 Administrative Law (3 hours)

Select 3 hours of Applied Criminal Justice from:

 JUST-223 Basic Interviewing and Counseling Skills (3 hours) JUST-328 Police and Justice (3 hours) SWK-401 Social Work in the Criminal Justice System (3 hours) JUST-475 Community Policing (3 hours) JUST-501 Criminal Procedure (3 hours) JUST-502 Criminal Profiling (3 hours) JUST-518 Serial Killers (3 hours) JUST-521 Special Topics in Justice Studies (____) (1-3 hours) JUST-522 Crime Scenes and the Law of Evidence (3 hours) SOC-527 Correctional Systems (3 hours) JUST-528 White Collar Crime (3 hours) SOC-547 Criminology (3 hours) SOC-548 Juvenile Delinquency (3 hours) POLS-562 Law and Politics (3 hours) PSYCH-571 Abnormal Psychology (3 hours) SWK-599 Social Work and the Law (3 hours) POLS-662 Constitutional Law II (3 hours) JUST-671 Internship (3 hours) PSYCH-771 Psychology and the Law (3 hours) PSYCH-773 Criminal Psychopathology (3 hours)

Plus 18 hours of electives

*See notes *2**Notes *2: Students will take at least an additional 18 hours of upper division electives from the lists noted above.*

Justice Studies Emphasis

Replaces 18 hour electives under the Bachelor of Science – Criminal Justice.

Required

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

Select 9 hours of Criminal Justice electives from:

*See notes *3* JUST-328 Police and Justice (3 hours)*Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2019*

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Pittsburg State University

- ___ SWK-401 Social Work in the Criminal Justice System (3 hours)
- ___ JUST-475 Community Policing (3 hours)
- ___ JUST-501 Criminal Procedure (3 hours)
- ___ JUST-502 Criminal Profiling (3 hours)
- ___ JUST-518 Serial Killers (3 hours)
- ___ JUST-521 Special Topics in Justice Studies (____) (1-3 hours)
- ___ JUST-522 Crime Scenes and the Law of Evidence (3 hours) ___ SOC-527 Correctional Systems (3 hours)
- ___ JUST-528 White Collar Crime (3 hours)
- ___ SOC-547 Criminology (3 hours)
- ___ SOC-548 Juvenile Delinquency (3 hours)
- ___ POLS-562 Law and Politics (3 hours)
- ___ PSYCH-571 Abnormal Psychology (3 hours) ___ SWK-599 Social Work and the Law (3 hours) ___ POLS-662 Constitutional Law II (3 hours)
- ___ JUST-671 Internship (3 hours)
- ___ PSYCH-771 Psychology and the Law (3 hours)
- ___ PSYCH-773 Criminal Psychopathology (3 hours)

*Notes *3: Plus 6 hours chosen from Society and Justice Issues, Theories and Philosophy of Justice, or Criminal Justice sections of the no emphasis major.*

Military Police Transfer Track

Emphasis

The Military Police Transfer Track Emphasis offers up to 18 credit hours of transfer courses from the Military Police School at Fort Leonard Wood towards the electives of the Bachelor of Science in Criminal Justice degree. This emphasis allows graduates of the MP School to transfer in courses that are an applied preparation for our academic courses.

Transfer up to 18 credit hours from Fort Leonard Wood Military Police School, replaces 18 hour electives under the Bachelor of Science with a Major in Criminal Justice: CID Special Agent ALC (3 hours), Corrections/Detention ALC (3 hours), Military Police Advanced Leaders Course (3 hours), Advanced Crime Scene (1 hour), Behavioral Sciences Education and Training Division courses (1 hour each), Criminal Intelligence Course (1 hour), Crime and Criminal Intelligence Analysts course (1 hour), Law Enforcement Senior Leader Course (1 hour), & Military Police Investigator (1 hour). (Child Abuse Prevention Investigative Techniques, Critical Incident Peer Support, Domestic Violence Intervention Training, Sexual Assault Senior Leader Seminar, or Special Victims Capability)

If less than 18 credit hours transferred, add electives from areas from the Bachelor of Science Degree with a Major in Criminal Justice, Society and Justice Issues, Theories and Philosophy of Justice or Applied Criminal Justice sections.

Additional Questions

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

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

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

3. Will this revision have specific Pitt State Pathway courses required? Yes No
Please realize that this requirement will need to gain approval of the Pitt State 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 29 Jan, 2020 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee
Date 3/4/20 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College
Date 3/4/20 Signature, Dean [Signature]
- 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 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, 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 send to your College Admin.

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

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

Pittsburg State University

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HPSS College: A&S

Submission Date: 29 Jan., 2020

Contact Person: Bonnekessen 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 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 changes does not affect any other unit at PSU.

Purpose/Justification for Revision to Course: This change creates a better path for students to succeed in this course.

Existing Course:

Course Number: JUST 109

Title of Course: Principles of Justice Studies

Credit Hours: 3

Prerequisite: none

Course Description (as it appears in the current catalog): The nature of justice, how justice is linked to power, ideology, social control, social change. Generative themes in various dimensions of justice such as social and economic justice, gender, race and criminal justice.

Proposed Course:

Course Number: JUST 309

Title of Course: Principles of Justice Studies

Credit Hours: 3

Prerequisite: JUST 104

Course Description (as it will appear in the next catalog): The nature of justice, how justice is linked to power, ideology, social control, social change. Generative themes in various dimensions of justice such as social and economic justice, gender, race and criminal justice.

Additional Questions

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

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

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

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

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

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

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

- Approved: Department Chairperson
Date 28 Jan, 2020 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee
Date 3/4/20 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College
Date 3/4/20 Signature, Dean [Signature]
- Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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

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

Pittsburg State University

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HPSS College: A&S

Submission Date: 29 Jan., 2020

Contact Person: Bonnekessen 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 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 changes does not affect any other unit at PSU.

Purpose/Justification for Revision to Course: This change reflects better the content of the course.

Existing Course:

Course Number: JUST 328

Title of Course: Police and Justice

Credit Hours: 3

Prerequisite: none

Course Description (as it appears in the current catalog): Objectives, strategies, programs, institutional arrangements, roles, perspectives, and interagency relationships of police..

Proposed Course:

Course Number: JUST 328

Title of Course: Police Administration

Credit Hours: 3

Prerequisite: none

Course Description (as it will appear in the next catalog): Objectives, strategies, programs, institutional arrangements, roles, perspectives, and interagency relationships of police.

Additional Questions

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

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

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

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

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

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

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

Approved: Department Chairperson
Date 29 Jan, 2020 Signature, Department Chairperson [Signature]

Approved: College Curriculum Committee
Date 3/4/20 Signature, College Curriculum Committee Chair [Signature]

Approved: Dean of College
Date 3/4/20 Signature, Dean [Signature]

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

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

Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]

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

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

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

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

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

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HPSS College: A&S

Submission Date: 29 Jan., 2020

Contact Person: Bonekessen 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 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 changes does not affect any other unit at PSU.

Purpose/Justification for Revision to Course: This change reflects better current research and applied knowledge.

Existing Course:

Course Number: JUST 502

Title of Course: Criminal Profiling

Credit Hours: 3

Prerequisite: none

Course Description (as it appears in the current catalog): The dynamics of human behavior as related to criminal activity. Utilizing sociological, psychological, and criminological theories, the course focuses on the analysis of the crime scene and the various characteristics of the offenders revealed by that analysis. Discusses in detail strategies employed by the FBI and state and local profilers.

Proposed Course:

Course Number: JUST 502

Title of Course: Bias-Based Profiling

Credit Hours: 3

Prerequisite: JUST 104

Course Description (as it will appear in the next catalog): The dynamics of human behavior as related to criminal activity. Utilizing sociological, psychological, and criminological theories, the course focuses on the analysis of the crime

scene and the various characteristics of the offenders revealed by that analysis. Discusses in detail strategies employed by the FBI and state and local profilers.

Pittsburg State University

Additional Questions

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

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

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

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

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

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

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

- Approved: Department Chairperson
Date 29 Jan, 2020 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee
Date 3/4/20 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College
Date 3/4/20 Signature, Dean [Signature]
- Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

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

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

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

Pittsburg State University

Request for Revision to Curriculum

Revision for: Major Minor Emphasis Certificate

Department: HPASS College: A&S

This program is to be offered 50% or more online as a Hybrid _____

This program is to be offered fully online _____

Submission Date: 1/24/2020

Revision Effective: Fall, 2020

(Year)

Contact Person: Darren Botello-Samson

Faculty member Chair

Name of Existing Major or Minor/Emphasis/Certificate: BACHELOR OF ARTS DEGREE IN POLITICAL SCIENCE WITH DUAL EMPHASES IN POLITICAL SCIENCE AND INTERNATIONAL STUDIES

If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:
 BACHELOR OF ARTS DEGREE IN POLITICAL SCIENCE WITH DUAL EMPHASES IN U.S. GOVERNMENT AND INTERNATIONAL STUDIES

Description of Change: Name Change only

Rationale for Change (include changes to curriculum objectives): Dual emphases within political science were developed last year to preserve the opportunity for students to study political science and international studies when the latter was absorbed by the former. The initial proposal used "political science" as both the major and an emphasis. This change avoids that problem while still accurately reflecting the content to political science courses that are not a part of international studies.

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

Yes No

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

The program is entirely internal to PSU and, therefore, does not affect any other Regent institution

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

Yes No

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

The subject matter is entirely germane to the political science program within HPASS. Considerations were made to determine if the name was too similar to the BSED in History and Government major in History, but the coordinator for that program has given assurances that the names are sufficiently distinct (see attached)

Existing Major or Minor/Emphasis/Certificate

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

The political science major with dual emphases in political science and international studies must (1) complete the university's General Education requirements; (2) meet the distribution and 57 hour requirements in the listed curriculum core, international politics, American government, political philosophy, regional politics, environmental issues, economic issues, cultural issues, and elective sections; (3) meet the 3 hours requirement of a modern languages course beyond those required for general education or demonstrate documented

Request for Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised Summer 2019

1

proficiency in a non-English language; (4) take at least 45 upper division hours of classes listed at the 300 level or above; (5) participate in a study abroad experience; and (6) complete at least 42 hours of upper division classes within the listed curriculum.

BACHELOR OF ARTS DEGREE IN POLITICAL SCIENCE WITH DUAL EMPHASES IN POLITICAL SCIENCE AND INTERNATIONAL STUDIES

- **CORE (15 hours)**
 - POLS 101: US Politics (3 hours)
 - HIST 102: World History from 1500 (3 hours)
 - POLS 103: Comparative Politics (3 hours)
 - POLS 320: Introduction to Political Science (3 hours)
 - POLS 686: Senior Seminar (3 hours)
- **INTERNATIONAL POLITICS (6 hours)**
 - POLS 530: International Relations (3 hours)
 - POLS 576: Global Human Rights (3 hours)
 - POLS 587: U.S. Foreign Policy (3 hours)
 - POLS 652: International Law (3 hours)
 - POLS 680: War: The Politics of Violence (3 hours)
- **AMERICAN GOVERNMENT (3 hours)**
 - POLS 516: Political Parties and Elections (3 hours)
 - POLS 517: US Congress (3 hours)
 - POLS 604: The American Presidency (3 hours)
 - POLS 609: Administrative Law (3 hours)
 - POLS 616: Interest Groups and Social Movements (3 hours)
- **POLITICAL PHILOSOPHY (3 hours)**
 - POLS 450: Political Philosophy (3 hours)
 - POLS 578: Democratic Theory and Public Opinion (3 hours)
- **REGIONAL POLITICS (3 hours)**
 - POLS 523: Asian Politics (3 hours)
 - POLS 524: European Politics (3 hours)
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 - POLS 526: Latin American Politics (3 hours)
 - POLS 527: African Politics (3 hours)
- **ENVIRONMENTAL ISSUES (3 hours)**
 - GEOG 302: Introduction to Environmental Geography (3 hours)
 - GEOG 502: Global Environmental Change (3 hours)
 - POLS 512: Environmental Politics (3 hours)
- **ECONOMIC ISSUES (3 hours)**
 - GEOG 507: Geography of the Global Economy (3 hours)
 - POLS 630: International Political Economy (3 hours)
- **CULTURAL ISSUES (3 hours)**
 - ANTH 101: Introduction of Cultural Anthropology (3 hours)
 - PHIL 231: World Religions (3 hours)
 - GEOG 304: Human Geography (3 hours)
 - COMM 601: Intercultural Communication (3 hours)
 - SOC 676: Global Sociology (3 hours)
- **MODERN LANGUAGES (3 hours)**
 - MLL 225: French Grammar and Conversation (3 hours)

- MLL 253: Spanish Grammar and Conversation (3 hours)
- MLL 254: Spanish Grammar and Composition I (3 hours)
- POLITICAL SCIENCE ELECTIVES (9 hours)
 - POLS 301: State and Local Government and Politics (3 hours)
 - POLS 412: Law in Film and Literature (3 hours)
 - POLS 450: Political Philosophy (3 hours)
 - POLS 492: Directed Readings in Political Science (3 hours)
 - POLS 512: Environmental Politics (3 hours)
 - POLS 516: Political Parties and Elections (3 hours)
 - POLS 517: U.S. Congress (3 hours)
 - SOC 534: Political Sociology (3 hours)
 - JUST 538: Philosophy of Law (3 hours)
 - POLS 555: Gender and Politics (3 hours)
 - POLS 562: Law and Politics (3 hours)
 - POLS 571: Political Studies – Selected Topics (3 hours)
 - POLS 578: Democratic Theory and Public Opinion (3 hours)
 - POLS 603: Senior Honors Project 1 (3 hours)
 - POLS 604: The American Presidency (3 hours)
 - POLS 605: Senior Honors Project 2 (3 hours)
 - POLS 609: Administrative Law (3 hours)
 - POLS 616: Interest Groups and Social Movements (3 hours)
 - POLS 660: Political Science Internship (1-3 hours)
 - POLS 661: Constitutional Law I (3 hours)
 - POLS 662: Constitutional Law II (3 hours)
- INTERNATIONAL STUDIES ELECTIVES (9 hours)
 - Anthropology
 - ANTH 101: Introduction to Cultural Anthropology (3 hours)
 - ANTH 301: Food and Culture (3 hours)
 - Art
 - ART 178: Introduction to the Visual Arts (3 hours)
 - ART 288: Introduction to Art History I (3 hours)
 - ART 289: Introduction to Art History II (3 hours)
 - ART 688: History of Modern Art (3 hours)
 - ART 689: Contemporary Issues in Art (3 hours)
 - Biology
 - BIOL 330: Principles of Ecology (3 hours)
 - BIOL 665: Medical Entomology (3 hours)
 - Communication
 - COMM 405: Drama Studies (____) (3 hours)
 - International topic required
 - COMM 601: Intercultural Communication (3 hours)
 - Economics
 - ECON 440: International Economics (3 hours)
 - English
 - ENGL 220: World Masterpieces (3 hours)
 - ENGL 555: Topics in Literature (____) (3 hours)
 - International topic required
 - ENGL 556: Topics in Writing (____) (3 hours)
OR ENGL 756: Topics in Writing (____) (3 hours)

Pittsburg State University

- ENGL 560: British Genre (____) (3 hours)
- ENGL 561: British Theme (____) (3 hours)
- ENGL 570: International Literatures Genre (____) (3 hours)
- ENGL 571: International Literatures Theme (____) (3 hours)
- Family and Consumer Sciences
 - FCS 154: Dress and Culture (3 hours)
 - FCS 455: History of Costume (3 hours)
- Finance
 - FIN 625: International Finance (3 hours)
- Geography
 - GEOG 106: World Regional Geography (3 hours)
 - GEOG 302: Introduction to Environmental Geography (3 hours)
 - GEOG 304: Human Geography (3 hours)
 - GEOG 307: East Asia: China, Japan, and Korea (3 hours)
 - GEOG 502: Global Environmental Change (3 hours)
 - GEOG 507: Geography of the Global Economy (3 hours)
- General Technology
 - GT 350: Technology and Civilization (3 hours)
- History
 - HIST 501: Special Topics in World History (____) (3 hours)
 - Contemporary topic required
 - HIST 505: African Civilizations (3 hours)
 - HIST 507: Modern Africa (3 hours)
 - HIST 510: Modern Middle East (3 hours)
 - HIST 522: Korean and Vietnam Wars (3 hours)
 - HIST 523: Early China (3 hours)
 - HIST 524: Early Japan (3 hours)
 - HIST 526: Japan Since 1700 (3 hours)
 - HIST 527: China Since 1700 (3 hours)
 - HIST 529: History of South Asia (3 hours)
 - HIST 531: Samurai: History, Literature, Myth (3 hours)
 - HIST 532: History of Japanese Women (3 hours)
 - HIST 533: US-East Asia Relations (3 hours)
 - HIST 534: Korea Since 1700 (3 hours)
 - HIST 546: Age of Empire (3 hours)
 - HIST 547: Radical Islam (3 hours)
 - HIST 626: U.S. Iraq and Afghanistan (3 hours)
 - HIST 646: Modern Scotland (3 hours)
 - HIST 648: Modern Britain (3 hours)
 - HIST 668: U.S. as a Superpower (3 hours)
 - HIST 700: History: Selected Subjects (____) (3 hours)
 - Contemporary, international topic required
- Interior Design
 - IND 312: History of Design I (3 hours)
 - IND 313: History of Design II (3 hours)
- Management and Marketing
 - IB 330: International Business (3 hours)
 - IB 530: Cross Cultural Analysis (3 hours)
 - IB 340: International Marketing (3 hours)

- IB 520: Emerging Markets (3 hours)
- Modern Languages
 - All upper-division courses covering topics of literature, culture, art, civilization, history, or contemporary affairs.
- Music
 - MUSIC 120: Music Appreciation (____) (3 hours)
- Philosophy
 - PHIL 231: World Religions (3 hours)
- Political Science
 - POLS 493: Directed Readings in International Studies (1-3 hours)
 - POLS 512: Environmental Politics (3 hours)
 - POLS 523: Asian Politics (3 hours)
 - POLS 524: European Politics (3 hours)
 - POLS 525: Middle Eastern Politics (3 hours)
 - POLS 526: Latin American Politics (3 hours)
 - POLS 527: African Politics (3 hours)
 - POLS 530: International Relations (3 hours)
 - POLS 572: International Studies – Selected Topics (3 hours)
 - POLS 576: Global Human Rights (3 hours)
 - POLS 587: U.S. Foreign Policy (3 hours)
 - POLS 630: International Political Economy (3 hours)
 - POLS 652: International Law (3 hours)
 - POLS 659: International Studies Internship (3 hours)
 - POLS 680: War: The Politics of Violence (3 hours)
 - POLS 690: Study Abroad (3-6 hours)
- Sociology
 - SOC 200: Introduction to Anthropology (3 hours)
 - SOC 534: Political Sociology (3 hours)
 - SOC 676: Global Sociology (3 hours)
- Women and Gender Studies
 - WGS 399: Global Women's Issues (3 hours)

Proposed Major or Minor/Emphasis/Certificate:

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

The political science major with dual emphases in U.S. government and international studies must (1) complete the university's General Education requirements; (2) meet the distribution and 57 hour requirements in the listed curriculum core, international politics, American government, political philosophy, regional politics, environmental issues, economic issues, cultural issues, and elective sections; (3) meet the 3 hours requirement of a modern languages course beyond those required for general education or demonstrate documented proficiency in a non-English language; (4) take at least 45 upper division hours of classes listed at the 300 level or above; (5) participate in a study abroad experience; and (6) complete at least 42 hours of upper division classes within the listed curriculum.

BACHELOR OF ARTS DEGREE IN POLITICAL SCIENCE WITH DUAL EMPHASES IN U.S. GOVERNMENT AND INTERNATIONAL STUDIES

- **CORE (15 hours)**
 - POLS 101: US Politics (3 hours)
 - HIST 102: World History from 1500 (3 hours)
 - POLS 103: Comparative Politics (3 hours)
 - POLS 320: Introduction to Political Science (3 hours)
 - POLS 686: Senior Seminar (3 hours)
- **INTERNATIONAL POLITICS (6 hours)**
 - POLS 530: International Relations (3 hours)
 - POLS 576: Global Human Rights (3 hours)
 - POLS 587: U.S. Foreign Policy (3 hours)
 - POLS 652: International Law (3 hours)
 - POLS 680: War: The Politics of Violence (3 hours)
- **AMERICAN GOVERNMENT (3 hours)**
 - POLS 516: Political Parties and Elections (3 hours)
 - POLS 517: US Congress (3 hours)
 - POLS 604: The American Presidency (3 hours)
 - POLS 609: Administrative Law (3 hours)
 - POLS 616: Interest Groups and Social Movements (3 hours)
- **POLITICAL PHILOSOPHY (3 hours)**
 - POLS 450: Political Philosophy (3 hours)
 - POLS 578: Democratic Theory and Public Opinion (3 hours)
- **REGIONAL POLITICS (3 hours)**
 - POLS 523: Asian Politics (3 hours)
 - POLS 524: European Politics (3 hours)
 - POLS 525: Middle Eastern Politics (3 hours)
 - POLS 526: Latin American Politics (3 hours)
 - POLS 527: African Politics (3 hours)
- **ENVIRONMENTAL ISSUES (3 hours)**
 - GEOG 302: Introduction to Environmental Geography (3 hours)
 - GEOG 502: Global Environmental Change (3 hours)
 - POLS 512: Environmental Politics (3 hours)
- **ECONOMIC ISSUES (3 hours)**
 - GEOG 507: Geography of the Global Economy (3 hours)
 - POLS 630: International Political Economy (3 hours)
- **CULTURAL ISSUES (3 hours)**
 - ANTH 101: Introduction of Cultural Anthropology (3 hours)
 - PHIL 231: World Religions (3 hours)
 - GEOG 304: Human Geography (3 hours)
 - COMM 601: Intercultural Communication (3 hours)
 - SOC 676: Global Sociology (3 hours)
- **MODERN LANGUAGES (3 hours)**
 - MLL 225: French Grammar and Conversation (3 hours)
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 - MLL 254: Spanish Grammar and Composition I (3 hours)
- **POLITICAL SCIENCE ELECTIVES (9 hours)**
 - POLS 301: State and Local Government and Politics (3 hours)

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- SOC 534: Political Sociology (3 hours)
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- POLS 555: Gender and Politics (3 hours)
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 - HIST 526: Japan Since 1700 (3 hours)
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 - HIST 531: Samurai: History, Literature, Myth (3 hours)
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 - HIST 546: Age of Empire (3 hours)
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 - HIST 626: U.S. Iraq and Afghanistan (3 hours)
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 - HIST 700: History: Selected Subjects (____) (3 hours)
 - Contemporary, international topic required
- Interior Design
 - IND 312: History of Design I (3 hours)
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 - IB 340: International Marketing (3 hours)
 - IB 520: Emerging Markets (3 hours)
- Modern Languages
 - All upper-division courses covering topics of literature, culture, art, civilization, history, or contemporary affairs.

- Music
 - MUSIC 120: Music Appreciation (____) (3 hours)
- Philosophy
 - PHIL 231: World Religions (3 hours)
- Political Science
 - POLS 493: Directed Readings in International Studies (1-3 hours)
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- Sociology
 - SOC 200: Introduction to Anthropology (3 hours)
 - SOC 534: Political Sociology (3 hours)
 - SOC 676: Global Sociology (3 hours)
- Women and Gender Studies
 - WGS 399: Global Women's Issues (3 hours)

Additional Questions

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

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 Pitt State Pathway courses required? Yes No
Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee.

POLS 101: US Politics, POLS 103: Comparative Politics, and HIST 102: World History from 1500 are Pathway courses that are required core courses. These courses were required prior to this name change.

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.)?
N/A

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 27. Jan., 2020 Signature, Department Chairperson [Signature]

Approved: College Curriculum Committee
Date 3/4/20 Signature, College Curriculum Committee Chair [Signature]

Approved: Dean of College
Date 3/4/20 Signature, Dean [Signature]

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 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, 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 send to your College Admin.

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 - Major or Minor/Emphasis/Certificate Revised Summer 2019

Pittsburg State University

Re: BSED Question

Kris Lawson <klawson@pittstate.edu>

Thu 1/23/2020 4:00 PM

To:

- Darren Botello-Samson <dbotello-samson@pittstate.edu>;
- Christopher Childers <rchilders@pittstate.edu>;
- Kyle Thompson <mkthompson@pittstate.edu>

Hi Darren,

I can't see any conflict, and neither can Chris. It seems like this is a logical progression for your program.
Go for it!

Kris

From: Darren Botello-Samson <dbotello-samson@pittstate.edu>
Sent: Thursday, January 23, 2020 12:57 PM**To:** Kris Lawson <klawson@pittstate.edu>; Christopher Childers <rchilders@pittstate.edu>; Kyle Thompson <mkthompson@pittstate.edu>**Subject:** BSED Question

I'm not sure who runs point on the BSED program, so I'm casting a wide net with my e-mail.

Background information: When we lost the International Studies major, we incorporated it into the political science program. Now when students major in political science, they choose an emphasis of Pre-Law, International Studies, or "No Emphasis." This meant that students could lose the ability to double major in POLS and INT. So we created dual emphases degree, larger programs that allowed the student to get two separate emphases over 60 hours, one in international studies the other in political science, as an alternative. As long as the student also selected to pursue the pre-law emphasis within political science, there was no problem. The degree was "Political Science with Dual Emphases in Pre-Law and International Studies." But for the student who didn't want the pre-law emphasis, we hit a snag. The degree would have been "Political Science with Dual Emphases in Political Science and International Studies." The Registrar's Office threw up red flags over an emphasis with the same name as the major.

As a workaround, I have suggested "Political Science with Dual Emphases in U.S. Government and International Studies." Barbara seems on board but is concerned about whether this sounds too similar to your BSED "brand." What do you think?

Darren

Pittsburg State University

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: HPSS College: A&SSubmission Date: 27.Jan., 2020Contact Person: Bonnekessen 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 related to/affects any other unit at PSU.**Proposed Course:**Course Number: SOSCI 396Title of Course: Special Topics in Social SciencesCredit Hours: 3Date first offered: Fall 2020
(Semester/Year) Fall Spring Summer
(check all that apply)Prerequisite: noneCourse Description (as it will appear in the next catalog): Intensive examination and analyses of selected topics in the Social Sciences. May be repeated when subject mater is different.Purpose/Justification for Proposed Course: This course number is necessary to develop new courses accessible to all Social Science fields in HPSS.Objectives/Student Learning Outcomes (as it will appear in the syllabus)
Content dependentAssessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]
Content dependent

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

Additional Questions

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

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

Please give the rationale for additional student fees:

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.)?
None

Pittsburg State University

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

Approved: Department Chairperson
Date 27-Jan., 2020 Signature, Department Chairperson [Signature]

Approved: College Curriculum Committee
Date 7/4/20 Signature, College Curriculum Committee Chair [Signature]

Approved: Dean of College
Date 7/4/20 Signature, Dean [Signature]

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

Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]

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.

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Honors College

College: N/A

Submission Date: 2/5/20

Contact Person: Craig Fuchs

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 internal to the Honors College as it is offered as an honors gen ed course to satisfy their D3 requirement.

Purpose/Justification for Revision to Course: Honor 200 is currently listed as a topics course that we have used for the Power of Music class for honors students to earn their Fine Arts gen ed credit. We want to be able to use this course as part of the Pathway (D3) for our honors students, therefore we need to change it from a topics course to an actual course so it aligns with the Pathway.

Existing Course:

Course Number: Honor 200

Title of Course: Special Topics

Credit Hours: 1-3

Prerequisite: none

Course Description (as it appears in the current catalog): The Honors College special topics courses will include a variety of interdisciplinary course offerings whereby the student will be able to make connections between two disciplines in a single course offering, thus giving more breadth to their understanding of the curricular material presented. The specific course topics will vary from semester to semester, and all courses will fit into the PSU General Education requirements in a variety of categories. The course may be repeated since the topics will vary.

Proposed Course:

Course Number: Honor 200

Title of Course: The Power of Music

Credit Hours: 3

Prerequisite: none

Pittsburg State University

Course Description (as it will appear in the next catalog): This course will explore the impact of music on the psychological and biological being of the human body and mind. Music has been a part of every culture since the beginning of time. For centuries, human beings have been moved and impacted by the music they experience. Why does some music deeply affect certain people, while others feel no emotional tie at all to the same sounds? What happens to the human physiology as different styles and genres of music are experienced? How does the impact of music on human physiology relate to the impact on psychology?

This course will delve into the human emotion and how the mind reacts to certain sounds. An exploration of the various musical elements including timbre, tempo, amplitude, rhythm, and melodic content will be presented.

This course would count under the Human Experience/Non-Verbal and Creative Expression category of the Pathway.

Additional Questions

1. Is this course to be considered for PittState 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:

1. Human Experience within a Global Context: Milestone I

Understanding the diverse nature, meanings, or functions of creative endeavors through the study of literature, music, theater, visual arts, or related forms of expression helps us understand ourselves. Competency in this element means:

• Applying cultural concepts and/or methodologies in the analysis of literary, performing, visual, or other art forms;

• Analyzing how literature, performance, the visual arts, or other creative endeavors respond to and influence society and culture;

• Analyzing creative endeavors in a contextual framework, such as critical theory, aesthetics, philosophy of art, or rhetoric;

• Demonstrating concepts that characterize a polycentric view of the world in contrast to an ethnocentric perspective.

Learning Outcome: Students will explore global systems conscientiously.

Companion Element. Non-verbal and Other Communication.

Non-verbal and Creative Expression: Milestone I

Competently utilizes and demonstrates human response not expressed in words. These responses may or may not complement written and verbal information. Competency in this element means:

• Interpreting and delivering nonverbal communication as it applies to specific contexts such as art, music, illustrations, theater, dance, digital media, or other forms of context not identified above, as appropriate.

• Demonstrating effective and appropriate delivery/presentation including, but not limited to, facial expression, eye contact, body movement, and vocal variety;

• Demonstrating professionalism;

Learning Outcome: Students will communicate effectively.

By definition, music can be a non-verbal form of expression. Even in vocal music there is a strong non-verbal component through the musical expression. The concepts of non-verbal and creative expression are embedded throughout the class. Characteristics of musical styles, interpretation of the same music or its function by various artists and in various styles are wedded to the entire course content. The musical interpretation of lyrics or the use of musical concepts such as consonance/dissonance, dynamics, and orchestration all play a role. This is found on every test as it forms a fundamental basis for the class.

Learner Outcomes.

Students will:

1. describe how music and its creative process assists us in understanding various cultures.

2. analyze the relationship between the influence of music on cultures and cultures on music.

3. explain how music relates to cultures internationally.

4. articulate the creative process of the composer and performer.

5. demonstrate an understanding of various musical styles and people involved in these styles.

6. discuss the audible musical language.

7. evaluate music to determine what is "good and bad" music.

8. understand how the characteristics of music as a creative art form expresses non-verbal communication.

Assessment:

Students will be assessed in a variety of ways through a variety of assignment in the course structure

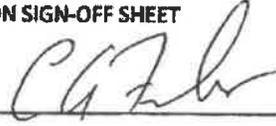
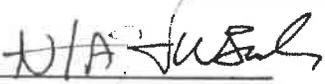
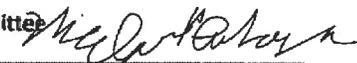
Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate.

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.)?
none

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

- Approved: Department Chairperson
Date 2-4-20 Signature, Department Chairperson 
- Approved: College Curriculum Committee
Date _____ Signature, College Curriculum Committee Chair N/A
- Approved: Dean of College
Date _____ Signature, Dean N/A 
- Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair N/A
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair 
- Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- Approved: Pitt State Pathway Committee (if applicable)
Date _____ Signature, Pitt State Pathway 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.

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Pittsburg State University

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Honors CollegeCollege: N/ASubmission Date: 2/5/20Contact Person: Craig Fuchs 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 new course is internal to the Honors College and will replace the old Honor 200: Special Topics which is being converted to an actual Pathway course**Proposed Course:**Course Number: Honor 201Title of Course: Special TopicsCredit Hours: 1-3Date first offered: WF/20

(Semester/Year)

 Fall Spring Summer
(check all that apply)Prerequisite: noneCourse Description (as it will appear in the next catalog): The Honors College special topics courses will include a variety of interdisciplinary course offerings whereby the student will be able to make connections between two disciplines in a single course offering, thus giving more breadth to their understanding of the curricular material presented. The specific course topics will vary from semester to semester, and all courses will fit into the PSU General Education requirements in a variety of categories. The course may be repeated since the topics will vary.Purpose/Justification for Proposed Course: Since we are changing the current Honor 200 to an actual Pathway course, this Honor 201 will replace that and be used for special topics courses from now on.

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

Varies depending on the faculty member and the course content.

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

Varies depending on the faculty member and the course content**If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.**

Additional Questions

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

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

Please give the rationale for additional student fees:

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.)?

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

- Approved: Department Chairperson
Date 2-4-20 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee
Date _____ Signature, College Curriculum Committee Chair N/A
- Approved: Dean of College
Date _____ Signature, Dean [Signature]
- Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair N/A
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- Approved: PittState Pathway Committee (if applicable)
Date _____ Signature, Pitt State Pathway Committee Chair _____

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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.

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Pittsburg State University

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: KUSB College: BusinessSubmission Date: 11/21/19Contact Person: David O'Bryan 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 will be an elective for students pursuing a BBA with a major in accounting.**Proposed Course:**Course Number: ACCTG 623Title of Course: Data Analytics for Financial Decision MakingCredit Hours: 3Date first offered: FA/2020 Fall Spring Summer
(Semester/Year) (check all that apply)Prerequisite: CIS 420 or ACCTG 420, and senior standing.Course Description (as it will appear in the next catalog): The course introduces students to data analysis using datasets a financial manager is likely to encounter. The specific steps to data analysis, including data collection, organization, and extraction; the use of queries and query editing; transformation of data, modeling with DAX language commands, and the creation of visualizations, including dashboards, are included in the course.Purpose/Justification for Proposed Course: Employers of accounting majors are increasingly expecting new graduates to have had some exposure to the most common data analytic tools. In addition, the College of Business accrediting agency, the AACSB, is requiring member schools to integrate data analytics into their curriculums. Finally, there is a university level initiative at PSU to expand our offerings in the area of data analytics.

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

Students will be able to:

- Extract data from multiple sources and transform data.
- Perform queries with the data.
- Analyze the structure and relationships of datasets.
- Write code using DAX language commands to analyze the data and perform data modeling.
- Create visualizations, including dashboards, which describe and inform about the data.

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

Students will complete projects based on real-world problems. Course grade will be dependent on successful completion of the projects and problems assigned throughout the semester. At least one major project is assigned during the semester, with weekly assignments related to coursework.

Request for New Course- Revised Summer 2019

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Pittsburg State University

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. 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.

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.)?
None

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

- Approved: Department Chairperson
Date 1/13/20 Signature, Department Chairperson Stephen V. Horn
- Approved: College Curriculum Committee
Date 2-26-20 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College
Date 3/2/20 Signature, Dean [Signature]
- 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 4/16/20 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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

Originating Department: Please complete this form and upload to the 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.

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Pittsburg State University

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Kelce Undergraduate School of Business College: Kelce College of Business
 Submission Date: 02/10/2020

Contact Person: Paul W. Grimes, Dean Kelce College of Business Faculty member Chair

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

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

The proposed course is related to a number of courses offered by the Computer Information Systems faculty in the Kelce College of Business and the Department of Mathematics Faculty in the College of Arts and Sciences. Conversations have been held with the leaders of both groups and both have given ascent to proceed with the Applied Data Analytics Certificate of which this course will be a part. All parties agree that the certificate will serve as an opportunity to gauge student interest in data analytics which could lead to development of a full cooperatively-produced program at a later date.

Proposed Course:

Course Number: BUS 130

Title of Course: Introduction to Applied Data Analytics

Credit Hours: 3

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

Prerequisite: None

Course Description (as it will appear in the next catalog): The goal of this course is to teach applied job skills in close connection to the concepts and theories that drive the daily decisions relevant to data analysis and business intelligence. Each module will focus on the primary theme. Students will start by grappling with real-world cases, then will methodically drill down to solve the problems from a technical approach. A few of these topics include applications of statistics, data visualization tools in Excel, linear regression, time-series, classification algorithms, and bias in data.

Purpose/Justification for Proposed Course: Demand for workers trained in the basics of data analysis. This course is the first of four courses which will comprise an Applied Data Analytics Certificate. The certificate will be offered in cooperation with Podium Education, an Outside Program Management firm who will provide the platform, curriculum materials, and instructional personnel. The certificate will fill a void currently existing in the university's portfolio of credential offerings.

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

Experiential skills. At the completion of this course, students will be able to:

- ☉ Understand the implications of data bias in case studies
- ☉ Understand different data types and use cases

Request for New Course- Revised Summer 2019

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Pittsburg State University

- Ask effective questions about the data
- Understand business metrics and KPIs
- Communicate technical information to business stakeholders
- Understand the difference between supervised and unsupervised learning
- Create a conversion rate optimization analysis
- Create a customer experience analysis

Technical skills. At the completion of this course, students will be able to

- Understand the differences between common data types in Excel
- Demonstrate ability to calculate standard statistical measures in Excel
- Demonstrate proficiency with common data analysis techniques in Excel. (e.g., Pivot Tables, VLOOKUP, etc.)
- Create and interpret a linear regression model in Excel
- Create and interpret a time series model in Excel
- Implement logistic regression in Excel
- Demonstrate ability with basic visualizations in Excel
- Create and run a hypothesis test

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

Final Grade Calculation

<u>Type</u>	<u>Percentage</u>
<u>Instructional Content</u>	<u>10%</u>
<u>Live Instruction Lab</u>	<u>20%</u>
<u>Weekly Assessment</u>	<u>20%</u>
<u>Projects (2 individual, 1 final group)</u>	<u>50%</u>
<u>Total</u>	<u>100%</u>

Instructional content: Students should complete all asynchronous materials prior to attending the weekly Live Instruction Lab. Students can consume this material at any point in time during the week leading up to the Live Session.

Live Instruction Labs: Students are expected to attend and be an active participant in weekly live sessions conducted over Zoom. Live session attendance is mandatory, and more than three (3) absences will impact your class participation credit. Additionally, poor engagement during the Live Sessions will impact your Live Instruction Lab grade.

Students with an excused absence in accordance with University policy will be given a link to view a recording of the Live Lab (48 hour availability).

Weekly Skill Assessment: There are a total of 12 assessments due throughout the term. Assessments are due weekly and take the form of a mini-project, skill or set of questions aligned to goal of the week of content.

Projects: Students will complete 3 total projects throughout the term. The first two projects will be individual projects. The final project will be a group project.

Grading

In determining the final course grade, the following scale is used:

Request for New Course- Revised Summer 2019

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Pittsburg State University

90-100% = A

89-80% = B

79-70% = C

60-69% = D

Below 60% = F

Students will receive weekly feedback upon completion of their weekly discussion assignments.

Rubrics

Rubrics are included in the course material platform and will provide an understanding of how you will be assessed on the course's assignments.

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

Pittsburg State University

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
No additional resources required to offer the course. Instructional personnel provided by Podium. Students will need to purchase access rights to the course platform which includes all instructional material and access to software used in the course. (Cost of access is < \$150) No supplemental textbook is required but optional.

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:
Only the normal online fee is applicable.

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.)?
The only costs to be incurred by the university are support costs of providing advising, enrollment, and financial aide services. Delivery and instructional personnel provided by Podium.

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

- Approved: Department Chairperson
Date 2/22/20 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee
Date 3-2-20 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College
Date 03/02/20 Signature, Dean [Signature]
- Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]
- 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.

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BUS 130

Introduction to Applied Data Analytics

COURSE SYLLABUS



Pittsburg
State
University

1. BUS 130 Intro to Applied Data Analytics

2. Placement in Curriculum

Online Course

3. Prerequisites

Not Applicable

4. Course Professor

Name: Dr. Robert Alvarez

Title: Instructor

Phone: TBD

Email: professor@bootcamp.plttstate.edu

5. Course Description

The goal of this course is to teach applied job skills in close connection to the concepts and theories that drive the daily decisions relevant to data analysis and business intelligence. Each module will focus on the primary theme. Students will start by grappling with real-world cases, then will methodically drill down to solve the problems from a technical approach. A few of these topics include applications of statistics, data visualization tools in Excel, linear regression, time-series, classification algorithms, and bias in data.

6. Course Rationale

All managers must have the skills to make data driven decisions. Through data analytics managers can use and interpret data to develop, test, and validate key business decisions.

7. Course Objectives

Experiential skills. At the completion of this course, students will be able to:

- Understand the implications of data bias in case studies
- Understand different data types and use cases
- Ask effective questions about the data
- Understand business metrics and KPIs

- Communicate technical information to business stakeholders
- Understand the difference between supervised and unsupervised learning
- Create a conversion rate optimization analysis
- Create a customer experience analysis

Technical skills. At the completion of this course, students will be able to

- Understand the differences between common data types in Excel
- Demonstrate ability to calculate standard statistical measures in Excel
- Demonstrate proficiency with common data analysis techniques in Excel, (e.g., Pivot Tables, VLOOKUP, etc.)
- Create and interpret a linear regression model in Excel
- Create and interpret a time series model in Excel
- Implement logistic regression in Excel
- Demonstrate ability with basic visualizations in Excel
- Create and run a hypothesis test

8. Materials

Textbook

There are no required textbooks for this course. There is a required materials access (see **Other Resources** below). Here are some optional textbooks.

***Optional**

Excel 2016 Bible, © 2015
 Author: John Walkenbach
 ISBN-13: 978-1119067511
 Publisher: Wiley

***Optional**

Slaying Excel Dragons: A Beginner's Guide to Conquering Excel's Frustrations and Making Excel Fun © 2010
 Author: Mike Girvin
 ISBN-13: 978-1615470006
 Publisher: Holy Macro! Books

Other Resources

The course materials are automatically provisioned with the TechBootcampHQ learning management system. The course materials bundle includes all required case studies, projects, software licenses and access to the WeDo teaching platform. Materials must be purchased using the following link within 15 days following the first Live Lab.

9. Course Outline and Expectations

Relevant university policies will apply in this course. The Student Handbook provides information, which will help you in your effort while at PSU. Items such as the drop/add policy, important dates, student services, campus organizations and many other topics can all be found on the syllabus supplement.

Participation/Attendance

This is an online course with both synchronous and asynchronous components. Attendance is required.

Asynchronous

Students will be required to complete all assigned readings, videos, quizzes, and discussion assignments, before the scheduled weekly module due dates.

Additionally, students are expected to check their email or TechBootcampHQ inbox daily for announcements.

Synchronous

Students are expected to attend a weekly Live Lab session via Zoom during their scheduled offering.

Academic Honesty

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 (e.g. faculty member or administrator).

Special Accommodations

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the University of his/her disability and to request accommodations. If any member of this class feels that he/she has a qualified disability and needs special accommodations he/she should contact or visit the EO Office at 218 Russ Hall or go to www.pittstate.edu/eoaa and fill out a Request for Accommodation form.

Course Communication Policy

All communication will take place online in TechBootcampHQ via the Inbox, in the discussion boards, the Tutoring and Student Support Chat Bot, or email. Expect to receive a reply to your question(s) within 24 hours, Monday through Friday, unless otherwise posted by the instructor. Students may also attend weekly office hours, if they would like to meet with the instructor one on one.

Course Communication Guidelines (Netiquette)

Please use the following rules of netiquette as you post to online discussions and send messages to your instructor and fellow students in the course:

1. Use **professional language**. Always say please and thank you and leave text messaging abbreviations out of messages and posts. Be positive and constructive in your feedback to replies to students.
2. **Try not to use all caps**--it comes across as shouting to the reader. Use "**bold**" formatting or use quotes to emphasize a word or phrase. It may be okay at times for headings or to place emphasis on a web page, but try to avoid it when

- communicating on discussion boards or corresponding with others electronically.
3. User **proper language and titles**--no slang or profanity. Even if a word is one you consider to be "not so bad", it could be offensive to others.
 4. **Review posts and messages before saving.** Check for grammar and spelling errors and restate your message when necessary.
 5. **Ask for clarification.** If you do not understand an assignment or feedback from me, please ask for clarification. I will do my best to word my posts/messages as clearly as possible, but in an online environment, I cannot "see" if my messages are being understood.

If proper netiquette is not followed, you may lose points on your assignments.

10. Technology Requirements

Computer/Technology Requirements

1. **High-speed internet access** is required. Make sure to have a **back-up plan** if your primary access is not available.
2. A **computer** to access TechBootcampHQ and complete assignments.
3. A **current version of an internet browser**, preferably Mozilla Firefox or Google Chrome.
4. A **web camera** (internal or external) and a **microphone** will be required for accessing your Live Lab weekly session.

Web Conferences/Synchronous sessions

There will be a mandatory weekly Live Lab session (synchronous sessions) during the course.

Additionally the Live Lab instructors will be available via web conferencing (Zoom) on a weekly basis for one on one instruction.

11. Grading and Evaluation

Final Grade Calculation

Type	Percentage
Instructional Content	10%
Live Instruction Lab	20%
Weekly Assessment	20%
Projects (2 individual, 1 final group)	50%
Total	100%

Instructional content: Students should complete all asynchronous materials prior to attending the weekly Live Instruction Lab. Students can consume this material at any point in time during the week leading up to the Live Session.

Live Instruction Labs: Students are expected to attend and be an active participant in weekly live sessions conducted over Zoom. Live session attendance is mandatory, and more than three (3) absences will impact your class participation credit. Additionally, poor engagement during the Live Sessions will impact your Live Instruction Lab grade.

Students with an excused absence in accordance with University policy will be given a link to view a recording of the Live Lab (48 hour availability).

Weekly Skill Assessment: There are a total of 12 assessments due throughout the term. Assessments are due weekly and take the form of a mini-project, skill or set of questions aligned to goal of the week of content.

Projects: Students will complete 3 total projects throughout the term. The first two projects will be individual projects. The final project will be a group project.

Grading

In determining the final course grade, the following scale is used:

90-100% = A

89-80% = B

79-70% = C

60-69% = D

Below 60% = F

Students will receive weekly feedback upon completion of their weekly discussion assignments.

Rubrics

Rubrics are included in the course and will provide an understanding of how you will be assessed on the course's assignments.

Late Work Policy

Late work will not be accepted with the exception of emergency-type circumstances. All such instances will need to be verified before late work is accepted.

12. Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link. Additionally, periodically throughout the course the Tutoring and Support Center Bot will ask for feedback

13. Course Topics

Week 0	Welcome
Week 1	Data Ethics
Week 2	Thinking Like an Analyst
Week 3	People Analytics (Employee Retention)
Week 4	Getting Dirty with Data
Week 5	Visualization of Data
Week 6	Market Basket Analysis
Week 7	The Only Constant is Change: Project 1: Analysis of Baby Names in the USA from 1880-Present
Week 8	Automating the Mundane
Week 9	Robust Decision Making in Business Applications
Week 10	Marketing Email Campaigns
Week 11	Joining the Data Revolution Project 2: Titanic Dataset Analysis
Week 12	Making Predictions with Data: Part I
Week 13	Making Predictions with Data: Part II
Week 14	Business Forecasting
Week 15	Predicting more than Numbers: Classification Models
Week 16	Review Project 3: Small Business Loans Dataset Analysis

14. Additional Course Information

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and

that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.

Pittsburg State University

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Kelce Undergraduate School of Business College: Kelce College of BusinessSubmission Date: 02/10/2020Contact Person: Paul W. Grimes, Dean Kelce College of Business Faculty member Chair

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

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

The proposed course is related to a number of courses offered by the Computer Information Systems faculty in the Kelce College of Business and the Department of Mathematics Faculty in the College of Arts and Sciences. Conversations have been held with the leaders of both groups and both have given ascent to proceed with the Applied Data Analytics Certificate of which this course will be a part. All parties agree that the certificate will serve as an opportunity to gauge student interest in data analytics which could lead to development of a full cooperatively-produced program at a later date.

Proposed Course:Course Number: BUS 250Title of Course: Data Visualization with TableauCredit Hours: 3Date first offered: Summer 2020
(Semester/Year) Fall Spring Summer
(check all that apply)Prerequisite: None

Course Description (as it will appear in the next catalog): The goal of this course is to teach the skills, concepts, and theories relevant to data visualization and its applications. Students learn theoretical fundamentals and design principles of data-based visualizations, how to spot misleading and untruthful visualizations, and how to use Tableau, a leading data visualization software. Students also learn visualization best practices, how to design usable dashboards, and will sharpen their analytical skills. This course is hands-on, allowing students to merge, join, and download data from several sources for their visualizations.

Purpose/Justification for Proposed Course: Demand for workers trained in the basics of data analysis and visualization. This course is the second of four courses which will comprise an Applied Data Analytics Certificate. The certificate will be offered in cooperation with Podium Education, an Outside Program Management firm which will provide the platform, curriculum materials, and instructional personnel. The certificate will fill a void currently existing in the university's portfolio of credential offerings.

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

Experiential skills.At the completion of this course, students will be able to:* Understand business Key Performance Indicators (KPIs)

Request for New Course- Revised Summer 2019

1

Pittsburg State University

- Communicate data effectively
- Analyze existing data visualizations for persuasiveness and accuracy
- Build visually compelling dashboards

Technical skills,

At the completion of this course, students will be able to:

- Understand the conceptual and technical fundamentals of data visualization
- Employ best practices in data visualization to develop charts, maps, tables, and other visual representations of data
- Utilize advanced Tableau features including parameters, data blending, and custom date hierarchies
- Use Tableau's visualization tools to conduct data analysis and explore unfamiliar datasets

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

Final Grade Calculation

<u>Type</u>	<u>Percentage</u>
<u>Instructional Content</u>	<u>10%</u>
<u>Live Instruction Lab</u>	<u>20%</u>
<u>Weekly Assessment</u>	<u>20%</u>
<u>Projects (2 individual, 1 final group)</u>	<u>50%</u>
<u>Total</u>	<u>100%</u>

Instructional content: Students should complete all asynchronous materials prior to attending the weekly Live Instruction Lab. Students can consume this material at any point in time during the week leading up to the Live Session.

Live Instruction Labs: Students are expected to attend and be an active participant in weekly live sessions conducted over Zoom. Live session attendance is mandatory, and more than three (3) absences will impact your class participation credit. Additionally, poor engagement during the Live Sessions will impact your Live Instruction Lab grade.

Students with an excused absence in accordance with University policy will be given a link to view a recording of the Live Lab (48 hour availability).

Weekly Skill Assessment: There are a total of 12 assessments due throughout the term. Assessments are due weekly and take the form of a mini-project, skill or set of questions aligned to goal of the week of content.

Projects: Students will complete 3 total projects throughout the term. The first two projects will be individual projects. The final project will be a group project.

Grading

In determining the final course grade, the following scale is used:

90-100% = A

89-80% = B

79-70% = C

60-69% = D

Below 60% = F

Students will receive weekly feedback upon completion of their weekly discussion assignments.

Pittsburg State University

Rubrics

Rubrics are included in the course materials platform and will provide an understanding of how you will be assessed on the course's assignments.

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.):

No additional resources required to offer the course. Instructional personnel provided by Podium. Students will need to purchase access rights to the course platform which includes all instructional material and access to software used in the course. (Cost of access is < \$150) No supplemental textook is required but optional.

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:

Only the normal online fee is applicable.

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.)?

The only costs to be incurred by the university are support costs of providing advising, enrollment, and financial aide services. Delivery and instructional personnel provided by Podium.

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

- Approved: Department Chairperson
Date 2/10/20 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee
Date 3-7-20 Signature, College Curriculum Committee Chair [Signature] Co-Chair
- Approved: Dean of College
Date [Signature] Signature, Dean [Signature]
- Approved: Council for Teacher Education (If applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4-17-20 Signature, Undergraduate Curriculum Committee Chair [Signature]
- 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.

BUS 250

Data Visualization with Tableau

COURSE SYLLABUS



Pittsburg
State
University

1. **BUS 250 Data Visualization with Tableau**

2. **Placement in Curriculum**

Online Course

3. **Prerequisites**

Introduction to Applied Data Analytics

4. **Course Professor**

Name: Dr. Robert Alvarez

Title: Instructor

Phone: TBD

Email: professor@bootcamp.pittstate.edu

5. **Course Description**

The goal of this course is to teach the skills, concepts, and theories relevant to data visualization and its applications. Students learn theoretical fundamentals and design principles of data-based visualizations, how to spot misleading and untruthful visualizations, and how to use Tableau, a leading data visualization software. Students also learn visualization best practices, how to design usable dashboards, and will sharpen their analytical skills. This course is hands-on, allowing students to merge, join, and download data from several sources for their visualizations.

6. **Course Rationale**

All managers must have the skills to make data driven decisions. Through data visualization, managers can clearly communicate relevant data to key business stakeholders to improve decision making.

7. **Course Objectives**

Experiential skills.

At the completion of this course, students will be able to:

- Understand business Key Performance Indicators (KPIs)
- Communicate data effectively
- Analyze existing data visualizations for persuasiveness and accuracy
- Build visually compelling dashboards

Technical skills.

At the completion of this course, students will be able to:

- Understand the conceptual and technical fundamentals of data visualization
- Employ best practices in data visualization to develop charts, maps, tables, and other visual representations of data
- Utilize advanced Tableau features including parameters, data blending, and custom date hierarchies
- Use Tableau's visualization tools to conduct data analysis and explore unfamiliar datasets

8. Materials

Textbook

There are no required textbooks for this course. There is a required materials access (see **Other Resources** below). Here are some optional textbooks.

***Optional**

The Visual Display of Quantitative Information © 2001

Author: Edward Rolfe Tufte

Publisher: Graphics Press

***Optional**

Mastering Tableau © 2016

Author: David Baldwin

ISBN-13: 978-1784397692
Publisher: Packt Publishing Ltd.

***Optional**

Visualization Analysis and Design© 2015
Author: Tamara Munzner
ISBN-13: 978-1466508910
Publisher: Taylor & Francis Group, LLC

Other Resources

The course materials are automatically provisioned with the TechBootcampHQ learning management system. The course materials bundle includes all required case studies, projects, software licenses and access to the WeDo teaching platform. Materials must be purchased using the following link within 15 days following the first Live Lab.

9. Course Outline and Expectations

Relevant university policies will apply in this course. The Student Handbook provides information, which will help you in your effort while at PSU. Items such as the drop/add policy, important dates, student services, campus organizations and many other topics can all be found on the syllabus supplement.

Participation/Attendance

This is an online course with both synchronous and asynchronous components. Attendance is required.

Asynchronous

Students will be required to complete all assigned readings, videos, quizzes, and discussion assignments, before the scheduled weekly module due dates.

Additionally, students are expected to check their email or TechBootcampHQ inbox daily for announcements.

Synchronous

Students are expected to attend a weekly Live Lab session via Zoom during their scheduled offering.

Academic Honesty

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 (e.g. faculty member or administrator).

Special Accommodations

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the University of his/her disability and to request accommodations. If any member of this class feels that he/she has a qualified disability and needs special accommodations he/she should contact or visit the EO Office at 218 Russ Hall or go to www.pittstate.edu/eoaa and fill out a Request for Accommodation form.

Course Communication Policy

All communication will take place online in TechBootcampHQ via the Inbox, in the discussion boards, the Tutoring and Student Support Chat Bot, or email. Expect to receive a reply to your question(s) within 24 hours, Monday through Friday, unless otherwise posted by the instructor. Students may also attend weekly office hours, if they would like to meet with the instructor one on one.

Course Communication Guidelines (Netiquette)

Please use the following rules of netiquette as you post to online discussions and send messages to your instructor and fellow students in the course:

1. Use **professional language**. Always say please and thank you and leave text messaging abbreviations out of messages and posts. Be positive and constructive in your feedback to replies to students.
2. **Try not to use all caps**--it comes across as shouting to the reader. Use "**bold**" formatting or use quotes to emphasize a word or phrase. It may be okay at times for headings or to place emphasis on a web page, but try to avoid it when communicating on discussion boards or corresponding with others electronically.
3. Use **proper language and titles**--no slang or profanity. Even if a word is one you consider to be "not so bad", it could be offensive to others.
4. **Review posts and messages before saving**. Check for grammar and spelling errors and restate your message when necessary.
5. **Ask for clarification**. If you do not understand an assignment or feedback from me, please ask for clarification. I will do my best to word my posts/messages as clearly as possible, but in an online environment, I cannot "see" if my messages are being understood.

If proper netiquette is not followed, you may lose points on your assignments.

10. Technology Requirements

Computer/Technology Requirements

1. **High-speed internet access** is required. Make sure to have a **back-up plan** if your primary access is not available.
2. A **computer** to access TechBootcampHQ and complete assignments.
3. A **current version of an Internet Browser**, preferably Mozilla Firefox or Google Chrome.
4. A **web camera** (internal or external) and a **microphone** will be required for accessing your Live Lab weekly session.

Web Conferences/Synchronous sessions

There will be a mandatory weekly Live Lab session (synchronous sessions) during the course.

Additionally the Live Lab instructors will be available via web conferencing (Zoom) on a weekly basis for one on one instruction.

11. Grading and Evaluation

Final Grade Calculation

Type	Percentage
Instructional Content	10%
Live Instruction Lab	20%
Weekly Assessment	20%
Projects (2 individual, 1 final group)	50%
Total	100%

Instructional content: Students should complete all asynchronous materials prior to attending the weekly Live Instruction Lab. Students can consume this material at any point in time during the week leading up to the Live Session.

Live Instruction Labs: Students are expected to attend and be an active participant in weekly live sessions conducted over Zoom. Live session attendance is mandatory, and more than three (3) absences will impact your class participation credit. Additionally, poor engagement during the Live Sessions will

impact your Live Instruction Lab grade.

Students with an excused absence in accordance with University policy will be given a link to view a recording of the Live Lab (48 hour availability).

Weekly Skill Assessment: There are a total of 12 assessments due throughout the term. Assessments are due weekly and take the form of a mini-project, skill or set of questions aligned to goal of the week of content.

Projects: Students will complete 3 total projects throughout the term. The first two projects will be individual projects. The final project will be a group project.

Grading

In determining the final course grade, the following scale is used:

90-100%= A

89-80% = B

79-70% = C

60-69% = D

Below 60% = F

Students will receive weekly feedback upon completion of their weekly discussion assignments.

Rubrics

Rubrics are included in the course and will provide an understanding of how you will be assessed on the course's assignments.

Late Work Policy

Late work will not be accepted with the exception of emergency-type circumstances. All such instances will need to be verified before late work is accepted.

12. Course Evaluation

At the end of this course, students are encouraged to complete a course

evaluation that will be distributed to them via email and through a course link. Additionally, periodically throughout the course the Tutoring and Support Center Bot will ask for feedback

13. Course Topics

Week 0	Welcome
Week 1	Introduction to Data Visualization
Week 2	Foundations of Data Visualization
Week 3	Data Aggregation and Filters
Week 4	Regressions and Scatter Plots
Week 5	Joining & Blending Data
Week 6	Time Series
Week 7	Chart Types Part I Project 1: How Chinese New Years Compares with Thanksgiving
Week 8	Chart Types Part II
Week 9	Telling a Story with Dashboards
Week 10	Advanced Data Preparation
Week 11	Visualizing KPIs Part I Project 2: Data Visualization for Social Good
Week 12	Visualizing KPIs Part II
Week 13	Data Exploration in Tableau
Week 14	Clustering & Forecasting
Week 15	Custom Maps and Geospatial Data
Week 16	Review Project 3: Building Global Maps in Tableau with AirBnB Data

14. Additional Course Information

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce

syllabus changes.

Pittsburg State University

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Kelce Undergraduate School of Business College: Kelce College of BusinessSubmission Date: 02/10/2020Contact Person: Paul W. Grimes, Dean Kelce College of Business Faculty member Chair

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

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

The proposed course is related to a number of courses offered by the Computer Information Systems faculty in the Kelce College of Business and the Department of Mathematics Faculty in the College of Arts and Sciences. Conversations have been held with the leaders of both groups and both have given ascent to proceed with the Applied Data Analytics Certificate of which this course will be a part. All parties agree that the certificate will serve as an opportunity to gauge student interest in data analytics which could lead to development of a full cooperatively-produced program at a later date.

Proposed Course:Course Number: BUS 360Title of Course: Data Management with SQLCredit Hours: 3Date first offered: Fall 2020
(Semester/Year) Fall Spring Summer
(check all that apply)Prerequisite: BUS 130 Introduction to Applied Data Analytics

Course Description (as it will appear in the next catalog): This course is designed for people who want to learn how to answer questions by using data. In particular, this course is for aspiring analysts who understand Microsoft Excel but have little to no coding experience. The modules are combined in a manner to provide students in-demand job skills with a focus on real-world applications. Students learn about the different types of SQL, data aggregation, and how to join tables in SQL.

Purpose/Justification for Proposed Course: Demand for workers trained in the basics of data analysis and visualization. This course is the third of four courses which will comprise an Applied Data Analytics Certificate. The certificate will be offered in cooperation with Podium Education, an Outside Program Management firm which will provide the platform, curriculum materials, and instructional personnel. The certificate will fill a void currently existing in the university's portfolio of credential offerings.

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

At the completion of this course, students will be able to:

- Investigate and analyze a drop in user engagement
- Understand in-product search functionality

Request for New Course- Revised Summer 2019

1

- Validate A/B test results
- Efficiently handle large amounts of data

Technical skills.

At the completion of this course, students will be able to:

- Understand the basics of SQL Databases
- Know how to sort & filter data in SQL
- Leverage mathematical functions to create new fields
- Group Data and use subqueries
- Understand the different types of Joins in SQL
- Do multi-table joins with aliases
- Integrate SQL with Excel and Tableau
- Create and manipulate data in tables

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

Final Grade Calculation

<u>Type</u>	<u>Percentage</u>
<u>Instructional Content</u>	<u>10%</u>
<u>Live Instruction Lab</u>	<u>20%</u>
<u>Weekly Assessment</u>	<u>20%</u>
<u>Projects (2 individual, 1 final group)</u>	<u>50%</u>
<u>Total</u>	<u>100%</u>

Instructional content: Students should complete all asynchronous materials prior to attending the weekly Live Instruction Lab. Students can consume this material at any point in time during the week leading up to the Live Session.

Live Instruction Labs: Students are expected to attend and be an active participant in weekly live sessions conducted over Zoom. Live session attendance is mandatory, and more than three (3) absences will impact your class participation credit. Additionally, poor engagement during the Live Sessions will impact your Live Instruction Lab grade.

Students with an excused absence in accordance with University policy will be given a link to view a recording of the Live Lab (48 hour availability).

Weekly Skill Assessment: There are a total of 12 assessments due throughout the term. Assessments are due weekly and take the form of a mini-project, skill or set of questions aligned to goal of the week of content.

Projects: Students will complete 3 total projects throughout the term. The first two projects will be individual projects. The final project will be a group project.

Grading

In determining the final course grade, the following scale is used:

90-100% = A
89-80% = B
79-70% = C
60-69% = D
Below 60% = F

Students will receive weekly feedback upon completion of their weekly discussion assignments.

Pittsburg State University

Rubrics

Rubrics are included in the course materials platform and will provide an understanding of how you will be assessed on the course's assignments.

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.):
No additional resources required to offer the course. Instructional personnel provided by Podium. Students will need to purchase access rights to the course platform which includes all instructional material and access to software used in the course. (Cost of access is < \$150) No supplemental textbook is required but optional.

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:
Only the normal online fee is applicable.

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.)?
The only costs to be incurred by the university are support costs of providing advising, enrollment, and financial aide services. Delivery and instructional personnel provided by Podium.

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

- Approved: Department Chairperson
Date 3/22/20 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee
Date 2-2-20 Signature, College Curriculum Committee Chair [Signature] (Co-chair)
- Approved: Dean of College
Date 3/22/20 Signature, Dean [Signature]
- Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]
- 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.

BUS 360
Data Management with SQL

COURSE SYLLABUS



Pittsburg
State
University

1. **BUS 360 Data Management with SQL**

2. **Placement in Curriculum**

Online Course

3. **Prerequisites**

Introduction to Applied Data Analytics

4. **Course Professor**

Name: Dr. Robert Alvarez

Title: Instructor

Phone: TBD

Email: professor@bootcamp.pittstate.edu

5. **Course Description**

This course is designed for people who want to learn how to answer questions by using Data. In particular, this course is for aspiring analysts who understand Microsoft Excel but have little to no coding experience. The modules are combined in a manner to provide students in-demand job skills with a focus on real-world applications. Students learn about the different types of SQL, data aggregation, and how to join tables in SQL.

6. **Course Rationale**

All managers must have the skills to make data driven decisions. Through understanding how to communicate with databases, managers can query and collect the required data for developing, testing, and validating key business decisions.

7. **Course Objectives**

Experiential skills.

At the completion of this course, students will be able to:

- Investigate and analyze a drop in user engagement
- Understand in-product search functionality
- Validate A/B test results
- Efficiently handle large amounts of data

Technical skills.

At the completion of this course, students will be able to:

- Understand the basics of SQL Databases
- Know how to sort & filter data in SQL
- Leverage mathematical functions to create new fields
- Group Data and use subqueries
- Understand the different types of Joins in SQL
- Do multi-table joins with aliases
- Integrate SQL with Excel and Tableau
- Create and manipulate data in tables

8. Materials

Textbook

There are no required textbooks for this course. There is a required materials access (see **Other Resources** below). Here are some optional textbooks.

***Optional**

Sams Teach Yourself SQL in 10 minutes (4th Edition) © 2013

Author: Ben Forta

ISBN-13: 978-0672336072

Publisher: Pearson Education, Inc.

***Optional**

Mode Analytics SQL Tutorial

(mode.com/sql-tutorial)

Other Resources

The course materials are automatically provisioned with the TechBootcampHQ learning management system. The course materials bundle includes all required case studies, projects, software licenses and access to the WeDo teaching platform. Materials must be purchased using the following link within 15 days following the first Live Lab.

9. Course Outline and Expectations

Relevant university policies will apply in this course. The Student Handbook provides information, which will help you in your effort while at PSU. Items such as the drop/add policy, important dates, student services, campus organizations and many other topics can all be found on the syllabus supplement.

Participation/Attendance

This is an online course with both synchronous and asynchronous components. Attendance is required.

Asynchronous

Students will be required to complete all assigned readings, videos, quizzes, and discussion assignments, before the scheduled weekly module due dates.

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Synchronous

Students are expected to attend a weekly Live Lab session via Zoom during their scheduled offering.

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- 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 (e.g. faculty member or administrator).

Special Accommodations

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the University of his/her disability and to request accommodations. If any member of this class feels that he/she has a qualified disability and needs special accommodations he/she should contact or visit the EO Office at 218 Russ Hall or go to www.pittstate.edu/eoaa and fill out a Request for Accommodation form.

Course Communication Policy

All communication will take place online in TechBootcampHQ via the Inbox, in the discussion boards, the Tutoring and Student Support Chat Bot, or email. Expect to receive a reply to your question(s) within 24 hours, Monday through Friday, unless otherwise posted by the instructor. Students may also attend weekly office hours, if they would like to meet with the instructor one on one.

Course Communication Guidelines (Netiquette)

Please use the following rules of netiquette as you post to online discussions and send messages to your instructor and fellow students in the course:

1. Use **professional language**. Always say please and thank you and leave text messaging abbreviations out of messages and posts. Be positive and constructive in your feedback to replies to students.
2. **Try not to use all caps**--it comes across as shouting to the reader. Use "**bold**" formatting or use quotes to emphasize a word or phrase. It may be okay at times for headings or to place emphasis on a web page, but try to avoid it when communicating on discussion boards or corresponding with others electronically.
3. User **proper language and titles**--no slang or profanity. Even if a word is one you consider to be "not so bad", it could be offensive to others.
4. **Review posts and messages before saving**. Check for grammar and spelling errors and restate your message when necessary.
5. **Ask for clarification**. If you do not understand an assignment or feedback from me, please ask for clarification. I will do my best to word my posts/messages as clearly as possible, but in an online environment, I cannot "see" if my messages are being understood.

If proper netiquette is not followed, you may lose points on your assignments.

10. Technology Requirements

Computer/Technology Requirements

1. **High-speed internet access** is required. Make sure to have a **back-up plan** if your primary access is not available.
2. A **computer** to access TechBootcampHQ and complete assignments.
3. A **current version of an Internet Browser**, preferably Mozilla Firefox or Google Chrome.
4. A **web camera** (internal or external) and a **microphone** will be required for accessing your Live Lab weekly session.

Web Conferences/Synchronous sessions

There will be a mandatory weekly Live Lab session (synchronous sessions) during the course.

Additionally the Live Lab instructors will be available via web conferencing (Zoom) on a weekly basis for one on one instruction.

11. Grading and Evaluation

Final Grade Calculation

Type	Percentage
Instructional Content	10%
Live Instruction Lab	20%
Weekly Assessment	20%
Projects (2 individual, 1 final group)	50%
Total	100%

Instructional content: Students should complete all asynchronous materials prior to attending the weekly Live Instruction Lab. Students can consume this material at any point in time during the week leading up to the Live Session.

Live Instruction Labs: Students are expected to attend and be an active participant in weekly live sessions conducted over Zoom. Live session attendance is mandatory, and more than three (3) absences will impact your class participation credit. Additionally, poor engagement during the Live Sessions will impact your Live Instruction Lab grade.

Students with an excused absence in accordance with University policy will be given a link to view a recording of the Live Lab (48 hour availability).

Weekly Skill Assessment: There are a total of 12 assessments due throughout the term. Assessments are due weekly and take the form of a mini-project, skill or set of questions aligned to goal of the week of content.

Projects: Students will complete 3 total projects throughout the term. The first two projects will be individual projects. The final project will be a group project.

Grading

In determining the final course grade, the following scale is used:

90-100%= A
 89-80% = B
 79-70% = C
 60-69% = D
 Below 60% = F

Students will receive weekly feedback upon completion of their weekly discussion assignments.

Rubrics

Rubrics are included in the course and will provide an understanding of how you will be assessed on the course's assignments.

Late Work Policy

Late work will not be accepted with the exception of emergency-type circumstances. All such instances will need to be verified before late work is accepted.

12. Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link. Additionally, periodically throughout the course the Tutoring and Support Center Bot will ask for feedback

13. Course Topics

Week 0	Welcome
Week 1	Understanding SQL
Week 2	Sorting & Filtering Data
Week 3	Advanced Data Filtering
Week 4	Creating New Fields
Week 5	Using Data Manipulation Functions
Week 6	Summarizing Data

Week 7	Grouping Data Part I Project 1: Investigating Bikeshare Patterns in NYC
Week 8	Grouping Data Part II
Week 9	Joining Tables Part I
Week 10	Joining Tables Part II
Week 11	Integrating with Excel & Tableau Project 2: Star Power: How getting the right actor increases Oscar nominations
Week 12	Combining Queries
Week 13	Using Views
Week 14	Inserting Data
Week 15	Creating and Manipulating Tables
Week 16	Review Project 3: Investigating a Drop in User Engagement

14. Additional Course Information

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.

Pittsburg State University

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Kelce Undergraduate School of Business College: Kelce College of Business
Submission Date: 02/10/2020

Contact Person: Paul W. Grimes, Dean Kelce College of Business Faculty member Chair

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
The proposed course is related to a number of courses offered by the Computer Information Systems faculty in the Kelce College of Business and the Department of Mathematics Faculty in the College of Arts and Sciences. Conversations have been held with the leaders of both groups and both have given ascent to procede with the Applied Data Analytics Certificate of which this course will be a part. All parties agree that the certificate will serve as an opportunity to guage student intereste in data analytics which could lead to development of a full cooperatively -produced program at a later date.

Proposed Course:

Course Number: BUS 470

Title of Course: Data Analytics Capstone

Credit Hours: 3

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

Prerequisite: Completion of the following courses with a C or higher: BUS 130, BUS 250, and BUS 360

Course Description (as it will appear in the next catalog): The Capstone course provides students with an opportunity to apply skills learned throughout the program - both core analytical skills and soft skills like problem solving and communication - on complex, real-world projects. Students work in small teams to play active roles in project planning, scheduling, and presenting data from a wide array of verticals, such as digital marketing, business operations, finance, and healthcare. This course serves as a final preparation for students entering into the workforce.

Purpose/Justification for Proposed Course: Demand for workers trained in the basics of data anlysis and visualization. This course is the third of four courses which will comprise an Applied Data Analytics Certificate. The certificate will be offered in cooperation with Podium Education, an Outside Program Management firm which will provide the platform, curriculum materials, and instructional personnel. The certificate will fill a void currently existing in the university's portfolio of credential offerings.

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

At the completion of this course, students will be able to:

- Effectively create projects starting with high-level business objectives
- Derive analytical findings to impact decision making



Pittsburg State University

- Understand different business use cases
- Demonstrate understanding of how businesses use analytics to drive KPIs
- Build and deliver an effective presentation using data
- Demonstrate iterative design processes
- Demonstrate effective and integrative team-work
- Develop critical attitudes that are effective for life-long learning

Technical skills.

At the completion of this course, students will be able to:

- Effectively use Excel to run business analytics models
- Build impactful visualizations with Tableau
- Integrate Excel and Tableau with SQL databases
- Acquire and clean data using Excel and SQL
- Run statistical analyses to diagnose issues with data
- Employ hypothesis tests
- Access data using APIs

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

Final Grade Calculation

Type	Percentage
Instructional Content	10%
Live Instruction Lab	20%
Weekly Assessment	20%
Projects (2 individual, 1 final group)	50%
Total	100%

Instructional content: Students should complete all asynchronous materials prior to attending the weekly Live Instruction Lab. Students can consume this material at any point in time during the week leading up to the Live Session.

Live Instruction Labs: Students are expected to attend and be an active participant in weekly live sessions conducted over Zoom. Live session attendance is mandatory, and more than three (3) absences will impact your class participation credit. Additionally, poor engagement during the Live Sessions will impact your Live Instruction Lab grade.

Students with an excused absence in accordance with University policy will be given a link to view a recording of the Live Lab (48 hour availability).

Weekly Skill Assessment: There are a total of 12 assessments due throughout the term. Assessments are due weekly and take the form of a mini-project, skill or set of questions aligned to goal of the week of content.

Projects: Students will complete 3 total projects throughout the term. The first two projects will be individual projects. The final project will be a group project.

Grading

In determining the final course grade, the following scale is used:

90-100% = A

89-80% = B

79-70% = C

60-69% = D

Below 60% = F

Request for New Course- Revised Summer 2019

Pittsburg State University

Students will receive weekly feedback upon completion of their weekly discussion assignments.

Rubrics

Rubrics are included in the course materials platform and will provide an understanding of how you will be assessed on the course's assignments.

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

Pittsburg State University

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
No additional resources required to offer the course. Instructional personnel provided by Podium. Students will need to purchase access rights to the course platform which includes all instructional material and access to software used in the course. (Cost of access is < \$150) No supplemental textook is required but optional.

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:
Only the normal online fee is applicable.

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.)?
The only costs to be incurred by the university are support costs of providing advising, enrollment, and financial aide services. Delivery and instructional personnel provided by Podium.

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

- Approved: Department Chairperson
Date 3/12/20 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee
Date 3-2-20 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College
Date [Signature] Signature, Dean [Signature]
- Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]
- 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.

BUS 470

Data Analytics Capstone

COURSE SYLLABUS



Pittsburg
State
University

1. **BUS 470 Data Analytics Capstone**

2. **Placement in Curriculum**

Online Course

3. **Prerequisites**

Students are expected to have completed with a grade of "C" or higher:

- Introduction to Applied Data Analytics
- Data Visualization with Tableau
- Data Management with SQL (Suggested)

Students have the option to take Data Management & Analysis concurrently with the Capstone.

4. **Course Professor**

Name: Dr. Robert Alvarez

Title: Instructor

Phone: TBD

Email: professor@bootcamp.pittstate.edu

5. **Course Description**

The Capstone course provides students with an opportunity to apply skills learned throughout the program - both core analytical skills and soft skills like problem solving and communication - on complex, real-world projects. Students work in small teams to play active roles in project planning, scheduling, and presenting data from a wide array of verticals, such as digital marketing, business operations, finance, and health care. This course serves as a final preparation for students entering into the workforce.

6. **Course Rationale**

All managers must have the skills to make data driven decisions. Through practice and application, managers develop the experience to apply their data driven decision making skills in the real world.

7. Course Objectives

Experiential skills.

At the completion of this course, students will be able to:

- Effectively create projects starting with high-level business objectives
- Derive analytical findings to impact decision making
- Understand different business use cases
- Demonstrate understanding of how businesses use analytics to drive KPIs
- Build and deliver an effective presentation using data
- Demonstrate iterative design processes
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- Develop critical attitudes that are effective for life-long learning

Technical skills.

At the completion of this course, students will be able to:

- Effectively use Excel to run business analytics models
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- Acquire and clean data using Excel and SQL
- Run statistical analyses to diagnose issues with data
- Employ hypothesis tests
- Access data using APIs

8. Materials

Textbook

There are no required textbooks for this course. There is a required materials access (see **Other Resources** below). Here are some optional textbooks.

Other Resources

The course materials are automatically provisioned with the TechBootcampHQ learning management system. The course materials bundle includes all required case studies, projects, software licenses and access to the WeDo teaching platform. Materials must be purchased using the following link within 15 days following the first Live Lab.

9. Course Outline and Expectations

Relevant university policies will apply in this course. The Student Handbook provides information, which will help you in your effort while at PSU. Items such as the drop/add policy, important dates, student services, campus organizations and many other topics can all be found on the syllabus supplement.

Participation/Attendance

This is an online course with both synchronous and asynchronous components. Attendance is required.

Asynchronous

Students will be required to complete all assigned readings, videos, quizzes, and discussion assignments, before the scheduled weekly module due dates.

Additionally, students are expected to check their email or TechBootcampHQ inbox daily for announcements.

Synchronous

Students are expected to attend a weekly Live Lab session via Zoom during their scheduled offering.

Academic Honesty

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 (e.g. faculty member or administrator).

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3. Use **proper language and titles**--no slang or profanity. Even if a word is one you consider to be "not so bad", it could be offensive to others.
4. **Review posts and messages before saving**. Check for grammar and spelling errors and restate your message when necessary.
5. **Ask for clarification**. If you do not understand an assignment or feedback from me, please ask for clarification. I will do my best to word my posts/messages as clearly as possible, but in an online environment, I cannot "see" if my messages are being understood.

If proper netiquette is not followed, you may lose points on your assignments.

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2. A **computer** to access TechBootcampHQ and complete assignments.
3. A **current version of an Internet Browser**, preferably Mozilla Firefox or Google Chrome.
4. A **web camera** (internal or external) and a **microphone** will be required for accessing your Live Lab weekly session.

Web Conferences/Synchronous sessions

There will be a mandatory weekly Live Lab session (synchronous sessions) during the course.

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11. Grading and Evaluation

Final Grade Calculation

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Total	100%

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Projects: Students will complete 3 total projects throughout the term. The first two projects will be individual projects. The final project will be a group project.

Grading

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60-69% = D

Below 60% = F

Students will receive weekly feedback upon completion of their weekly discussion assignments.

Rubrics

Rubrics are included in the course and will provide an understanding of how you will be assessed on the course's assignments.

Late Work Policy

Late work will not be accepted with the exception of emergency-type circumstances. All such instances will need to be verified before late work is accepted.

12. Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link. Additionally, periodically throughout the course the Tutoring and Support Center Bot will ask for feedback

13. Course Topics

Week 0	Welcome
Week 1	Project 1: Phase 1 - Define Problem
Week 2	Project 1: Phase 2 - Exploratory Data Analysis
Week 3	Project 1: Phase 3 - Data Visualization

Week 4	Project 1: Phase 4 - Reporting & Communicating Project: Lime
Week 5	Project 2: Phase 1 - Define Problem
Week 6	Project 2: Phase 2 - Exploratory Data Analysis
Week 7	Project 2: Phase 3 - Data Visualization
Week 8	Project 2: Phase 4 - Reporting & Communicating Project: Using Data to Increase Government Efficiency
Week 9	Project 3: Phase 1 - Define Problem
Week 10	Project 3: Phase 2 - Exploratory Data Analysis
Week 11	Project 3: Phase 3 - Data Visualization
Week 12	Project 3: Phase 4 - Reporting & Communicating Project: Reducing Child Poverty through Analytics
Week 13	Project 4: Phase 1 - Define Problem
Week 14	Project 4: Phase 2 - Exploratory Data Analysis
Week 15	Project 4: Phase 3 - Data Visualization
Week 16	Project 4: Phase 4 - Reporting & Communicating Project: Using Yelp with Public Data to Investigate Patterns in Food Health Risks

Teams

A team will consist of 4-5 students working together as a team on each project. Groups will be selected ahead of time to ensure a mix of different backgrounds as one would see in an industry setting.

Mentors

Each team is supervised by a teaching assistant as projects progress through their respective phases. Teams will meet with their mentor at least once per week and get feedback and support regarding their projects. Mentors will support students in thinking critically about ethical issues in the data, process & design thinking, and project management.

Phase 1 - Define Problem

Background and problem definition.

Phase 2 - Exploratory Data Analysis

Data wrangling and cleaning. Exploratory Data Analysis will be done using a combination of Excel and SQL tools.

Phase 3 - Data Visualization

Build dashboards, relevant visualization to support analysis and decisions. Will primarily be done in Tableau.

Phase 4 - Reporting & Communicating

Make recommendations to stakeholders on the team's proposals to solve the problem defined in the first phase. Each team will submit a written report of their findings with details, graphs, statistical analysis, etc., and a presentation to faculty.

14. Additional Course Information

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.

Request for New Minor/Emphasis/Certificate

Proposal for a New: Minor Emphasis Certificate

Department: Kelce Undergraduate School of Business College: Kelce College of Business
 This program is to be offered 50% or more online as a Hybrid _____
 This program is to be offered fully online _____

Submission Date: 1/31/2020 (Year) Effective: Fall, 2020

Contact Person: Lynn M Murray Faculty member Chair

Title of Proposed Minor/Emphasis /Certificate: Professional Sales & Sales Management

Purpose/Justification for Minor/Emphasis/Certificate: Many students from Pitt State enter into a sales role upon graduation. This certificate will provide them with knowledge and skills that will help them succeed in their endeavors after graduation. Earning this certificate may actually provide them with a edge during job interviews.

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.

All courses offered will be offered through Pitt State - no other Kansas institution is affected directly

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.

To provide students from diverse disciplines across the University, students may take sales-related courses from programs that offer them, specifically from Graphics and Imaging Technology and Automotive Technology.

Correspondence is attached.

Note, these were the courses we identified in the catalog that are obviously sales and selling related courses from other disciplines - if there are courses we missed, we'd be interested in including those.

Here is the proposed certificate offering (KBOR doesn't have forms for new certificate programs)

- MKTG 330 Principles of Marketing
- MKTG 450 Personal Selling and Sales Management (required - has a pre-req of Principles of Marketing)
- MKTG 451 Professional Selling and Negotiation - In legislation (required with pre-req of MKTG 450)

Two approved electives

- o MKTG 420 Services Marketing
- o MKTG 430 Retail and Channels Management
- o MKTG 621 Internship in Professional Sales - in legislation
- o GIT 580 Sales and Customer Service

Request for New Minor/Emphasis/Certificate- Revised Summer 2013

- o AT 682 Dealership Sales Operations
- o AT 687 Corporate Sales, Service, and Parts Management
- o Others as approved by certificate advisor

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.):
none

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

Please give the rationale for additional student fees:

3. Will this minor/emphasis/certificate have specific 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.)?
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 3/12/20 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee
Date 3-2-20 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College
Date 03/12/20 Signature, Dean [Signature]
- 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 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Approval at Kansas Board of Regents level:

- COCAO Date: _____

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

Originating Department(s): After completing this form, in its entirety, please upload it to the 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.

Pittsburg State University

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Psychology and CounselingCollege: Education

Submission

Date: February 3, 2020Contact Person: Dr. David Hurford Faculty member ChairRevision 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.

We are removing the pre-requisite of Psychology major or minor or permission of instructor and opening up the course to all students.

Purpose/Justification for Revision to Course: We are removing the pre-requisite of Psychology major or minor or permission of instructor and opening up the course to all students.

Existing Course:Course Number: PSYCH 430Title of Course: Positive PsychologyCredit Hours: 3Prerequisite: Psychology major or minor or permission of instructor.

Course Description (as it appears in the current catalog): This course provides an introduction to the study of topics related to science of positive psychology. It is designed to provide the student with a basic understanding of the principles and concepts that are most relevant to him or her as an individual and as an individual in society. The student will be strongly encouraged to apply these concepts to his or her life and to develop a fuller understanding of him or herself and his or her personal and social relationships. Prerequisite: Psychology major or minor or permission of instructor.

Proposed Course:Course Number: PSYCH 430Title of Course: Positive PsychologyCredit Hours: 3

Prerequisite: None

Pittsburg State University

Course Description (as it will appear in the next catalog): This course provides an introduction to the study of topics related to science of positive psychology. It is designed to provide the student with a basic understanding of the principles and concepts that are most relevant to him or her as an individual and as an individual in society. The student will be strongly encouraged to apply these concepts to his or her life and to develop a fuller understanding of him or herself and his or her personal and social relationships.

Additional Questions

Pittsburg State University

1. Is this course to be considered for PittState 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 the revisions have been approved by Faculty Senate.

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.)?
None

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

- Approved: Department Chairperson
Date 2/23/20 Signature, Department Chairperson David P. Hurd
- Approved: College Curriculum Committee
Date 3/3/20 Signature, College Curriculum Committee Chair James Trumble
- Approved: Dean of College
Date 3/3/20 Signature, Dean James Trumble
- Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair Michelle R. Brown
- Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- Approved: Pitt State Pathway Committee (if applicable)
Date _____ Signature, Pitt State Pathway 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.

Pittsburg State University

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: ETECH College: COTSubmission Date: 1/29/2020Contact Person: Rebeca Book Faculty member ChairRevision 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.*Some of the current prerequisites cause confusion and are not needed.Purpose/Justification for Revision to Course: Reduce unneeded paperwork for special permission**Existing Course:**Course Number: PET 281Title of Course: Plastics Testing TechnologyCredit Hours: 3Prerequisite: Prerequisites: PET 185 General Plastics, PET 180 General Plastics Laboratory, MATH 113 College Algebra or MATH 110 College Algebra with Review or MATH 126 Pre-Calculus, CHEM 215 General Chemistry I and CHEM 216 General Chemistry I Laboratory.Course Description (as it appears in the current catalog): (3 hours lecture). Theories and practical aspects of industrial and scientific testing and characterization procedures of plastics. Understanding of properties, testing, identification, characterization, specification, and standardization of polymers. Prerequisites: PET 185 General Plastics, PET 180 General Plastics Laboratory, MATH 113 College Algebra or MATH 110 College Algebra with Review or MATH 126 Pre-Calculus, CHEM 215 General Chemistry I and CHEM 216 General Chemistry I Laboratory.**Proposed Course:**Course Number: PET 281Title of Course: Plastics Testing TechnologyCredit Hours: 3Prerequisite: PET 185 General Plastics and PET 180 General Plastics Laboratory.

Request for Revision to Course- Revised Summer 2019

1

Pittsburg State University

Course Description (as it will appear in the next catalog): (3 hours lecture). Theories and practical aspects of industrial and scientific testing and characterization procedures of plastics. Understanding of properties, testing, identification, characterization, specification, and standardization of polymers. Prerequisites: PET 185 General Plastics and PET 180 General Plastics Laboratory.

Additional Questions

1. Is this course to be considered for PittState 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 the revisions have been approved by Faculty Senate.

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.)?
None

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

- Approved: Department Chairperson
Date 1/24/2020 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee
Date 3.2.20 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College
Date 3.11.20 Signature, Dean [Signature]
- Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 4/17/20 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- Approved: Pitt State Pathway Committee (if applicable)
Date _____ Signature, Pitt State Pathway 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 signature s, and forward to the Office of the Registrar.

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