FACULTY SENATE MINUTES
May 11, 2020

The Pittsburg State University Faculty Senate met via CANVAS at 3:00 p.m. on Monday, May 11, 2020, with Kevin Bracker, President, presiding.

Past Minutes

Minutes from the April 27, 2020 meeting were approved.

Announcements

Provost and Vice President of Academic Affairs – Dr. Howard Smith
Dr Smith provided the following updates:

-The planning for possible transitioning back to campus is underway. This is all contingent upon local, state and federal orders and guidelines. The planning groups involve stakeholders from across campus in three focus areas of academics, student life and budget. The Academics Working Group has built a Q&A file, with over 100 items to date. All the questions and answers will be available on the COVID-19 site. In addition, the academics working group has created four sub-committees to address issues and questions for curricular design, scheduling, safety and space. The groups are working as diligently as possible to have a plan developed as quickly as possible.
-PSU received notification that our application for CARES Act stimulus funds was received, however we do not know when the funds will arrive. The application process of disbursement for students is about completed.
-Reminder: There is a 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. There were a couple of questions regarding the rationale for this. Dr. Smith noted that it was to streamline the process and take out the extra step in receiving paper.
-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. Siam expressed the gratitude of the faculty to outgoing PSU-KNEA President, Grant Moss. He also announced that the PSU-KNEA bargaining team has agreed to only negotiate salaries this year and postponing the negotiations on a three year contract till next year.

Student Senate – Alexis Houser, Representative
No report.

Unclassified Professional Senate – Brad Stefanoni, President
No report.

University Support Staff – Terry Pierce, President
Mr. Pierce shared that they had their April meeting via Teams. They will meet again on May 13th, likely on Teams.

Faculty Senate President – Kevin Bracker, President
Dr. Bracker shared the following comments: "As we work through the last Faculty Senate meeting of the year, I want to thank you all for the opportunity to serve as FS President this year. It has been an educational experience that has allowed me to get the chance to work with many colleagues across the university and the state of Kansas through KBOR meetings. Regardless of which specialties we are in, we all have the common goal of providing a transformational experience to our students and our community. It has been impressive watching the work each of you and our colleagues put into accomplishing that goal -- especially in light of the chaotic time we've been dealing with in 2020.

Cole Shewmake and I are currently working as members of the Academic Affairs Working Group on the Return to Campus for the fall. Both of us are in the Curriculum Design subgroup along with others such as Grant Moss, Kristi Frisbee, Susan Dellasega and Seth George. If you have input you'd like to share, please let one of us know. There are other subgroups looking at schedule, safety, and space concerns within the Academic Affairs Working Group.

My last KBOR meeting will be held virtually on May 20th (Cole will be joining as well).

I wish we would have been able to have traditional meetings for these last few meetings of the year and I know it has been a more challenging to be as productive without the personal interaction. Thank you for your service this year (as well as in previous and future years)."

Committee Reports

Academic Affairs – Steve Cox, Chair
No report. See agenda for annual report.

Undergraduate Curriculum – Nico Prelogar, Chair
Dr. Shewmake reported that the committee approved and recommends all curriculum items with the exception of the Data Analytics Certificate. All forms for the approved items can be found in the agenda. It was clarified that the legislation for the Data Analytics Certificate will go back to the College of Business with an opportunity to resubmit.

All curriculum items recommended by the Undergraduate Curriculum Committee were approved.

Library Services/Learning Resources – Gail Yarick, Chair
No report. See agenda for annual report.

Online and Distance Learning – Krissy Lewis, Chair
No report. See agenda for annual report.

Academic Honors – Janice Jewett, Chair
No Report. See agenda for annual report.

Honors College – Rebeca Book, Chair
No report. See agenda for annual report.

Writing Across the Curriculum – Alex Binder, Chair
No report. See agenda for annual report,

Diversity and Multicultural Affairs – Jason Reid, Chair
Mr. Reid announced that the committee completed the Pittsburg State University Diversity Survey. On Tuesday April 29th, Dr. Bracker, sent the survey to faculty by email on behalf of the committee. As of 9am May 5th, 2020, the survey had 134 responses. The results from these questions will be used to provide supporting documentation for Pittsburg State University's upcoming Higher Learning Commission (HLC) Accreditation. See agenda for additional details.

Student-Faculty – Daniel Maxwell, Chair
Dr. Maxwell presented the second read of the proposed Dead Week Policy. The proposal can be found in the agenda. Several concerns were raised:

-Adding that minimal new material should be presented in the last class session.
-The language used with "subject to change" in regards to dead week and final exams.
-The proposed policy does not match the stated intent, to provide additional time for students to review and prepare.
-Definition of "major assignments" and "finals".
-Reminder statements and their necessity.
-Dead week policy versus policy violation procedures.
-Ambiguity in policy violation procedures.

A motion to send the Dead Week Policy proposal back to the committee was approved.

See agenda for annual report.

All University Committee – Jennifer Harris, Chair
No report. See agenda for annual report.

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

Constitution Committee – Mark Johnson, Chair
No report. See agenda for annual report.

Pitt State Pathway Committee – Michelle Hudiburg, Chair
Dr. Hudiburg reported that the committee approved and recommends adding HONOR 200 to the Pitt State Pathway.

The motion was approved.

See agenda for annual report.

Budget Committee – Linden Dalecki, Chair
Dr. Dalecki shared that a committee member asked how PSU uses the meet-and-confer process as part of determining salary raises if any. Doug Ball affirmed that PSU does use the meet-and confer-process to identify raises for faculty. Mr. Ball mentioned that PSU does not finalize a budget until June, in part so that it can reflect the latest possible information from the meet-and-confer process.

In addition, a committee member asked about the $5.3 million Federal CARES Act funds received by PSU. Doug Ball informed the committee that half these funds will be provided directly to students consistent with the requirements of the legislation. The other half of these funds will help to offset some of the additional expenses and lost revenues the University is incurring to date related to COVID-19. Mr. Ball reported that the $5.3 million in Federal funding will not materially impact PSU's budget for next fiscal year.

See agenda for annual report.

Academic Honesty – Cole Shewmake, Chair
No report. See agenda for annual report.

Unfinished Business
None.

New Business
None.

Open Forum
None.

Meeting Adjourned Meeting adjourned Wednesday, May 13, 2020 at 3:00 p.m.

Melinda Roelfs, Recording Secretary

Pittsburg State University
Faculty Senate Meeting

Date: Monday, May 11, 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 April 27, 2020 minutes**

III. **Announcements**

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

  B. **PSU/KNEA Remarks- Khamis Siam**

  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**
  - Library Services/Learning Resources Subcommittee—**Chair: Gail Yarick**
  - Online and Distance Learning Committee—**Chair: Krissy Lewis**

- Academic Honors Subcommittee—**Chair: Janice Jewett**
- Honors College Subcommittee—**Chair: Rebeca Book**
- Writing Across the Curriculum Subcommittee—**Chair: Alex Binder**
- Diversity and Multicultural Affairs Subcommittee—**Chair: Jason Reid**

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

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

V. Unfinished Business:

VI. New Business:

VII. Open Forum:

VIII. Adjournment

Next Faculty Senate Meeting: September 2020

Academic Affairs – No report

Undergraduate Curriculum –

Library Services – No report

Online and Distance Learning – No report

Academic Honors – No report

Honors College – No report

Writing Across the Curriculum – No report

Diversity and Multicultural Affairs –
The Diversity & Multicultural Affairs Committee created the Pittsburg State University Diversity Survey which can be seen in the link below: https://www.surveymonkey.com/r/psu-diversity

On Tuesday April 29th, Dr. Kevin Bracker, sent the survey to faculty by email on behalf of the Diversity & Multicultural Affairs Committee. As of 3pm Apr 29th, 2020 the survey has had 104 responses.

Student-Faculty – No report

All-University – No report

Faculty Affairs –

Constitution – No report

Pitt State Pathway – No report

Budget Committee – A committee member asked how PSU uses the meet-and-confer process as part of determining salary raises if any. Doug Ball affirmed that PSU does use the meet-and confer-process to identify raises for faculty. Mr. Ball mentioned that PSU does not finalize a budget until June, in part so that it can reflect the latest possible information from the meet-and-confer process.

A committee member asked about the $5.3 million Federal CARES Act funds received by PSU. Doug Ball informed the committee that half these funds will be provided directly to students consistent with the requirements of the legislation. The other half of these funds will help to offset some of the additional expenses and lost revenues the University is incurring to date related to COVID-19. Mr. Ball reported that the $5.3 million in Federal funding will not materially impact PSU's budget for next fiscal year.

Academic Honesty – No report

Academic Affairs Annual Report

When I was elected chair of the Academic Affairs Committee at the start of the 2019-2020 academic year, I was instructed that should the committee be called upon to act on any issues or concerns I, as chair, would be contacted. As of today, May 1, 2020, I have not been contacted to have the committee act on any matters. The other members of the committee are: Barbara McClaskey, Shipra Paul, Brian Moots, Janice Jewett, Gary Wilson, and two students, Lexi Houser and Katie Compton.

Library Services Annual Report

The Library Services Committee met twice during the academic year: September 5, 2019 and January 31, 2020. In the September 5 meeting, Gail Yarick was elected Chair and David Miller was elected Recorder.

In September, Randy Roberts reported on the on-going construction, including Phase IV of the remodel being on track to open in early October, the Library's involvement in Gorilla Gateway and focus on information literacy, and noted it is the 40th anniversary of the opening of the Axe Library. Jorge Leon reported on 40th anniversary planned celebrations, banned book recognition events, and Degruson Memorial lecture series. The committee took a brief tour of the 1st floor remodeling project.

In January, Randy Roberts updated the committee on the Library's remodel, Academic Computer Lab study grant, rpk Group report, and the search for a librarian:

- 4 consecutive summers of remodel
    - Currently wrapping up Phase 4 with Crossland. Still some issues with Phase 3 items (lower level doors & windows have water issues)
    - 5th Phase in upcoming summer. Drawings done, need to be approved. Try to start project end of Spring.
    - Last planned phase at this time
- Academic Computer Lab Study Grant
    - Impact all colleges & library
    - Report stated 997 computers on campus; recommended to eliminate 684, leaving 313 across all colleges & library. 62 labs identified; recommended eliminate 27, leaving 35
    - Response went to provost & deans last week. Proposed eliminating 311 to be eliminated (leave 686). Identified 9 labs to be eliminated (leave 53)
- rpk GROUP Report
    - Final report did not assess Library Services dollars in depth.
- Searching for another librarian
    - Digital Resources & Initiatives search. Small pool with viable candidate who declined. Suspended search until budget comes out
    - Searching for Reference Instruction position. 3 candidates coming within next 2 weeks

Jorge Leon also gave an update on Gorilla Gateway and plans/tweaks moving forward to make the process better and improve some technical issues with Credo.

The Committee reviewed the Constitution and determined no changes were needed.

Ruth Monnier provided an overview many upcoming events at the Library.

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

Online and Distance Learning Committee Annual Report

The Pittsburg State University Online and Distance Learning Committee was active for the 2019-2020 academic year. Committee members held their initial meeting in early September, where we discussed the importance of growing online education at Pittsburg State University.

Early in the fall semester, Dr. Shawnee Hendershot and Dr. Kristi Frisbee lead a discussion on the recommendations from the RPK prototype team to help guide the committee. Key elements included:

1. Consistent online branding – Pittstate Online
2. Pittstate Online landing page with easy access to student resources
3. Promoting online programs

The committee met monthly to continue focusing on how PSU can improve online education for both faculty and students. Follow-up meetings identified the importance of growing the number of online programs at PSU. Developing a fully online undergraduate degree could be an area to consider for growth. For this to be a success, the committee recommends considering the development of a strategic plan for online and distance learning.

The faculty members on the committee for 2019-2020 included: Dr. Pawan Kahol, Dr. Brenda Frieden, Ms. Barbara Pope (Recorder), Dr. Kristi Stuck, Dr. Kristi Frisbee, Dr. June Freund, and Ms. Krissy Lewis (Chair). Students on this committee included: Ms. Amber Hames and Ms. Lexi Houser.

The committee would like to thank B B Stotts and Janelle Williams for their time and willingness to provide meaningful and relevant updates regarding the Pittstate Online landing page. Thank you for your continued efforts and support of the mission.

Academic Honors Committee Annual Report

This past year, in addition to reviewing the Academic Honors Applications for our respective colleges and chairing those committees, the PSU Academic Honors Committee also discussed and worked closely with the Registrar's Office to expedite the process among the individuals involved including the Academic Honors Committee, the College Committees, the Registrar's Office and the students. The following outlines the process implemented:

1-The applications are scanned and e-mailed to the Committee Chair and they are distributed to each College Chair.

2-After the college committees have completed their work, they send an email or memo to Jeanette (Registrar's Office) stating clearly the applications that have been approved as is, as well as a listing of those whose projects require edits and specifically what edits are needed for resubmission. The Registrar's Office then notifies the student.

3-If the revision includes an entirely new project and the committee requests new signatures from the faculty and chair, it is to be notated in the comments. If that is not notated, Jeanette will simply use the signatures from the first submission when it is revised and resubmitted. Editorial revisions should not require new signatures- only those projects that are significantly different from the original project submission should require new signatures.

In addition, the Committee met via e-mail to discuss important changes in policy for the current semester due to the cancellation of face-to-face classes. This information was communicated to the students on March 19, 2020.

> The PSU Academic Honors Committee has determined that Academic Honors Projects already approved and scheduled to be completed this semester may need to be presented in a different format and/or modified due to the fact that classes are not meeting face-to-face and all campus events are cancelled for the remainder of the semester. For example, those projects that required an oral presentation may need to be presented in a different format either through a video presentation or a research paper. In such cases, the committee advises students to contact their Academic Honors Professor as soon as possible to determine if any changes to the approved plan are necessary and, if so, to discuss the best alternative for their project. As long as the Academic Honors Professor approves of the changes in format and delivery, then no other approvals for the change will be necessary and the student may proceed as planned.

Members of the Academic Honors Committee for 2019-2020 included Connie Shum, Shawnee Hendershot (Fall, 2019), John Daley (Spring, 2020), Cliff Morris, Daniel Zurek, Craig Fuchs and Janice Jewett.

Honors College Annual Report

Honors College Committee members were Susan Carlson, Jan Schiefelbein, Rebeca Book, Michelle Hudiberg, Michael Davidsson, Craig Fuchs, and students – Chris Wernimont and Danielle Rakestraw.

The committee met on Sept. 26th and elected Rebeca Book as president and Michelle Hudiburg as recorder/secretary. Reviewed the time schedule for the committee and the assignments.

Discussed the push to increase the number of applicants and also the diversity if possible. Also discussed the process of admission to Honors College. Options of adding a portfolio or possible video so a student's interests may be better highlighted. Dr. Fuchs will look at other universities where videos are used in the process, but it will not be added this year for PSU.

At the Dec. 3rd meeting discussed the selection timeline and how the selection process works. Discussed about the submission process, essay prompts, and if there should be additional interview questions.

Honors College met on Sunday, Feb. 9th to interview possible candidates for the PSU Honors College. A total of 44 possible candidates were invited to the interview day after cutting applicants down from 58 candidates, which is the highest number since 2017. The average of applicants for the past eleven years is 66.

On interview day there were four people in each room interviewing the applicant consisting of a committee member, current Honors College students, and Honors College alumni. Interview consists of standard list of questions for all applicants and a rubric is used for scoring. Based on the outcome from the preliminary screening and the interview, the candidates were narrowed down to the final 30 and the Honors College Class was announced on March 1rst.

Had a recap meeting on Feb. 18th. At the meeting approved to have two essay questions on the application during the next round. One essay question will be academic and the other personal, with 300 word limits each.

Other changes will be that applications will be totally online. Reference recommendations must include the rubric and an uploaded reference letter. It will become policy that in the event that there is a faculty member assigned to this committee who happens to have a member of their immediate family making application, they must recuse themselves from the committee for that academic year.

Possible revisions and things to discuss in the future are interview questions, inclusion of faculty teaching honors to be included on interview panels, practice of limiting of how many places a student can drop in the overall matrix based on interview score and mandating of specific course requirements for application

Writing Across the Curriculum Annual Report

The Pittsburg State University Writing Across the Curriculum Committee reviewed 82 submissions for the writing to learn best practices grant and passed those on to the provost for approval. We held one meeting in the fall to review the evaluation process and the responsibilities of the committee. We also discussed a suggestion made by Heather Eckstein concerning the writing to learn requirements and transfer students who had already met many of the Pathway requirements and had relatively few upper level writing to learn electives to choose from. No action was made on the suggestion.

The faculty members on the committee for 2019-2020 included: Mr. Mike Elder, Dr. Rick Hardy, Mr. Jorge Leon (recorder), Dr. Anuradha Ghosh, Ms. Debbi Fischer, Dr. Janet Zepernick, Dr. Jessica Jorgenson Borchert, and Dr. Alex Binder (Chair). The student on this committee was Ms. Bralyn Wilson.

Diversity and Multicultural Affairs Committee Annual Report

The Diversity & Multicultural Affairs Committee created the **Pittsburg State University Diversity Survey** which can be seen in the link below:

- https://www.surveymonkey.com/r/psu-diversity

On Tuesday April 29th, Dr. Kevin Bracker, sent the survey to faculty by email on behalf of the Diversity & Multicultural Affairs Committee. As of 3pm Apr 29th, 2020 the survey has had 104 responses.

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

The Survey Questions were derived directly from the Official **HLC** & **PSU** Objectives below which were found in:

1. Pittsburg State University Pathway to Prominence Strategic Plan.
2. The Higher Learning Commission Policy Page

Official HLC & PSU Objectives

- **HLC 01**: The institution understands the relationship between its mission and the diversity of society.
- **HLC 02**: The institution addresses its role in a multicultural society.
- **HLC 03**: The institution's processes and activities reflect attention to human diversity as appropriate within its mission and for the constituencies it serves.
- **HLC 04**: The education offered by the institution recognizes the human and cultural diversity of the world in which students live and work.
- **PSU 01**: Foster a diverse and international campus culture among faculty, staff, and students that supports an understanding and acceptance of a variety of ideas, beliefs, and cultures, thereby creating opportunity for all.
- **PSU 02**: Create and support an inclusive program of faculty development using a diversity of methods, including technology.
- **PSU 03**: Cultivate a diverse campus culture of respect, understanding, and awareness.

Student Faculty Committee Annual Report

The Student-Faculty Committee met in person one time and virtually over several weeks during the 2019-2020 academic year. The committee had the following membership: Faculty members – Daniel Maxwell (chair, COT), Nico Prelogar (COT), Gail Yarick (COB), Andrea McConnaughey (COT), Tracy Stahl (CAS), Hazel Coltharp (CAS); Student members – Seth George (SGA president), Camille Holman (SGA vice president), Katie Compton, Summer Mackey; Ex-Officio members – Melinda Roelfs (Registrar), Jason Kegler (Assistant Vice President for Student Life).

No violations of Dead Week policy or other policies have been reported to date. The committee took up two matters of business. The first was a request by a faculty member to review apparent discrepancies between the catalog and the schedule regarding the ability of a faculty member to grant an F to a student who withdraws completely from the university after the 12th week deadline. The registrar agreed to add text to the schedule so that is corresponds to the catalog, affirming that ability.

The second item was a request by the SGA to review and pass on to the faculty senate a proposal regarding PSU dead week policy. This was discussed by the committee through a discussion board (due to COVID-19 restrictions) and via teleconferencing. Some suggestions were made, and a revised proposal was approved by vote without dissent. The motion was made to the faculty senate at the April 27, 2020 meeting that this proposal be adopted. The proposal as originally made is attached.

All University Committee Annual Report

The All University Committee only meets when there is an extracurricular matter having campus-wide effects. The committee has not had any matters brought to them during this 2019-2020 academic year, so we did not meet.

Constitution Committee Annual Report

As for the year-end report for the FS Constitution Committee, the only item of business we took up officially which was the issue of first and second readings for items brought to the Senate. In August, we met and recommended to the Senate that "On behalf of the Constitution Committee, we recommend that the FS establish a policy that any new business item brought to the senate without prior committee review be placed on first reading and will go on the agenda as a second reading at the next scheduled FS meeting." The motion was adopted by the Senate.

Pitt State Pathway Annual Report

The Pittstate Pathway Committee received applications from 6 new courses for consideration into the Pittstate Pathway. Five courses were approved and passed along to the Senate for final approval. One course remains in review. In the Spring 2020 semester, the committee was charged with evaluating the elements included in the Gorilla Gateway course. The committee chose to work with First Year Programs and the Director of Assessment to evaluate and redesign the elements and assessed criteria for the course and the Pathway itself, as needed based on feedback data.

Budget Committee Annual Report

The Pittsburg State University Faculty Senate Budget Committee was active during the 2019-2020 academic year. During this academic year, committee members communicated via email.

After information re: the budget was shared by Doug Ball in Fall 2019 it was shared with members of the committee. In December 2019 Doug Ball responded to a FS member's question as to how $2.1 million in restorative funding is being allocated.

After information re: the budget was shared by Doug Ball in Spring 2020 it was shared with members of the committee. In May 2020 Doug Ball responded to a committee member's question as to how $5.3 million in funding from the federal government through the CARES Act is being allocated.

Members on the committee for 2019-2020 included: Dr. John Franklin, Lori Martin (MFA), Mr. Steve Polley, Mr. Joel Shay, Dr. Cole Shewmake, and Dr. Linden Dalecki (Chair).

Throughout the year, this committee relied on the responses of Mr. Doug Ball (Chief Financial Officer & Vice President for Administration). Mr. Ball's responsiveness helped this committee in all cases, and his assistance was appreciated.

Academic Honesty Committee Annual Report

The Pittsburg State University Academic Honesty Committee had a relatively uneventful year for the 2019-2020 academic year. A total of twelve tracking reports of academic misconduct were filed by faculty members using the Maxient system. There were no reported violations of academic misconduct requiring a hearing.

The faculty members on the committee for 2019-2020 included: Dr. Jonathan Dresner, Dr. Janice Jewett, Dr. Cole Shewmake (Chair), Dr. Jennifer Harris, Dr. Mary Jo Goedeke, and Dr. James McBain. Students on this committee included: Mr. Seth George, Ms. Camille Holman, Ms. Kelsey Colwell.

Dr. Jason Kegler, Assistant Vice President for Student Life passed along academic honesty violations to Dr. Cole Shewmake (Chair) as they were reported.

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.

PSU Budget Status - Fiscal year 2021

REVENUE

State Funding +$750k

Funding could be cut depending on state revenues

Tuition Revenue Enrollment Impact -$1,000k

COVID-19 impacts not known – could be lower

Tuition Rates ______

Each 1% change = $325k

Other Changes ______

TOTAL = $

EXPENSES

Employee Benefits +$500k
and Insurance $40k

Pay Changes ______ TBD

Each 1% change = $400k

Spending Cuts ______

Total spending ~ $70M

Other Changes ______

TOTAL = $

These must equal

Pittsburg State
University.

March Legislation for May Meeting

-Art, Illustration and Visual Storytelling Emphasis, Revision to Curriculum

-COMM 637, Revision

-Communication, Media Production Emphasis, Revision to Curriculum

-Communication, Multimedia Journalism Emphasis, Revision to Curriculum

-FCS 230, New Course

-Minor Women's and Gender Studies, Revision to Curriculum

-ACCTG 420, Revision to Course

-ACCTG 422, Revision to Course

-MGT 201, New Course

-Data Analytics Certificate, New

-EET 144, Revision to Course

-EET 244, Revision to Course

-PET 685, Revision to Course

-GIT 221, Revision to Course

-GIT 352, New Course

-GT 370, Revision to Course

-TE 479, Revision to Course

-TE 496, Revision to Course

-TWL, Technology & Engineering Education, Revision to Curriculum

Request for Revision to Curriculum

Revision for: ☐ Major ☒ Minor ☐ Emphasis ☐ Certificate

Department: ART College: Arts and Sciences This program is to be offered 50% or more online as a Hybrid_____
This program is to be offered fully online_____

Submission Date: 3/2/2020 Revision Effective: Fall, 2020 (Year)

Contact Person: James Oliver ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Illustration and Visual Storytelling.

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

Description of Change: Simplification of Elective Courses

Rationale for Change (include changes to curriculum objectives): The list of potential elective courses is not fully reflective of potential offerings with current numbers of faculty. In standardizing the elective indication to 3 hours of upper level elective it allows for more more student choice in potential offerings. As well, Due to other curricular changes, there have been some course number changes to the required courses within this minor.

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 revision to the Illustration and Visual Storytelling minor does not affect any other program at other Regent institutions.

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This revision to the Illustration and Visual Storytelling minor does not affect any other programs at Pittsburg State University.

Existing Major or Minor/Emphasis/Certificate

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

Illustration and Visual Storytelling(21 hours)

ART 100: Visual Thinking: 2D Processes..3
ART 205: Introduction to Visual Storytelling.......................................3
ART 233: Drawing I 3
ART 236: Perspective Drawing...3
ART 250: Color Theory and Application 3
ART 688: History of Modern Art orART 689: Contemporary Issues in Art 3
One Elective selected from the following
ART 336: Drawing With Ink 3
ART 338: Hand-Lettering for Illustration and Comics 3

ART 342: iPad for the Artist 3
ART 346: Traditional Watercolor 3
ART 351: Printmaking, Papermaking, Bookarts and the Letterpress ...3
ART 420: Alternative and Historical Photographic Processes 3
ART 425: Photographic Illustration and Mixed Media 3
ART 433: Structural Anatomy and Figure Drawing 3
ART 436: Concept Design 3
ART 470: Topics in Art (____) 1-3
ART 530: Editorial Illustration 3
ART 532: Comics: Theory and Practice 3
ART 534: Scientific Illustration 3

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum **as you wish it to appear** in the online catalog:
Illustration and Visual Storytelling(21 hours)
ART 100: Visual Thinking: 2D Processes.. .3
ART 205: Introduction to Visual Storytelling...3
ART 233: Drawing I 3
ART 341: Perspective Drawing: Theory and Application....................................3
ART 352: Color Systems, Theory, and Application 3
ART 688: History of Modern Art or ART 689: Contemporary Issues in Art 3

One Upper Level Elective, course numbered 300 or above, that has illustration implications within the Department of Art (Seek Advisement)...........3

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 General Education courses required? ☐ Yes ☒ No
   Please realize that it will need to gain approval of the General Education Committee.

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

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
   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/[illegible]/2020 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 4-2-20 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 4-2-20 Signature, Dean

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair

☐ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate ______________________

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

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

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

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

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

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

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

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication College: Arts & Sciences Submission Date: 2/18/20

Contact Person: Dr. Cynthia Allan ☐ Faculty member ☒ Chair

Revision Effective: F20 (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.
The Communication department faculty discussed the issue and voted unanimously to revise/update this course.

Purpose/Justification for Revision to Course: This revision will bring the class in line with current best practices and knowlewdge/skills required of multimedia journalists in the news industry. Eliminates outdated wording and expands topics necessary for practitioners in the field..

Existing Course:

Course Number: Comm 637

Title of Course: Online Journalism

Credit Hours: 3

Prerequisite: none

Course Description (**as it appears in the current catalog**): Theory, writing and design for World Wide Web news publication. Introduction to basic HTML; use of Web publishing software; writing and designing for Web publication.

Proposed Course:

Course Number: Comm 637

Title of Course: Contemporary Journalism

Credit Hours: 3

Prerequisite: Com 225 Reporting or permission of instructor

Course Description (**as it will appear in the next catalog**): Current issues and practices in multimedia journalism, including advanced reporting methods, producing and presenting news across multiple media platforms, ethics and

professional standards. Produce news and issue/in-depth stories aimed at both digital and traditional media audiences. Prerequisite: Com 225 Reporting or permission of instructor. May be taken for honors.

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 2-18-20 Signature, Department Chairperson Cynthia L. Allen

☑ Approved: College Curriculum Committee
Date 4-2-20 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 4-2-20 Signature, Dean

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 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.

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: Communication College: Arts and Sciences This program is to be offered 50% or more online as a Hybrid NO

This program is to be offered fully online NO

Submission Date: 2/8/20 Revision Effective: Fall, 2020 (Year)

Contact Person: Dr. Troy Comeau, ext. #4721 ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Media Production

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

Description of Change: • Remove COMM 637 Online Journalism from the emphasis requirements.
• Add COMM 575 Broadcast Journalism and COMM 733 Independent Video Production to the emphasis requirements.

Rationale for Change (include changes to curriculum objectives): • The content of COMM 637 Online Journalism is not in line with needed market skills for a Media Production student and should be removed. COMM 575 Broadcast Journalism (essential for both Multimedia Journalism and Media Production emphases) and COMM 733 Independent Video Production are much more in line with skills needed for a student graduating with a Media Production emphasis. These two classes were listed as "select one" and we would like to make both a requirement after removing COMM 637. All courses are three hours so the number of hours to complete the emphasis would remain unchanged.

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 emphasis change is simply deleting a course that we feel does not reflect the needed skills of the job market in this area and adding two more courses which were already included in a "select one" box.

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 emphasis change was proposed by Dr. Troy Comeau, Director of Media Production, in a Department meeting on 2/8/20 and voted on by a unanimous vote of the unit faculty.

Existing Major or Minor/Emphasis/Certificate

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

COMM 474 Promotional and Corporate Video Production
COMM 475 Audio Production
COMM 637 Online Journalism
COMM 715 Documentary Production
Select 1 of the following:

COMM 390 Sports Broadcasting I
COMM 713 Live Remote Production
Select 1 of the following
COMM 575 Broadcast Journalism
COMM 733 Independent Video Prodcution

Proposed Major or Minor/Emphasis/Certificate:

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

COMM 474 Promotional and Corporate Video Production
COMM 475 Audio Production
COMM 575 Broadcast Journalism
COMM 715 Documentary Production
COMM 733 Independent Video Prodcution
Select 1 of the following:
COMM 390 Sports Broadcasting I
COMM 713 Live Remote Production

Additional Questions

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

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

   Please give the rationale for additional student fees:

   ———

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

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

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
   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 2-18-20 Signature, Department Chairperson Cynthia L. Allen

☑ Approved: College Curriculum Committee
Date 4-2-20 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 4-2-20 Signature, Dean

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

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

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Request for Revision to Curriculum

Revision for: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: Communication College: Arts & Sciences This program is to be offered 50% or more online as a Hybrid :No___
This program is to be offered fully online NO

Submission Date: 2/18/2020 Revision Effective: Fall, 2020
(Year)

Contact Person: Dr. Cynthia Allan ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Multimedia Journalism

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

Description of Change: Com 637 Online Journalism changes to Com 637 Contemporary Journalism with expanded course content (see Com 637 course revision form for details). Com 575 Broadcast Journalism moves from an elective to a required class. Com 733 Independent Video Production is not a journalism class and is removed from this emphasis (it remains in the Media Production emphasis and journalism students can still take it as a Communication elective).

Rationale for Change (include changes to curriculum objectives): These changes are needed to give students the knowledge/skills they need to be successful multimedia journalists, able to produce content across a variety of mass media.

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 revision within the MMJ emphasis brings the emphasis area in line with best practices and knowledge/skills required in the journalism industry. It does not change the overall requirements of the Communication B.S. degree.

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.
See above explanation.

Existing Major or Minor/[✓ Emphasis]/Certificate

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

Emphasis Area

__ COMM-225 Reporting (3 hours)
__ COMM-276 Photojournalism I (3 hours)
__ COMM-626 Law of Mass Communication (3 hours)
__ COMM-637 Online Journalism (3 hours)

Select one of the following:

__ COMM-335 Feature and Opinion Writing (3 hours)
__ COMM-535 Photojournalism II (3 hours)

Select one of the following:

__ COMM-575 Broadcast Journalism (3 hours)
__ COMM-733 Independent Video Production (3 hours)

Proposed Major or Minor/[✓ Emphasis]/Certificate:

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

Emphasis Area

__ COMM-225 Reporting (3 hours)
__ COMM-276 Photojournalism ! (3 hours)
__ COMM-575 Broadcast Journalism (3 hours)
__ COMM-626 Law of Mass Communication (3 hours)
__ COMM-637 Contemporary Journalism (3 hours)

Select one of the following:

__ COMM-335 Feature and Opinion Writing (3 hours)
__ COMM-535 Photojournalism II (3 hours)

Additional Questions

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

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
   ☐ Yes X☒ 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 X☒ No
   Please realize that this requirement will need to gain approval of the Pit tState Pathway Committee.

4. Will this revision affect any education majors? ☐ Yes X☒ 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 2-18-20 Signature, Department Chairperson Cynthia L Allen

☑ Approved: College Curriculum Committee
Date 4-2-20 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 4-7-20 Signature, Dean

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee.
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair

☐ Approved: Faculty Senate
Date _______ Signature, Recording Secretary, Faculty Senate ____________________

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

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

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

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

(Undergraduate Course Numbers through Course Number 699)

Department: FCS College: Arts and Sciences Submission Date: 2-19-20

Contact Person: Goldie Prelogar ☒ 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.

Could potentially increase the enrollment in FIN 210.

Proposed Course:

Course Number: 530

Title of Course: Family Financial Planning and Education

Credit Hours: 3

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

Prerequisite: FCS 230

Course Description (as it will appear in the next catalog): An in-depth view of personal and family financial planning emphasizing the financial planning process as well as financial educational stategies. Concepts include communicating about money, educational strategies when working with families, savings and cash flow management, insurance, investments, taxes, estate planning, and use of credit. This course prepares students to take the competancy exam for the Certified Personal & Family Finance Educator credentialling through the American Association of Family and Consumer Sciences. Prerequisite: FCS 230 Consumer Education and Personal Finance or FIN 210 Financial Planning.

Purpose/Justification for Proposed Course: The need for this course is three fold. Students in the Community and Family Services (CFS) emphasis area seek careers serving to strengthen families and the community. Financial capability is still a high level need.

The National Financial Capability Study (NFCS) conducted by the Financial Industry Regulatory Authority (FINRA) in 2009, 2012, 2015, and again in 2018 found that Americans demonstrate relatively low levels of financial literacy and have difficulty applying financial decision-making skills to real life situations. In the 2018 study, participants were asked six questions covering aspects of economics and finance encountered in everyday life. No complex calculations were required. "Only 7% of respondents are able to answer all six questions correctly, and only 40% are able to answer at least four questions correctly, down slightly from 44% in 2015. Looking at only the five questions that have been asked in the NFCS since 2009, we see a clear trend of declining financial literacy over the past nine years." Individuals need at least a fundamental level of financial understanding. This knowledge, paired with financial decision-making skills, can best ensure an individual's financial capability. This course enables CFS emphasis students to bring financial education to the families and communities they serve.

Secondly, this course will allow students to take the Certified Personal & Family Finance Educator credentialling through the American Association of Family and Consumer Sciences. Having this knowledge and certification gives CFS emphasis students a workplace advantage. Thirdly, students in CFS need more options for upper division courses options in Family & Consumer Sciences.

1) https://www.usfinancialcapability.org/downloads/NFCS_2018_Report_Natl_Findings.pdf

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

These objectives are from the Domains and Competencies on the C.P.F.F.E. Exam Assessment and Specifications Guide.

- Determine teaching strategies appropriate for content and learners.
- Integrate financial literacy concepts across content areas.
- Assess students' comprehension of financial literacy outcomes.
- Develop a plan for spending and saving based upon personal and family goals and values.
- Understand the role of communication within the family regarding financial planning and address why some families are reluctant to discuss financial planning.
- Develop a system for keeping and using financial records and legal documents.
- Describe ways to use different payment types, including banking services.
- Apply consumer skills to purchasing decisions.
- Use appropriate mathematical concepts needed to analyze financial decisions.
- Develop a personal or family financial plan (short-term, intermediate, and long term goals).
- Assess estate and long-term financial planning options.
- Identify personal and family goals related to credit and debt.
- Outline responsibilities as related to obtaining and managing personal and family credit .
- Identify the cost and benefits of various types of credit and the components of a credit record.
- Compare the availability, costs, and benefits of types of loans used to finance a car, education expenses, and housing.
- Describe ways to avoid or correct debt problems.
- Summarize major consumer credit laws, including borrower's credit report rights.
- Identify common types of risk and basic risk management methods.
- Explain the purpose and importance of property and liability protection as part of individual and family financial planning.
- Explain the purpose and importance of health, disability, and life insurance protection as part of individual and family financial planning.
- Explain the correlation between risk, premium, coverage, and deductibles.
- Differentiate between saving and investment options for meeting various personal and family goals.
- Discuss how saving and investing contribute to financial well-being and goal achievement.
- Critique alternatives for researching, purchasing, and managing saving and investment products.
- Explain how interest rates, taxes, and fees affect the return on savings and investments.
- Understand how agencies that regulate financial markets protect consumers.
- Describe characteristics of commonly used investment products (e.g., stocks and mutual funds).

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

Assessments will be exam-based to mirror the certification exam. In addition to exams there will be several case studies of individuals and families as well as a final financial plan project.

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

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   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 2/19/20 **Signature, Department Chairperson** ____________________

☑ **Approved: College Curriculum Committee**
Date 4-2-20 **Signature, College Curriculum Committee Chair** ____________________

☑ **Approved: Dean of College**
Date 4-2-20 **Signature, Dean** ____________________

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

☒ **Approved: Faculty Senate University Undergraduate Curriculum Committee**
Date 5/4/20 **Signature, Undergraduate Curriculum Committee Chair** ____________________

☐ **Approved: Faculty Senate**
Date _______ **Signature, Recording Secretary, Faculty Senate** ____________________

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

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

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

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

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

Request for Revision to Curriculum

Revision for: ☐ Major ☒ Minor ☐ Emphasis ☐ Certificate

Department: Women's Studies College: Arts and Sciences

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

Submission Date: March 9, 2020 Revision Effective: Fall, 2020
(Year)

Contact Person: Browyn Conrad ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Minor in Women's and Gender Studies

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

_____

Description of Change: This change better complies with the Strategic Plan and with the Pitt State Pathway

Rationale for Change (include changes to curriculum objectives): These changes address credit hour fit with existing majors and with the Pitt Pathway.

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.
Other Regents institutions have similar courses and programs of study.

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.
Meetings involved conversations with members of the department.

Existing Major or Minor/Emphasis/Certificate

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

The Women's and Gender Studies minor involves twenty-one credit hours, including a six credit hour core emphasizing collaborative learning and critical thinking in global, activist and feminist contexts. It complements a wide variety of majors, including Business, Communication, Education, English, Family and Consumer Sciences, History, Justice Studies, Psychology, and Sociology, and is an excellent preparation for careers in the non-profit sector or in private sector fields such as human resources, marketing, management, education, and law.
Core Requirements (6 hours)

- WGS-200 Introduction to Women's Studies (3 hours)
- WGS-399 Global Women's Issues (3 hours)

Women's and Gender Studies Electives (15 hours)

- ART-178 Introduction to the Visual Arts (3 hours)
- ART-689 Contemporary Issues in Art (3 hours)
- COMM-530 Interpersonal Communication (3 hours)
- COMM-795 Issues in Communication (____) (3 hours)

Must be taken as Gender Communication.

- ENGL-555 Topics in Literature (____) (1-3 hours)
- or
- ENGL-755 Topics in Literature (____) (1-3 hours)

Must be relevant to Women's and Gender Studies.

- ENGL-566 American Theme (____) (3 hours)

Must be relevant to Women's and Gender Studies.

- ENGL-771 Major Author(s) (____) (3 hours)

Must be relevant to Women's and Gender Studies.

- FCS-154 Dress and Culture (3 hours)
- FCS-455 History of Costume (3 hours)
- FCS-480 Dynamics of Family Relationships (3 hours)
- FCS-580 Family Violence and Child Abuse (3 hours)
- or
- FCS-780 Family Violence and Child Abuse (3 hours)
- HIST-608 Women in American History (3 hours)
- JUST-480 Women, Crime, and Justice (3 hours)
- NURS-370 Women's Health Issues (2 hours)
- NURS-452 Nursing the Childbearing Family (4 hours)
- PSYCH-736 Psychology of Family Development (3 hours)
- PSYCH-740 Topics in Psychology: (____) (1/2-3 hours)

Must be taken as Human Sexuality issues.

- SOC-512 Social Stratification (3 hours)
- SOC-536 The Family and Society (3 hours)
- SOC-569 Society and Sexuality (3 hours)
- SOC-663 Women, Men and Society (3 hours)

Total hours required for Minor in Women's and Gender Studies (21 hours).
WGS 500 or WGS 700 may be substituted for WGS 200 or WGS 399 with permission.

*Women's and Gender Studies Electives: Must be selected from at least three different departments, with departments defined to include courses with distinct program designations (e.g., HIST, JUST and SOC). At least 12 of the 21 hours must be completed with courses numbered 300 or above, including WGS 399. Students may receive credit toward both their major and the Women's and Gender Studies minor for no more than one elective. Courses offered at the graduate level are typically available only to those earning the Certificate in Women's and Gender Studies as part of graduate or post- graduate studies. Students should refer to the Women's and Gender Studies link in the on-line course schedule for a complete list of Women's and Gender Studies electives as additional courses may be offered on a per semester basis. Students should also consult their Women's and Gender Studies advisor or the Director of Women's and Gender Studies.

Proposed Major or Minor/Emphasis/Certificate:

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

The Women's and Gender Studies minor involves twenty-one credit hours, including a six credit hour core emphasizing collaborative learning and critical thinking in global, activist and feminist contexts. It complements a wide variety of majors, including Business, Communication, Education, English, Family and Consumer Sciences, History, Justice Studies, Psychology, and Sociology, and is an excellent preparation for careers in the non-profit sector or in private sector fields such as human resources, marketing, management, and law. All students pursuing this minor must choose a complementary major and must meet the PittState Pathway Requirements for All Baccalaureate Degrees.

Core Requirements (6 hours)

- WGS-200 Introduction to Women's Studies (3 hours)
- WGS-399 Global Women's Issues (3 hours)

Women's and Gender Studies Electives (15 hours)

- ART-178 Introduction to the Visual Arts (3 hours)
- ART-689 Contemporary Issues in Art (3 hours)
- COMM-530 Interpersonal Communication (3 hours)
- COMM-795 Issues in Communication (____) (3 hours)

Must be taken as Gender Communication.

- ENGL-555 Topics in Literature (____) (1-3 hours)
- or
- ENGL-755 Topics in Literature (____) (1-3 hours)

Must be relevant to Women's and Gender Studies.

- ENGL-566 American Theme (____) (3 hours)

Must be relevant to Women's and Gender Studies.

- ENGL-771 Major Author(s) (____) (3 hours)

Must be relevant to Women's and Gender Studies.

- FCS-154 Dress and Culture (3 hours)
- FCS-455 History of Costume (3 hours)
- FCS-480 Dynamics of Family Relationships (3 hours)
- FCS-580 Family Violence and Child Abuse (3 hours)
- or
- FCS-780 Family Violence and Child Abuse (3 hours)
- HIST-608 Women in American History (3 hours)
- JUST-480 Women, Crime, and Justice (3 hours)
- NURS-370 Women's Health Issues (2 hours)
- NURS-452 Nursing the Childbearing Family (4 hours)
- PSYCH-736 Psychology of Family Development (3 hours)
- SOC 443 Race and Ethnic Relations (3 hours)
- SOC-512 Social Stratification (3 hours)
- SOC-536 The Family and Society (3 hours)
- SOC-569 Society and Sexuality (3 hours)
- SOC 584 Medical Sociology (3 hours)
- SOC-663 Women, Men and Society (3 hours)

Total hours required for Minor in Women's and Gender Studies (21 hours).
WGS 500 or WGS 700 may be substituted for WGS 200 or WGS 399 with permission.

*Women's and Gender Studies Electives: Must be selected from at least three different departments, with departments defined to include courses with distinct program designations (e.g., HIST, JUST and SOC). At least 15 of the 21 hours must be completed with courses numbered 300 or above, including WGS 399. Students may receive credit toward both their major and the Women's and Gender Studies minor for no more than one elective. Courses offered at the graduate level are typically available only to those earning the Certificate in Women's and Gender Studies as part of graduate or post- graduate studies. Students should refer to the Women's and Gender Studies link in the on-line course schedule for a complete list of Women's and Gender Studies offerings and electives as additional courses may be offered on a per semester basis. Students should also consult their Women's and Gender Studies advisor or the Director of Women's and Gender Studies.

The Pitt State Pathway requirements consist of 40-41 credit hours of course work. All baccalaureate students must successfully pass these requirements. Courses meeting Pitt State Pathway requirements may also satisfy major, minor, emphasis or program requirements.

Core Elements (12 hours)
A0 - Written Communications
- ENGL-101 English Composition (3 hours)
- ENGL-299 Introduction to Research Writing (3 hours)

B0 - Verbal Communication
- COMM-207 Speech Communication (3 hours)

C0 - Quantitative/Analytic Methods
- MATH-110 College Algebra with Review (5 hours)
- MATH-113 College Algebra (3 hours)
- MATH-126 Pre-Calculus (4 hours)
- MATH-133 Quantitative Reasoning (3 hours)
- MATH-143 Elementary Statistics (3 hours)
- MATH-150 Calculus I (5 hours)
- MATH-204 Mathematics for Education I (3 hours)
- PHIL-207 Critical Thinking (3 hours)
- PHIL-208 Logic (3 hours)

Essential Studies (23-24 hours minimum) See notes *5
*5

D-G and cannot be same prefix as major.

D - The Human Experience (3-6 hours)
D1- Diverse Perspectives
- ENGL-113 General Literature (3 hours)
- ENGL-114 General Literature (Genre) (3 hours)
- ENGL-116 General Literature (Theme) (3 hours)
- ENGL-120 Literature and Film (3 hours)
- ENGL-250 Introduction to Creative Writing (3 hours)
- ENGL-315 Mythology (3 hours)
- ENGL-320 Literature and Film (3 hours)

D3 - Non-Verbal and Creative Expression
- ART-178 Introduction to the Visual Arts (3 hours)
- ART-188 The Designed World (3 hours)
- ART-217 Crafts I (3 hours)
- ART-222 Jewelry Design I (3 hours)
- ART-233 Drawing I (3 hours)
- ART-244 Ceramics I (3 hours)
- ART-266 Sculpture I (3 hours)
- ART-277 Painting I (3 hours)
- ART-288 Introduction to Art History I (3 hours)
- ART-289 Introduction to Art History II (3 hours)
- ART-311 Art Education (3 hours)
- COMM-105 Performance Appreciation (3 hours)
- COMM-205 Performance Studies (3 hours)
- COMM-395 Theatre History (___) (3 hours)
- HHP-151 Dance Appreciation (3 hours)
- MUSIC-120 Music Appreciation (____) (3 hours)
- MUSIC-121 Introduction to Music Literature (3 hours)

- MUSIC-321 History of Music (3 hours)
- MUSIC-322 History of Music (3 hours)

E - Human Systems (9-12 hours)

E0 - No Companion

- CIS-130 Computer Information Systems (3 hours)
- EDUC-261 Explorations in Education (3 hours)
- EET-247 Computer Programming for Electronic Systems (3 hours)
- MECET-121 Engineering Graphics I (3 hours)
- MGT-101 Introduction to Business (3 hours)

E1 - Diverse Perspectives

- ANTH-101 Introduction to Cultural Anthropology (3 hours)
- GEOG-106 World Regional Geography (3 hours)
- GEOG-300 Elements of Geography (3 hours)
- GEOG-304 Human Geography (3 hours)
- HIST-101 World History to 1500 (3 hours)
- HIST-102 World History from 1500 (3 hours)
- HIST-201 American History to 1865 (3 hours)
- HIST-202 American History from 1865 (3 hours)
- MFGET-405 Quality Control (3 hours)
- MLL-124 French Language and Culture I (3 hours)
- MLL-154 Spanish Language and Culture I (3 hours)
- PHIL-103 Introduction to Philosophy (3 hours)
- PHIL-231 World Religions (3 hours)
- POLS-103 Comparative Politics (3 hours)
- SOC-100 Introduction to Sociology (3 hours)
- WGS-399 Global Women's Issues (3 hours)

E2 - Social Responsibility

- ECON-191 Issues in Today's Economy (3 hours)
- ECON-200 Principles of Microeconomics (3 hours)
- ECON-201 Principles of Macroeconomics (3 hours)
- EDTH-330 Technology for Teaching and Learning (3 hours)
- ETECH-502 Engineering Economy (3 hours)
- FCS-230 Consumer Education and Personal Finance (3 hours)
- GT-190 Introduction to Technological Systems (2 hours)
- GT-350 Technology and Civilization (3 hours)
- NURS-303 Introduction to Public Health (3 hours)
- PHIL-105 Ethics (3 hours)
- PHIL-112 Biomedical Ethics (3 hours)
- PHIL-113 Business Ethics (3 hours)
- PHIL-114 Environmental Ethics (3 hours)
- POLS-101 U.S. Politics (3 hours)
- WGS-200 Introduction to Women's Studies (3 hours)

E4 - Scientific Inquiry

- MFGET-263 Manufacturing Methods I (2 hours)
- and
- MFGET-268 Manufacturing Methods I Laboratory (1 hour)

F - Natural World (4-5 hours)

F0 - No Companion

- BIOL-617 Environmental Health (3 hours)

F4 - Scientific Inquiry

- BIOL-111 General Biology (3 hours)

- and
- BIOL-112 General Biology Laboratory (2 hours)
- BIOL-113 Environmental Life Science (4 hours)
- BIOL-211 Principles of Biology I (4 hours)
- CHEM-105 Introductory Chemistry (3 hours)
- CHEM-215 General Chemistry I (3 hours)
- PHYS-100 College Physics I (4 hours)
- or
- PHYS-104 Engineering Physics I (4 hours)
- PHYS-130 Elementary Physics Laboratory I (1 hour)
- PHYS-160 Physical Geology (3 hours)
- and
- PHYS-165 Physical Geology Laboratory (1 hour)
- PHYS-166 Meteorology (3 hours)
- and
- PHYS-167 Meteorology Laboratory (1 hour)
- PHYS-171 Physical Science (3 hours)
- and
- PHYS-172 Physical Science Laboratory (1 hour)
- PHYS-175 Descriptive Astronomy (3 hours)
- and
- PHYS-176 Astronomy Laboratory (1 hour)
- PHYS-375 Solar System Astronomy (3 hours)

G - Wellness Strategies (4-6 hours)

G0 - No Companion

- EXSCI-200 Introduction to Exercise Science (1 hour)
- FCS-203 Nutrition and Health (3 hours)
- HHP-150 Lifetime Fitness Concepts (1 hour)

G3 - Non-Verbal and Creative Expression

- DANCE-200 Dance (___) (1-3 hours)

G4 - Scientific Inquiry

- PSYCH-155 General Psychology (3 hours)

H - Gorilla Gateway

H0 - No Companion

- UGS-150 Gorilla Gateway (2)

I - Pathway Elective (3 hours) See notes *6

*6

- Elective can be from any D,E,F, or G Essential Studies and can be from the same prefix as major or repeat of prefix used in Essential Studies.

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   None
2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
   ☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

   Please give the rationale for additional student fees:

   ___
3. Will this revision have specific Pitt State Pathway courses required? ☒ Yes ☐ No
   Please realize that this requirement will need to gain approval of the Pit tState 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 at this time.

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 3/9/20 Signature, Department Chairperson ____________

☑ Approved: College Curriculum Committee
Date 4-2-20 Signature, College Curriculum Committee Chair ____________

☑ Approved: Dean of College
Date 4-2-20 Signature, Dean ____________

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair ____________

☐ Approved: Faculty Senate
Date _______ Signature, Recording Secretary, Faculty Senate ____________

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

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

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

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

(Undergraduate Course Numbers through Course Number 699)

Department: KUSB College: Business Submission Date: 3/5/20

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

Revision Effective: Fall 2020 (Semester/Year)

Offered: (check all that apply)

☒ Fall
☒ Spring
☐ Summer

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

☐ Yes ☒ No

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

Purpose/Justification for Revision to Course: The revision to this course is to add CIS 130 as a prerequisite. In reviewing curriculum it was recently discovered that CIS 130 had been inadvertently deleted as a prerequisite. ACCTG 420 and CIS 420 are parallel courses, with nonaccounting business majors taking CIS 420 and accounting majors taking ACCTG 420. Both should require CIS 130 as a prerequisite. CIS 420 does. ACCTG 420 did previously but it must have been deleted during an earlier revision.

Existing Course:

Course Number: ACCTG 420

Title of Course: Accounting Information Systems

Credit Hours: 3

Prerequisite: ACCTG 201 Financial Accounting and ACCTG 202 Managerial Accounting AND junior standing.

Course Description **(as it appears in the current catalog)**: An introduction to the systems for recording, summarizing, classifying and reporting of accounting information to internal and external users. The course explores the relationship between business processes and transaction processing using a transaction cycle approach. Students are introduced to expected accounting documents, document flow, and internal control activities. The course includes a systems understanding aid which simulates an accounting information system.

Proposed Course:

Course Number: ACCTG 420

Title of Course: Accounting Information Systems

Credit Hours: 3

Prerequisite: CIS 130 Computer Information Systems, ACCTG 201 Financial Accounting, and ACCTG 202 Managerial Accounting AND junior standing

Course Description **(as it will appear in the next catalog)**: An introduction to the systems for recording, summarizing, classifying and reporting of accounting information to internal and external users. The course explores the relationship between business processes and transaction processing using a transaction cycle approach. Students are introduced to expected accounting documents, document flow, and internal control activities. The course includes a systems understanding aid which simulates an accounting information system.

Additional Questions

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

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

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

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

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

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

☑ Approved: Department Chairperson
Date 3/6/20 Signature, Department Chairperson __________

☑ Approved: College Curriculum Committee
Date 03/30/20 Signature, College Curriculum Committee Chair __________

☒ Approved: Dean of College
Date 03/31/20 Signature, Dean __________

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair __________

☐ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate __________

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

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

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

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

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: KUSB College: Business Submission Date: 3/5/20

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

Revision Effective: Fall 2020 (Semester/Year)

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

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

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

Purpose/Justification for Revision to Course: The revision to this course is to add ACCTG 420 Accounting Information Systems as a prerequisite for ACCTG 422. This change is being made to ensure students have a foundation in controls, documents, and business processes prior to enrolling in their first auditing course. ACCTG 201 Financial Accounting is being deleted as a prerequisite for ACCTG 422 because it is a prerequisite for ACCTG 420.

Existing Course:

Course Number: ACCTG 422

Title of Course: Internal Auditing

Credit Hours: 3

Prerequisite: ACCTG 201 Financial Accounting and junior standing or permission of instructor.

Course Description **(as it appears in the current catalog)**: Process of obtaining and evaluating internal audit evidence and communicating audit results. Includes methods to assess organizational risks, controls and performance, professional auditing standards and auditors' ethical responsibilities.

Proposed Course:

Course Number: ACCTG 422

Title of Course: Internal Auditing

Credit Hours: 3

Prerequisite: ACCTG 420 Accounting Information Systems and junior standing or permission of instructor.

Course Description **(as it will appear in the next catalog)**: Process of obtaining and evaluating internal audit evidence and communicating audit results. Includes methods to assess organizational risks, controls and performance, professional auditing standards and auditors' ethical responsibilities.

Additional Questions

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

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

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

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

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

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

☑ Approved: Department Chairperson
Date 3/6/20 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 03/30/20 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 03/31/20 Signature, Dean

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair

☐ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate ____________________

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

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

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

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

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: KUSB College: Kelce Submission Date: 2/26/2020

Contact Person: Stephen Horner ☐ 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 provide an equivalent course to Principles of Management taught at most junior colleges and four-year institutions in the State of Kansas.

Proposed Course:

Course Number: MGT 201

Title of Course: Introduction to Management

Credit Hours: 3

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

Prerequisite: None

Course Description **(as it will appear in the next catalog)**: Overview of foundational management principles necessary for understanding the basic activities required of managers at every organizational level.

Purpose/Justification for Proposed Course: This course meets the needs of students from across the University most of whom will work in organizations and many of whom will find themselves getting work done with and through other people. Introduction to Management presents a generalized approach to managing people in organizations regardless of the industry or other external context in which the organization is embedded.

Objectives/Student Learning Outcomes **(as it will appear in the syllabus)**
Upon completion of this course, students will be able to:
Identify the historical perspectives of management theories and their application to contemporary management practices.
Apply business ethics and social responsibility concepts and their importance in managerial decision making.
Describe skills and competencies of effective managers.
Evaluate the major functions of management.
Analyze the internal and external factors that influence an organization.
Describe the influence of globalization on organizations.

Assessment Strategies [e.g., exams, projects, university rubric, etc. **(as it will appear in the syllabus)**]
The course grade is based on discussions, tests, and a student class project for a total of 400 points.
Discussions: 50 points
Exams: 300 points

Student class project: 50 points

Discussions: Students will participate in ten discussions with 5 points total possible for each discussion for a total of 50 points for the course. Grading for discussion participation is based on evidence of preparation, ability to discuss the topic knowledgeably, and ability to answer questions posed by the class.

Exams:

Exams will consist of 50 2-point multiple choice questions. There will be three exams including the final.

Student class project:

The student class project consists of an oral presentation of 15 minutes examining and evaluating the use of the major functions of management in an organization. This examination and evaluation will be based on information collected in two interviews with a manager. This is not to be an evaluation and assessment of the manager but rather an evaluation and assessment of the use of the functions of management within an organization. Grading of the oral presentation is based on use of an introduction, body of the presentation, and conclusion and a thorough treatment of each of the major functions of management.

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 3/9/20 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 03/30/20 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 03/31/20 Signature, Dean Paul W.

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

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

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

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: ETECH College: Technology Submission Date: 6 Feb 2020

Contact Person: Clark Shaver ☒ Faculty member ☐ Chair

Revision Effective: SP/2021 (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.
EET 144 is a required course for EET majors, EET minors, MECET electro-mechanical and automotive advanced systems majors.

Purpose/Justification for Revision to Course: This is a change in prerequisites. The change is to make the course available to more students and to make it work appropriately with non-majors.

Existing Course:

Course Number: EET 144

Title of Course: D.C. Circuit Analysis Methods

Credit Hours: 3

Prerequisite: EET 100 Prolog to Electronics. Recommended Prerequisites: MATH 113 College Algebra or MATH 110 College Algebra with Review or MATH 126 Pre-Calculus.

Course Description (**as it appears in the current catalog**): (2 hours lecture, 2 hours laboratory). Methods and mathematical techniques of analyzing DC circuits, Kirchoff's Laws, Thevenin, Norton, superposition and maximum power transfer theorems. Branch, mesh, and nodal analysis. Prerequisite: EET 100 Prolog to Electronics. Recommended Prerequisites: MATH 113 College Algebra or MATH 110 College Algebra with Review or MATH 126 Pre-Calculus.

Proposed Course:

Course Number: EET 144

Title of Course: D.C. Circuit Analysis Methods

Credit Hours: 3

Prerequisite: EET 100 Prolog to Electronics as a prerequisite or corequisite or EET 141 - Introductory Electronics as a prerequisite. One of the following: MATH 113 College Algebra or MATH 110 College Algebra with Review or MATH 126 Pre-Calculus or MATH 150 Calculus I.

Course Description (**as it will appear in the next catalog**): (2 hours lecture, 2 hours laboratory). Methods and mathematical techniques of analyzing DC circuits, Kirchoff's Laws, Thevenin, Norton, superposition and maximum power transfer theorems. Branch, mesh, and nodal analysis. Prerequisites: EET 100 Prolog to Electronics as a prerequisite or corequisite or EET 141 - Introductory Electronics as a prerequisite. One of the following: MATH 113 College Algebra or MATH 110 College Algebra with Review or MATH 126 Pre-Calculus or MATH 150 Calculus I.

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. Will this course be offered or continue to be offered for Departmental Academic Honors? ☒ Yes ☐ No

4. 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 2/11/2020 Signature, Department Chairperson ____________

☐ Approved: College Curriculum Committee
Date 4.7.20 Signature, College Curriculum Committee Chair ____________

☐ Approved: Dean of College
Date 4.7.20 Signature, Dean ____________

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair ____________

☐ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate ____________

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

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: ETECH College: Technology Submission Date: 6 Feb 2020

Contact Person: Clark Shaver ☒ Faculty member ☐ Chair

Revision Effective: SP/2021 (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.
EET 244 is a required course for EET majors, EET minors, and MECET electro-mechanical.

Purpose/Justification for Revision to Course: This is a change in prerequisites. The change is to make the course available to more students and to make it work appropriately with non-majors.

Existing Course:

Course Number: EET 244

Title of Course: Logic Circuits

Credit Hours: 3

Prerequisite: Prerequisite: EET 100 Prolog to Electronics. Recommended Corequisite: EET 144 D.C. Circuit Analysis Methods.

Course Description (**as it appears in the current catalog**): (2 hours lecture, 2 hours laboratory). Theory and experimentation with building block circuits in logic systems and computers including number systems, codes, Boolean Algebra, gates, flip-flops, registers, clocks and memories. Prerequisite: EET 100 Prolog to Electronics. Recommended Corequisite: EET 144 D.C. Circuit Analysis Methods.

Proposed Course:

Course Number: EET 244

Title of Course: Logic Circuits

Credit Hours: 3

Prerequisite: EET 100 Prolog to Electronics as a prerequisite or corequisite or EET 141 - Introductory Electronics as a prerequisite. Recommended Corequisite: EET 144 D.C. Circuit Analysis Methods.

Course Description (**as it will appear in the next catalog**): (2 hours lecture, 2 hours laboratory). Theory and experimentation with building block circuits in logic systems and computers including number systems, codes, Boolean Algebra, gates, flip-flops, registers, clocks and memories. Prerequisites: EET 100 Prolog to Electronics as a prerequisite or corequisite or EET 141 - Introductory Electronics as a prerequisite. Recommended Corequisite: EET 144 D.C. Circuit Analysis Methods.

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. Will this course be offered or continue to be offered for Departmental Academic Honors? ☒ Yes ☐ No

4. 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 2/11/2020 Signature, Department Chairperson ____________

☐ Approved: College Curriculum Committee
Date 4.7.20 Signature, College Curriculum Committee Chair ____________

☐ Approved: Dean of College
Date 4.7.20 Signature, Dean ____________

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

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair ____________

☐ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate ____________

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: ETECH College: COT Submission Date: 02/03/2020

Contact Person: Rebeca Book ☒ 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.
For course need general chemistry and have a junior status.

Purpose/Justification for Revision to Course: Reduce unneeded paperwork for special permission because of changes to chemistry course requirements in curriculum that have previously gone through. Want at least junior status and general chemistry so are simplifying the requirements. This allows other areas to take as an elective as well as plastics engineering technology majors.

Existing Course:

Course Number: PET 685

Title of Course: Composites

Credit Hours: 3

Prerequisite: Prerequisite: PET 180 General Plastics Laboratory and PET 185 General Plastics, CHEM 320 Introductory Organic Chemistry and CHEM 326 Organic Chemistry Laboratory, or CHEM 325 Organic Chemistry I and CHEM 326 Organic Chemistry Laboratory or equivalent.

Course Description (**as it appears in the current catalog**): (3 hours lecture). Raw materials, processing, fabrication, testing, properties of composites, and application. Prerequisite: PET 180 General Plastics Laboratory and PET 185 General Plastics, CHEM 320 Introductory Organic Chemistry and CHEM 326 Organic Chemistry Laboratory, or CHEM 325 Organic Chemistry I and CHEM 326 Organic Chemistry Laboratory or equivalent. For graduate students or senior plastics majors who have taken all undergraduate plastics courses.

Proposed Course:

Course Number: PET 685

Title of Course: Composites

Credit Hours: 3

Prerequisite: Prerequisite: CHEM 215 General Chemistry I and CHEM 216 General Chemistry I Laboratory and junior standing or permission of instructor.

Course Description (**as it will appear in the next catalog**): (3 hours lecture). Raw materials, processing, fabrication, testing, properties of composites, and application. Prerequisite: CHEM 215 General Chemistry I and CHEM 216 General Chemistry I Laboratory and junior standing or permission of instructor.

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 3/11/2020 Signature, Department Chairperson ______

☐ Approved: College Curriculum Committee
Date 4.7.20 Signature, College Curriculum Committee Chair ______

☐ Approved: Dean of College
Date 4.7.20 Signature, Dean ______

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 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.

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: GIT College: Technology Submission Date: Mar 3rd 2020

Contact Person: Jason Reid ☒ Faculty member ☐ Chair

Revision Effective: 20WF (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.
No, this course is only offered as part of the Graphics and Imaging Technologies curriculum and not used by any other department.

Purpose/Justification for Revision to Course: Course name change and course description change to update the course to newer concepts and to focus more on User Experience Design in the course curriculum

Existing Course:

Course Number: GIT 221

Title of Course: Web Graphics Software

Credit Hours: 3

Prerequisite: none

Course Description (**as it appears in the current catalog**): Introduction to web design principles, techniques, and procedures utilizing web design software for the development of web pages.

Proposed Course:

Course Number: GIT 221

Title of Course: Web User Experience

Credit Hours: 3

Prerequisite: none

Course Description (**as it will appear in the next catalog**): Introduction to user experience principles for the web, techniques, and procedures utilizing web design software for creating web pages.

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 3/3/20 **Signature, Department Chairperson** ____________

☐ **Approved: College Curriculum Committee**
Date 4.7.20 **Signature, College Curriculum Committee Chair** ____________

☐ **Approved: Dean of College**
Date 4.7.20 **Signature, Dean** ____________

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

☒ **Approved: Faculty Senate University Undergraduate Curriculum Committee**
Date 5/4/20 **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.

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Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: GIT College: COT Submission Date: 03/02/2020

Contact Person: Doug Younger ☐ 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.

No, this is a short course designed as an elective for GIT students to expand their knowledge and interest in a specialty printing process.

Proposed Course:

Course Number: GIT 352

Title of Course: Letterpress Printing

Credit Hours: 1

Date first offered: 20WF ☒ Fall ☒ Spring ☒ Summer

(Semester/Year) (check all that apply)

Prerequisite: none

Course Description (**as it will appear in the next catalog**): Basic concepts of letterpress printing including the use of hand-fed and machine-fed letterpress printing equipment. Assembly of printing plates using wood type, metal type and photopolymer plate materials.

Purpose/Justification for Proposed Course: Letterpress (or Relief) Printing was the major printing process taught in the Department of Graphics and Imaging Technologies (formerly Department of Printing). The use of letterpress printing declined greatly with the addition of offset printing. In recent years, letterpress printing has seen a resurgence in popularity among speciality printers, artists and hobbyists. While it's use was declining, the GIT department retained many pieces of letterpress printing equipment and have had a donation of equipment and supplies to our letterpress area. Letterpress printing is briefly covered in the GIT 350 Printing Technologies course. This course will allow more directed hands-on experiences not able to be covered in the GIT 350 course.

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

1. Assemble plates for letterpress printing using wood type, metal type or photopolymer plate material.
2. Produce printed products on hand-fed or machine-fed letterpress printing equipment.

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

This will be a project based course. Assessment will be through rubrics created for the projects within the course and a written quiz for the course.

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 library resources or instructional technology will be needed.

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:
   NA

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 course will utilize existing materials and equipment within the GIT department. There may be minimal additional materials costs associated with this course. These costs (if needed) will be covered through COT Tech Fee accounts. Depending on the staffing of this course, there is a possibility of need extra duty compensation to staff the course. This is not anticipated though.

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

☑ Approved: Department Chairperson
Date 3/3/20 Signature, Department Chairperson ____________

☐ Approved: College Curriculum Committee
Date 4.7.20 Signature, College Curriculum Committee Chair ____________

☐ Approved: Dean of College
Date 4.7.20 Signature, Dean ____________

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair ____________

☐ Approved: Faculty Senate
Date _______ Signature, Recording Secretary, Faculty Senate ____________

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

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

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

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Course: **GIT 352 Letterpress Printing** 1 credit hour

Instructor: Doug Younger, Ed.D.
Professor, Department of Graphics and Imaging Technologies, PSU

Office: Room E-116, Kansas Technology Center

Office Hours: By appointment.

Office Phone: 620.235.4420

Office E-mail: dyounger@pittstate.edu

Catalog Description: Basic concepts of letterpress printing including the use of hand-fed and machine-fed letterpress printing equipment. Assembly of printing plates using wood type, metal type and photopolymer plate material.

Student Required Resources: No textbooks are required for this class. Any necessary tools or other materials will be supplied during the class.

Course Objectives: Upon completion of GIT 352 Letterpress Printing, the student will be able to:

1. Assemble plates for letterpress printing using wood type, metal type or photopolymer plate material.
2. Produce printed products on hand-fed or machine-fed letterpress printing equipment.

Course Instruction Methods: This is a face-to-face course. Lectures and demonstrations will be used to present technical content. Lab projects will be used to enhance student learning. A written exam will be used to check for student understanding of the materials presented in class. Course materials will be made available on CANVAS.

Student Assessment: Students will be assessed according to the following criteria:

1. **Lab Projects (90% of the total grade)**

   Lab projects will consist of a variety of projects. Lab projects will be graded based upon meeting acceptable standards as listed in the rubrics. Lab cleanup and proper redistribution of type will be included as part of this grade.

2. **Final Exam (10% of the total grade)**

   The final exam will be a comprehensive exam.

Grading Scale

A .... 90 – 100 % of total points possible
B .... 80 – 89 %
C .... 70 – 79 %
D .... 60 – 69 %
F .... below 60 %

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: COT Submission Date: 12/6/2019

Contact Person: Byron McKay ☒ 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 change only effects T&EE majors

Purpose/Justification for Revision to Course: Acceptable substitutes for this course have changed to 2 hours in order to meet 120 hour requirement. Course content has been revised to 2 hours to align with other programs.

Existing Course:

Course Number: GT370

Title of Course: Construction Systems Technology

Credit Hours: 3

Prerequisite: none

Course Description (**as it appears in the current catalog**): An overview of the construction industry designed to expose students to the cognitive knowledge of construction technologies to include residential, commercial, and civil. Also discussed will be the impacts of the construction industry. Includes laboratory based experiences designed to reinforce cognitive information through a series of integrated handson laboratory activities and projects.

Proposed Course:

Course Number: GT370

Title of Course: Construction Systems Technology

Credit Hours: 2

Prerequisite: none

Course Description (**as it will appear in the next catalog**): An overview of the construction industry designed to expose students to the cognitive knowledge of construction technologies to include residential, commercial, and civil. Also

discussed will be the impacts of the construction industry. Includes laboratory based experiences designed to reinforce course content through a series of integrated hands-on laboratory activities and projects.

Additional Questions

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

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

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

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

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

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

☒ Approved: Department Chairperson
Date 2.18.20 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 4.7.20 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 4.7.20 Signature, Dean

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

☒ Approved: Council for Teacher Education (if applicable)
Date 4.15.20 Signature, Council for Teacher Education Chair James Truelove

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair

☐ Approved: Faculty Senate
Date _______ Signature, Recording Secretary, Faculty Senate ____________________

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

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

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

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

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: COT Submission Date: 12/4/19

Contact Person: Byron McKay ☒ 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 change effects T&EE majors

Purpose/Justification for Revision to Course: This course will demonstrate teaching techniques and strategies which can be applied in any laboratory setting, so other programs may choose to utilize this course. The name change reflects the change in curriculum and aligns with other teaching techniques and strategies courses. This course will now be taught from the view of a general laboratory setting, so is a viable option for any middle/secondary education major. The parenthesis will allow the student to indicate what field they focused on for the course. Will also remove GT350 prereq.

Existing Course:

Course Number: TE479

Title of Course: Teaching Techniques for Technology and Engineering Education

Credit Hours: 3

Prerequisite: GT 350 Technology and Civilization, admission to College of Education, & junior or senior status.

Course Description (**as it appears in the current catalog**): Techniques, methods and course content used in teaching technology education in middle, secondary and post-secondary schools. Development of curriculum materials. Including a course of study and lesson plans. Prerequisite: GT 350 Technology and Civilization, admission to College of Education, & junior or senior status.

Proposed Course:

Course Number: TE479

Title of Course: Effective Teaching Strategies for the Middle & Secondary Laboratory (   )

Credit Hours: 3

Prerequisite: Admission to College of Education, Junior or Senior status

Course Description (**as it will appear in the next catalog**): Techniques, methods and course content used for teaching in a lab environment at middle, secondary and post-secondary schools. Development of curriculum materials, including a course of study, lesson plan design and implementation, and practical teaching experience. Prerequisite: Admission to College of Education, Junior or Senior status.

Additional Questions

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

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

   ______

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

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

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

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

☒ Approved: Department Chairperson
Date 2-18-20 Signature, Department Chairperson Andrew M Klenke

☒ Approved: College Curriculum Committee
Date 4.7.20 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 4.7.20 Signature, Dean

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

☒ Approved: Council for Teacher Education (if applicable)
Date 4.15.20 Signature, Council for Teacher Education Chair James Truelove

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair

☐ Approved: Faculty Senate
Date _______ Signature, Recording Secretary, Faculty Senate _______________

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

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: COT Submission Date: 12/6/2019

Contact Person: Byron McKay ☒ 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 change effects T&EE majors

Purpose/Justification for Revision to Course: Course content is being revised to better serve all technical areas of T&EE as well as other secondary content which occurs in a laboratory setting. Redundancy in the course/program is being removed, justifying the credit hour change to meet 120 hour requirements. Parenthesis will allow students to indicate field of emphasis in course.

Existing Course:

Course Number: TE496

Title of Course: Organization and Management for Technology and Engineering Education

Credit Hours: 3

Prerequisite: Junior or Senior status.

Course Description (**as it appears in the current catalog**): Instruction and laboratory experiences in organization and management of technology and engineering education laboratories, including: selection and sources of equipment and supplies, laboratory planning, safety organization and management concerns, scheduling, student evaluation, discipline, professionalism, student organizations, activity and lesson planning. Computer applications incorporated throughout. For technology and engineering education certification. Prerequisite: Junior or Senior status.

Proposed Course:

Course Number: TE496

Title of Course: Organization and Management for the Educational Laboratory ( )

Credit Hours: 2

Prerequisite: Prerequisite: Junior or Senior status.

Course Description (**as it will appear in the next catalog**): **Instruction and laboratory experiences in organization and management of education laboratories, including: selection and sources of equipment and supplies, laboratory planning, safety organization and management concerns, scheduling, student evaluation, discipline, activity and lesson planning. Prerequisite: Junior or Senior status.**

Additional Questions

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

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

   ______

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

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

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   0

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

☒ Approved: Department Chairperson
Date 2-18-20 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 4.7.20 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 4.7.20 Signature, Dean

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

☒ Approved: Council for Teacher Education (if applicable)
Date 4.15.20 Signature, Council for Teacher Education Chair James Truelove

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair

☐ Approved: Faculty Senate
Date _______ Signature, Recording Secretary, Faculty Senate _______________

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

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

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

Submission Date: 12/6/19 Revision Effective: Fall, 2020
(Year)

Contact Person: Byron McKay ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: BS Ed Technology & Engineering Education

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

Description of Change: 1. Add a customizable technical specialization sequence (emphasis) which needs chair approval
2. Reflect name/credit hour change to major courses.
3. Add EDUC370- Organization and Management for the Middle & Secondary Classroom.
4. Add Pathway requirements to document

Rationale for Change (include changes to curriculum objectives): 1. Adding a customizable emphasis better serves T&EE majors by allowing them to obtain an emphasis in an area specific to their interests or their completed coursework. Under KSDE, licensure inT&EE is proper credentials for over 100 subject areas .
2. Course changes are approved or in legislation to be changed. TE496, TE479, GT370, TE579
3. Some elements were removed from TE496 which allowed it to be moved to a 2 credit hour course, and those elements are covered in EDUC370, along with other content believed to be valuable to our students.
4. Program guide needs to reflect 120 hour requirement.

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.
These changes only effect T&EE majors

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.
These changes only effect T&EE majors

Existing Major or Minor/Emphasis/Certificate

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

Technology and Engineering Education Content Core (28 hours)

- GT-190 Introduction to Technological Systems (2 hours)
- GT-191 Foundations of Technology and Engineering (2 hours)

- GT-300 Engineering Design and Problem Solving (3 hours)
- GT-320 Communication Systems in Technology (3 hours)
- GT-330 Engineering Materials and Processes (3 hours)
- GT-340 Power/Energy/Transportation Systems (3 hours)
- GT-360 Computer Aided Drafting for Automated Manufacturing (3 hours)
- GT-370 Construction Systems Technology (3 hours)
- GT-380 Manufacturing Enterprise (3 hours)
- GT-390 Fundamentals of Robotics and Coding (3 hours)

Technology and Engineering Education Professional Core (13 hours)

- TE-420 Professional Development (3 hours)
- TE-479 Teaching Techniques for Technology and Engineering Education (3 hours)
- TE-496 Organization and Management for Technology and Engineering Education (3 hours)
- TE-551 Integrated Technology for Educators (3 hours)
- TE-679 Senior Assessment in Technology and Engineering Education (1 hour)

Technical Specialization Sequence (9 hours) See notes *1

*1

- Student will need to select one emphasis and complete the 9 hours sequence.

Architectural Manufacturing Management and Technology

- AMMT-185 Fundamentals of Architectural Manufacturing (3 hours)
- AMMT-282 Machine Processes in Architectural Manufacturing (3 hours)
- AMMT-226 CAD for Architectural Product Development (3 hours)
- or
- AMMT-383 Computer-Aided Manufacturing (CAM) in Architectural Manufacturing Technology (3 hours)
- or
- AMMT-412 Overlay and Laminate Materials (3 hours)

Automotive

- AT-210 Brake Systems (3 hours)
- AT-211 Steering, Alignment and Suspension (3 hours)
- AT-213 Engine Systems (3 hours)

Construction

- CMCET-133 Construction Graphics (3 hours)
- CMCET-235 Methods of Construction-Light Frame and Finishes (2 hours)
- CMCET-330 Mechanical Systems (HVAC) (3 hours)
- or
- CMCET-331 Electrical Systems (3 hours)
- or
- CMCET-334 Methods of Construction-Sitework and Steel (3 hours)
- or
- CMCET-335 Methods of Construction-Concrete and Masonry (3 hours)

Digital Media

- GIT-231 Audio/Video Software (3 hours)
- GIT-310 Photography (3 hours)
- GIT-432 Digital Media Design (3 hours)

Electronics Engineering

- EET-144 D.C. Circuit Analysis Methods (3 hours)
- EET-244 Logic Circuits (3 hours)
- EET-247 Computer Programming for Electronic Systems (3 hours)

Graphic Design

- GIT-141 Vector Based Graphics (3 hours)
- GIT-142 Raster Graphics Software (3 hours)
- GIT-240 Page Layout Software (3 hours)

Manufacturing Engineering
- MFGET-263 Manufacturing Methods I (2 hours)
- and
- MFGET-268 Manufacturing Methods I Laboratory (1 hour)
- MFGET-363 Principles of Tool Design (3 hours)
- MFGET-367 Manufacturing Methods II (4 hours)

Metals Engineering
- MFGET-162 Welding Processes and Procedures (3 hours)
- MFGET-567 Principles of Metalcasting (3 hours)
- MFGET-568 Metalcasting Processing Laboratory (2 hours)

Plastics Engineering
- PET-180 General Plastics Laboratory (1 hour)
- and
- PET-185 General Plastics (3 hours)
- PET-272 Plastics Processing I Laboratory (1 hour)
- and
- PET-273 Plastics Processing I (3 hours)
- PET-281 Plastics Testing Technology (3 hours)

Web Design
- GIT-221 Web Graphics Software (3 hours)
- GIT-322 Web Site Design (3 hours)
- GIT-323 Web and Motion Graphics (3 hours)
- or
- GIT-421 Interactive Media Design (3 hours)

Students planning to teach should become familiar with the current Regulations for Certifying School Personnel, issued by The State Board of Education. Information concerning these regulations may be obtained from the Director of Teacher Education, 110 Hughes Hall, Pittsburg State University.

Professional Education (15 hours)
- EDUC-261 Explorations in Education (3 hours)
- PSYCH-263 Developmental Psychology (3 hours)
- PSYCH-357 Educational Psychology (3 hours)
  Must be admitted to Teacher Education to enroll.
- SPED-510 Overview of Special Education (3 hours)
- EDUC-520 Methods and Materials for Academic Literacy (3 hours)
  Must be admitted to Teacher Education to enroll.

Professional Semester (15 hours)
- TE-579 Supervised Student Teaching and Follow-Up of Teachers (2 hours)
- EDUC-458 Methods and Curriculum (3 hours)
- EDUC-464 Measurement and Evaluation (3 hours)
- EDUC-475 Supervised Clinical Experience (9 hours)

Total 120 credit hours for a Bachelor of Science in Education degree with a Major in Technology and Engineering Education.

Proposed Major or Minor/Emphasis/Certificate:

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

Technology and Engineering Education Content Core (27 hours)
- GT-190 Introduction to Technological Systems (2 hours)
- GT-191 Foundations of Technology and Engineering (2 hours)
- GT-300 Engineering Design and Problem Solving (3 hours)
- GT-320 Communication Systems in Technology (3 hours)

- GT-330 Engineering Materials and Processes (3 hours)
- GT-340 Power/Energy/Transportation Systems (3 hours)
- GT-360 Computer Aided Drafting for Automated Manufacturing (3 hours)
- GT-370 Construction Systems Technology (2 hours)
- GT-380 Manufacturing Enterprise (3 hours)
- GT-390 Fundamentals of Robotics and Coding (3 hours)

Technology and Engineering Education Professional Core (12 hours)
- TE-420 Professional Development (3 hours)
- TE-479 Effective Teaching Strategies for the Middle & Secondary Laboratory (   ) (3 hours)
- TE-496 Organization and Management for the Educational Laboratory ( ) (2 hours)
- TE-551 Integrated Technology for Educators (3 hours)
- TE-679 Senior Assessment in Technology and Engineering Education (1 hour)

Technical Specialization Sequence (9 hours) See notes *1

*1 Student will need to select one emphasis and complete the 9 hours sequence.

Architectural Manufacturing Management and Technology
- AMMT-185 Fundamentals of Architectural Manufacturing (3 hours)
- AMMT-282 Machine Processes in Architectural Manufacturing (3 hours)
- AMMT-226 CAD for Architectural Product Development (3 hours)
- or
- AMMT-383 Computer-Aided Manufacturing (CAM) in Architectural Manufacturing Technology (3 hours)
- or
- AMMT-412 Overlay and Laminate Materials (3 hours)

Automotive
- AT-210 Brake Systems (3 hours)
- AT-211 Steering, Alignment and Suspension (3 hours)
- AT-213 Engine Systems (3 hours)

Construction
- CMCET-133 Construction Graphics (3 hours)
- CMCET-235 Methods of Construction-Light Frame and Finishes (2 hours)
- CMCET-330 Mechanical Systems (HVAC) (3 hours)
- or
- CMCET-331 Electrical Systems (3 hours)
- or
- CMCET-334 Methods of Construction-Sitework and Steel (3 hours)
- or
- CMCET-335 Methods of Construction-Concrete and Masonry (3 hours)

Digital Media
- GIT-231 Audio/Video Software (3 hours)
- GIT-310 Photography (3 hours)
- GIT-432 Digital Media Design (3 hours)

Electronics Engineering
- EET-144 D.C. Circuit Analysis Methods (3 hours)
- EET-244 Logic Circuits (3 hours)
- EET-247 Computer Programming for Electronic Systems (3 hours)

Graphic Design
- GIT-141 Vector Based Graphics (3 hours)
- GIT-142 Raster Graphics Software (3 hours)
- GIT-240 Page Layout Software (3 hours)

Manufacturing Engineering

- MFGET-263 Manufacturing Methods I (2 hours)
- and
- MFGET-268 Manufacturing Methods I Laboratory (1 hour)
- MFGET-363 Principles of Tool Design (3 hours)
- MFGET-367 Manufacturing Methods II (4 hours)

Metals Engineering

- MFGET-162 Welding Processes and Procedures (3 hours)
- MFGET-567 Principles of Metalcasting (3 hours)
- MFGET-568 Metalcasting Processing Laboratory (2 hours)

Plastics Engineering

- PET-180 General Plastics Laboratory (1 hour)
- and
- PET-185 General Plastics (3 hours)
- PET-272 Plastics Processing I Laboratory (1 hour)
- and
- PET-273 Plastics Processing I (3 hours)
- PET-281 Plastics Testing Technology (3 hours)

Web Design

- GIT-221 Web Graphics Software (3 hours)
- GIT-322 Web Site Design (3 hours)
- GIT-323 Web and Motion Graphics (3 hours)
- or
- GIT-421 Interactive Media Design (3 hours)

Customized Technical Sequence (see notes *2)

*2 Nine hours of coursework related to a technical field from Technology & Engineering Education licensure as identified by KSDE, subject to approval by TWL chair.

Students planning to teach should become familiar with the current Regulations for Certifying School Personnel, issued by The State Board of Education. Information concerning these regulations may be obtained from the Director of Teacher Education, 110 Hughes Hall, Pittsburg State University.

Professional Education (17 hours)

- EDUC-261 Explorations in Education (3 hours)
- EDUC-370- Organization and Management for the Middle & Secondary Classroom (2 hours)
- PSYCH-263 Developmental Psychology (3 hours)
- PSYCH-357 Educational Psychology (3 hours)
  Must be admitted to Teacher Education to enroll.
- SPED-510 Overview of Special Education (3 hours)
- EDUC-520 Methods and Materials for Academic Literacy (3 hours)
  Must be admitted to Teacher Education to enroll.Professional Semester (16 hours)
- TE-579 Supervised Student Teaching and Follow-Up of Teachers (1 hours)
- EDUC-458 Methods and Curriculum (3 hours)
- EDUC-464 Measurement and Evaluation (3 hours)
- EDUC-475 Supervised Clinical Experience (9 hours)

Pitt State Pathway Requirements (40 Hours) (see notes *3)

*3 Some program courses from major and professional courses may also meet pathway requirements

Total 120 credit hours for a Bachelor of Science in Education degree with a Major in Technology and Engineering Education.

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
   na
2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
   ☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

   Please give the rationale for additional student fees:

   _____
3. Will this revision have specific General Education courses required? ☐ Yes ☒ No
   Please realize that it will need to gain approval of the General Education Committee.
4. Will this revision affect any education majors? ☒ Yes ☐ No
   If "yes," please realize that it will need to have the approval of the Council for Teacher Education.
5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
   0

Additional Questions for certificate only:

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours) ☐ Yes ☐ No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? ☐ Yes ☐ No

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

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

☒ Approved: Department Chairperson
Date 2.18.20 Signature, Department Chairperson ______

☒ Approved: College Curriculum Committee
Date 4.7.20 Signature, College Curriculum Committee Chair ______

☒ Approved: Dean of College
Date 4.7.20 Signature, Dean ______

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

☒ Approved: Council for Teacher Education (if applicable)
Date 4 15 20 Signature, Council for Teacher Education Chair James Truelove

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 5/4/20 Signature, Undergraduate Curriculum Committee Chair ______

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

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

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

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

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

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

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

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