

**FACULTY SENATE MINUTES**  
**February 28, 2022**

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, February 28th, 2022, with Shawnee Hendershot, President, presiding.

**Past Minutes**

Minutes from the January 24th, 2022 meeting were approved.

**Guests**

Aaron Hurt submitted a proposal to begin accepting the Duolingo English Test for International Undergraduate Admission. See agenda for the full proposal.

The proposal passed.

**Announcements**

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

It was reported that PSU's new Computer Science program has been approved by KBOR and the new Business Studies program had its first reading. The second reading for Business Studies will take place next month. KBOR is moving forward with the RPK Program Review project. There will be two main themes: 1) academic portfolio review and 2) academic resource utilization. A steering committee will be put together. The project is expected to take 10 months and include data from 2017-2021. PSU's cybersecurity insurance is up for renewal. Rates have increased dramatically. At this time to renew, PSU would be looking at an increase of around \$33,000. In addition to increased costs, there are also additional requirements that will need to be met in order for PSU to be insured. This will likely mean that additional safety protocols will be required for all faculty and staff.

*PSU/KNEA –Khamis Siam, President*

No report.

*Student Senate – Kaedra Brenner, Representative*

No report.

*Unclassified Professional Senate – Mary Jo Meier, President*

It was announced that the committee's February meeting was canceled. The next meeting is scheduled for March 2<sup>nd</sup> with Provost Smith as the guest speaker. Three new senators will be elected in April. Nine professional development scholarships have been awarded with one more still available.

*University Support Staff – Terry Pierce, President*

No report.

*Faculty Senate President – Shawnee Hendershot, President*

Faculty were reminded that Apple Day is scheduled for March 7<sup>th</sup>. From 11:45am-1pm the Executive Committee will be passing out apples. Apples will also be passed out after the Apple Day program. There will be a short General Faculty meeting after Spring Convocation. The Council of Faculty Senate Presidents are in the process of reviewing AP systemwide cut scores. Questions have been raised regarding cut scores for English and Biology. Faculty were reminded to have inclemental weather instructions in their syllabi in the event the University is closed for inclemental weather.

**Committee Reports**

*Academic Affairs – Mike Carper, Chair*

No report.

*Undergraduate Curriculum – Mary Jo Goedeke, Chair*

All submissions up for review were passed and recommended for approval by Faculty Senate. (See agenda for details on submissions.)

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

*Library Services/Learning Resources – Chase Dearing, Chair*

No report.

*Online and Distance Learning – Alex Binder, Chair*

The committee reminded faculty of the CARES ACT workshops through the CTLT. To receive the stipends, completion certificates must be submitted by March 27<sup>th</sup>, 2022.

*Academic Honors – Matthew Lunde, Chair*

No report.

*Honors College – Michelle Hudiburg, Chair*

No report.

*Writing Across the Curriculum – Alex Binder, Chair*

No report.

*Diversity and Multicultural Affairs – Eric Rojas, Chair*

No report.

*Student-Faculty – Tracy Stahl, Chair*

The committee shared the four topics discussed at their most recent meeting on February 9<sup>th</sup>, 2022. They included: updates to the Academic Integrity Statement, the Inclement Weather Policy, early enrollment for student employees and changes to early enrollment times and dates. See agenda for details.

*All University Committee – John Daley, Chair*

No report.

*Faculty Affairs – Jennifer Harris, Chair*

The committee encouraged faculty to apply for PD travel funds and spread the word to others in their departments. Of the \$100,000 in available funds, a total of \$16,898 has been awarded.

*Constitution Committee – Norman Philipp, Chair*

The committee presented the second reading of proposed changes to the Constitution. (See agenda for details.)

All proposed changes were approved. Approval of the General Faculty is not required since changes are to the by-laws only.

*Pitt State Pathway Committee – Bob Kehle, Chair*

No report.

*Budget Committee – Chris Childers, Chair*

No report.

*Academic Honesty – Karen Johnson, Chair*

No report.

**Unfinished Business**

None.

**New Business**

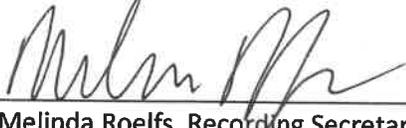
None.

**Open Forum**

It was asked if left-over funds from the Faculty Affairs budget would roll over to the next fiscal year. Remaining funds will not roll over. As is routine, the Faculty Affairs committee will send a letter to the Foundation requesting PD funds for the next fiscal year.

**Meeting Adjourned**

Meeting adjourned Monday, February 28th, 2022 at 3:25 p.m.



Melinda Roelfs, Recording Secretary



**FACULTY SENATE MEMBERSHIP (2021-2022)**

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Shawnee Hendershot, (President)	X		X	X	X				
Shewmake, (Past President)	X	X	X	X	X	X			
Backs, (Technology & Workforce Development)	X	X	X	X	X	X			
Bailey, (At-Large)	X	X	X	X		X			
Binder, (Undergrad Kelce)	X	X	X	X	X	X			
Childers, (History, Philosophy & Social Science)	X	X	X		X	X			
Conrad, (Women's Studies)	X	X	X			X			
Cox, (At-Large)	X	X	X	X	X	X			
Cronister, (Family & Consumer Science)	X	X	X	X	X	X			
Daczewitz, (Teaching & Leadership)	X		X			X			
Daley, ( History, Philosophy & Social Science)	X	X	X	X	X	X			
George, (Biology)	X	X	X	X	X	X			
Goedeke, (At-Large)	X		X	X	X	X			
Goris, (At-Large)	X	X	X			X			
Hardy, (Health, Human Performance & Rec)	X		X		X	X			
Hastings, (Music)	X			*	X				
Hermansson , (English & Modern Language)	X	X	X	X		X			
Heter, (Nursing)	X	X	X	X		X			
Hite, (At-Large)	X	X	X	X	X	X			
Johnson, (Nursing)	X	X	X	X	X	X			
Jones, (Automotive Technology)					X	X			
Jorgenson-Borchert, (At-Large)	X	X	X	X	X				
Labuda, (Library Services)	X	X			X	X			
Lewis, (Art)		X	X		X	X			
Livingston, (Communication)	X	X	X	X	X				
Maceli, (Undergrad Kelce)	X	X	X	X	X	X			
Moss, (At-Large)	X	X	X	X	X	X			
Neef, (Chemistry)	X		X						
Nicklaus, (School of Construction)	X	X	X	X	X	X			
Pearson, (Physics)				X		X			
Pretot, (Psychology & Counseling)		X	X	X	X	X			
Reid, (Graphics & Imaging)	X	X	X		X				
Rojas, (English & Modern Language)	X	X	X	X	X	X			
Runyan, (At-Large)	X		X	X	X				
Schiefelbein, (At-Large)	X	X		X	X	X			
Shaw, (Teaching & Leadership)			X		X	X			
Shay, (Military Science)									
Siam, (At-Large)	X	X	X						
Spielbusch, (Engineering Technology)	X	X	X		X	X			
Thuong, (Mathematics)	X	X	X	X	X	X			
Zepernick, (At-Large)			X		X	X			
USS Senate Representative	X		X		X				
UPS Senate Representative			X						
Student Government Representative			X	X	X				
Student									

\*Substitutes: 12/6/21 Robert Kehle for Todd Hastings;





# **Pittsburg State University**

## **Faculty Senate Meeting**

**Date:** Monday, February 28, 2022  
**Time:** 3:00 p.m.  
**Location:** Ballroom C, Overman Student Center

### **Agenda**

- I. Call to order**
- II. Guest Speakers**
  - A. Aaron Hurt – Vote for Approval of Duolingo English Test Scores**
- III. Approval of January 27, 2022, minutes**
- IV. Announcements**
  - A. Provost and Vice President of Academic Affairs- Dr. Howard Smith**
  - B. PSU/KNEA Remarks- Khamis Siam**
  - C. Student Senate Remarks- Marci Heatherly**
  - D. Unclassified Professional Senate Remarks- Mary Jo Meier**
  - E. University Support Staff Remarks- Terry Pierce**
  - F. Faculty Senate Report- Shawnee Hendershot**
- IV. Committee Reports**
  - A. Academic Affairs Committee - Chair: Mike Carper**
    - Undergraduate Curriculum Subcommittee - **Chair: Mary Jo Goedeke** (Mike Carper reporting)
    - Library Services/Learning Resources Subcommittee - **Chair: Chase Dearing**
    - Online and Distance Learning Committee - **Chair: Alex Binder**



- Academic Honors Subcommittee - **Chair: Matthew Lunde**
- Honors College Subcommittee - **Chair: Michelle Hudiburg**
- Writing Across the Curriculum Subcommittee - **Chair: Alex Binder**
- Diversity and Multicultural Affairs Subcommittee - **Chair: Eric Rojas**

**B. Student-Faculty Committee - Chair: Tracy Stahl** (Grant Moss reporting)

**C. All-University Committee - Chair: John Daley**

**D. Faculty Affairs Committee - Chair: Jennifer Harris**

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

**F. Pitt State Pathway Committee - Chair: Bob Kehle**

**G. Budget Committee - Chair: Chris Childers**

**H. Academic Honesty Committee - Chair: Karen Johnson**

V. **Unfinished Business:**

VI. **New Business:**

VI. **Open Forum:**

VIII. **Adjournment**

Next Faculty Senate Meeting: March 28, 3 p.m., Grubbs 107 (change from OSC)



## **Committee Reports**

**Academic Affairs** – Chair: Mike Carper  
No report.

**Undergraduate Curriculum** – Chair: Mary Jo Goedeke (Mike Carper reporting)

**Library Services** – Chair: Chase Dearing  
No report.

**Online and Distance Learning** – Chair: Alex Binder

**Academic Honors** – Chair: Matthew Lunde

**Honors College** – Chair: Michelle Hudiburg

**Writing Across the Curriculum** – Chair: Alex Binder

**Diversity and Multicultural Affairs** – Chair: Eric Rojas  
No report.

**Student-Faculty** – Chair: Tracy Stahl (Grant Moss reporting)

### **Student Faculty Committee Meeting Report (2-9-22)**

1. Updates to the Academic Integrity Statement: Electronic issues are not addressed, and sanctions are not clear. Does the policy fit with the Student Code of Conduct and Title IX policies? Jason Kegler said that he would suggest possible language changes to the committee for discussion in our March meeting.
2. Inclement Weather Policy: The committee suggested possible inclement weather policy changes for the syllabus supplement. Possible language needs to include "it is at the instructor's discretion to determine any shifts to the coursework" so that academic freedom is maintained according to the contract. We will discuss it more in detail in March.
3. Early enrollment for Student Employees: It was moved and seconded that student employees can enroll early similar to the Honors College Policy. The vote was unanimously in favor. We will have to leave the effective date open until changes can be implemented by ITS. Such a policy would incentivize more on-campus job applications. Student discussion ensued about how students can make almost double off campus, so although the policy might help, more actions (better pay) may need to be considered as incentive.



4. Changes to Early Enrollment Dates and Times: Suggestion to move early enrollment to Monday through Friday during normal business hours for faculty to be available for students. This issue was tabled until March meeting. Heather Eckstein will attend our March meeting

**All-University** – Chair: John Daley  
No report.

**Faculty Affairs** – Chair: Jennifer Harris (Amy Hite reporting)

- Please encourage faculty to apply for PD travel funds from Faculty Affairs and spread the word in their departments.
- Faculty Affairs has awarded \$16,898 of the available \$100,000 with \$14,723.23 being expenses so far.

**Constitution Committee** – Chair: Norman Philipp  
Proposed changes to the Constitution:

**EXISTING**

BYLAW IV – A. Academic Affairs

5. Online and Distance Learning Subcommittee. (See Article IV.B.) This subcommittee shall include one faculty member from each of the four colleges/schools, one faculty member from Axe Library staff, two faculty from the Faculty Senate membership, and two students. The Dean of Graduate and Continuing Studies and the Director of the Center for Teaching and Learning Technologies shall serve as an ex-officio member. This subcommittee shall:
  - a. Serve as a communications link between organizational units and Office of Graduate and Continuing Studies in regard to online and distance learning courses, policies and issues.
  - b. Help recruit faculty and other appropriate resource persons to participate in online and distance learning activities.
  - c. Participate in the formation, development and implementation of guidelines and procedures utilized in carrying out functions of the Office of Graduate and Continuing Studies regarding online and distance learning.
  - d. Identify areas/methods by which the Office of Graduate and Continuing Studies can increase online and distance learning services to the University. (Adopted 12/14/87 Amended 3/20/89, 5/11/98, Amended 5/7/18, 12/07/20).

**PROPOSED**

BYLAW IV – A. Academic Affairs

5. Online and Distance Learning Subcommittee. (See Article IV.B.) This subcommittee shall include one faculty member from each of the four colleges/schools, one faculty member from ~~Axe~~



~~Library~~ **Library Services** staff, two faculty from the Faculty Senate membership, and two students. The ~~Dean of Graduate and Continuing Studies and the~~ Director of the Center for Teaching and Learning Technologies **and the Registrar** shall serve as an ex-officio ~~member~~ **members**. **Additionally, a College Dean shall serve as an ex-officio member with this position rotating between the deans every 2 years.** This subcommittee shall:

- a. Serve as a communications link between organizational units and Office of Graduate and Continuing Studies in regard to online and distance learning courses, policies and issues.
- b. Help recruit faculty and other appropriate resource persons to participate in online and distance learning activities.
- c. Participate in the formation, development and implementation of guidelines and procedures utilized in carrying out functions of the Office of Graduate and Continuing Studies regarding online and distance learning.
- d. Identify areas/methods by which the Office of Graduate and Continuing Studies can increase online and distance learning services to the University. (Adopted 12/14/87 Amended 3/20/89, 5/11/98, Amended 5/7/18, 12/07/20, **XX/XX/2022**).

## EXISTING

### BYLAW IV – A. Academic Affairs

1. Online Undergraduate Curriculum Subcommittee. This subcommittee shall consist of five faculty members and one student member. Each school curriculum committee will nominate one of its members (normally the elected chair) to the Faculty Senate Executive Committee for appointment. The Provost and Vice President of Academic Affairs shall serve as an ex officio member. The undergraduate curriculum subcommittee shall review and approve or reject proposals forwarded to it by the school curriculum committees. It shall deal only with undergraduate curricular proposals and course proposals at the 699 level and below. (Graduate curricular matters, including the approval of courses at the 700 level and above, fall under the jurisdiction of the Graduate Council and/or graduate faculty.) The agenda and minutes of the undergraduate curriculum subcommittee shall be circulated to all members of the Senate, deans, and departmental chairpersons prior to the Senate meeting in which action on such proposals is to be taken. All actions of the undergraduate curriculum subcommittee shall be reported at the Senate meeting immediately following the circulation of the subcommittee minutes. Such action shall be considered final unless challenged by the Senate at the time of the subcommittee report. The undergraduate curriculum subcommittee shall also establish Senate-approved guidelines for its actions. These guidelines should provide the frame of reference in which the various school committees will work, as, for example: (Amended 4/15/91,12/07/20)
  - a. New program proposals must have Board of Regents' approval.
  - b. Faculty resources must be logically available for the implementation of curricular modifications.
  - c. Reasonable physical resources should be available.
  - d. Adequate library resources should be available.
  - e. Curriculum modification should make a discernible contribution to the academic program of the University.



- f. New courses should not be introduced when existing courses may be modified and updated to include new materials.

## PROPOSED

### BYLAW IV – A. Academic Affairs

1. Online Undergraduate Curriculum Subcommittee. This subcommittee shall consist of five faculty members and one student member. Each school curriculum committee will nominate one of its members (normally the elected chair) to the Faculty Senate Executive Committee for appointment. The ~~Provost and Vice President of Academic Affairs~~ **Provost/Vice President of Academic Affairs and the Registrar** shall serve as ~~an~~ ex-officio ~~member members~~. The undergraduate curriculum subcommittee shall review and approve or reject proposals forwarded to it by the school curriculum committees. It shall deal only with undergraduate curricular proposals and course proposals at the 699 level and below. (Graduate curricular matters, including the approval of courses at the 700 level and above, fall under the jurisdiction of the Graduate Council and/or graduate faculty.) The agenda and minutes of the undergraduate curriculum subcommittee shall be circulated to all members of the Senate, deans, and departmental chairpersons prior to the Senate meeting in which action on such proposals is to be taken. **Prior to any vote being taken by the subcommittee, the subcommittee shall meet face-to-face to discuss proposals before the committee.** All actions of the undergraduate curriculum subcommittee shall be reported at the Senate meeting immediately following the circulation of the subcommittee minutes. Such action shall be considered final unless challenged by the Senate at the time of the subcommittee report. The undergraduate curriculum subcommittee shall also establish Senate-approved guidelines for its actions. These guidelines should provide the frame of reference in which the various school committees will work, as, for example: (Amended 4/15/91,12/07/20, **XX/XX/2022**)
  - a. New program proposals must have Board of Regents' approval.
  - b. Faculty resources must be logically available for the implementation of curricular modifications.
  - c. Reasonable physical resources should be available.
  - d. Adequate library resources should be available.
  - e. Curriculum modification should make a discernible contribution to the academic program of the University.
  - f. New courses should not be introduced when existing courses may be modified and updated to include new materials.

**Pitt State Pathway** – Chair: Bob Kehle  
No report.

**Budget Committee** – Chair: Chris Childers  
No report.

**Academic Honesty** – Chair: Karen Johnson  
No report.





**Pittsburg State University**  
International Programs and Services

118 Whitesitt Hall  
1701 South Broadway • Pittsburg, KS 66762  
620-235-4680 • 620-235-4962 (fax)

**REQUEST FOR APPROVAL**

DATE: FEBRUARY 17, 2022

TO: SHAWNEE HENDERSHOT, FACULTY SENATE PRESIDENT

FROM: AARON HURT, DIRECTOR, INTERNATIONAL PROGRAMS AND SERVICES

RE: DUOLINGO ENGLISH TEST – INTERNATIONAL UNDERGRADUATE ADMISSION

I would like to seek the approval of Faculty Senate to accept the Duolingo English Test score as proof of English proficiency for international undergraduate admission. We currently accept the TOEFL, IELTS and PTE test scores to meet the admission requirements.

On December 1, 2021, the Graduate Council approved the acceptance of the Duolingo English Test for international graduate admission. This will help in maintaining consistency in our admission requirements.

Currently KU, WSU, and ESU accept this test, in addition to many other institutions across the U.S. This will help in our attempt at remaining competitive and relevant among our peer institutions.

Also, the U.S. Department of State refers to the Duolingo English Test score in the federal regulations.

9 FAM 402.5-5(F) (U) Knowledge of English

9 FAM 402.5-5(F)(1) (U) Notation on Form I-20

a. (U) If the individual's Form I-20 indicates that proficiency in English is required for pursuing the selected course of study and that no arrangements have been made to overcome any English-language deficiency, you must determine whether the visa applicant has the necessary proficiency. To this end, the officer must conduct the visa interview in English and may require the applicant to read aloud from an English-language book, periodical, or newspaper, and to restate in English in the applicant's own words what was read. The applicant may also be asked to read aloud and explain several of the conditions set forth in the Form I-20. A student must demonstrate English language proficiency only if an admitting institution has made English language ability a requirement for the intended course of study.

b. (U) Notwithstanding the guidance in paragraph (a) above, if a school has admitted an applicant based on the applicant's TOEFL, IELTS, or other English language test scores, the officer must not reevaluate the school's admission decision, even if the applicant seems to know less English than the TOEFL or IELTS score indicates, unless the officer suspects the applicant



## Pittsburg State University

### International Programs and Services

118 Whitesitt Hall  
1701 South Broadway • Pittsburg, KS 66762  
620-235-4880 • 620-235-4962 (fax)

obtained the results through fraud. Many students do well on the TOEFL or IELTS but seem to falter in their English when confronted with a face-to-face interview. Also note that since 2018 hundreds of colleges and universities have started accepting the Duolingo English Test scores as part of their admissions process.

c. (U) If the school is aware of a student's lack of English proficiency and has arranged for the student to study English before enrolling in regular courses, then the lack of English skills is not relevant.

Please inform me what the next steps should be in this approval process.

If additional information is needed, please feel free to contact me at [ahurt@pittstate.edu](mailto:ahurt@pittstate.edu) or 620-235-4093.

Thank you for your consideration.

UGCC Meeting 02/09/2022

	Voting Members					Ex-Officio
	Carper	Goedeke	Gupta	Lewis	Pitts	
<b>Dept: ART</b>						
Request for Deletion of Curriculum						
Delete Minor: Illustration and Visual Storytelling	X	X	X	X	X	
<b>Dept: AT</b>						
Request for Revision to Course						
Revise AT515 to remove prerequisites	X	X	X	X	X	
<b>Dept: BIOL</b>						
Request for New Course						
Add BIOL 552 Information to Bioinformatics*	X	X	X	X	X	
<b>Dept: CHEM</b>						
Request for Revision to Curriculum						
Revise Polymer Chemistry Major to remove CHEM 235	X	X	X	X	X	
<b>Dept: ETECH</b>						
Request for New Course						
Add EET 531 Power Systems Analysis**	X	X	X	X	X	
Add EET 532 Substation Design Fundamentals	X	X	X	X	X	
Add ETECH 633 Renewable Energy	X	X	X	X	X	
Request for Revision to Course						
Revise PET 684 revise prerequisites	X	X	X	X	X	
Request for Revision to Curriculum						
Revise Automation Engineering Minor add electives	X	X	X	X	X	
Request for New Emphasis						
Add Power Systems Emphasis***	X	X	X	X	X	
<b>Dept: HPASS</b>						

Request for New Course

Add JUST 503 Mental Illness and Crime

X X X X X X

**Dept: KUCOB**

Request for Revision to Curriculum

Revise Marketing Minor remove MKTG 520 as required course

X X X X X

**Dept: PSYCH**

Request Revision to Curriculum

Revise Human Resource Dev. Emphasis to update course prefixes

X X X X X

\* BIOL 552 was sent back for clarification in January. Clarification was provided that the course should be for 3 hours and any conflicting language in the course description should be removed. Committee approved request for new course based on suggested changes, request department to revise form.

\*\*EET 531 Committee approved course upon correction of Course Description. Committee recommends description to be revised to use complete sentences.

\*\*\*EETECH Power Systems Emphasis Committee approved request upon removal of references to specific donors in the Purpose/Justification section.

Pittsburg State University

**Request for Deletion of Curriculum**Deletion of:  Major  Minor  Emphasis  CertificateDepartment: ART College: Arts and SciencesSubmission Date: 11/29/21 Effective: Fall, 22  
(Year)Contact Person: James Oliver  Faculty member  ChairName of Existing Major or Minor/Emphasis/Certificate: Minor: Illustration and Visual Storytelling

Rationale for Change (include changes to curriculum objectives): The minor in illustration includes a wealth of beginning level courses as foundation but only one upper-level elective course directly in some form of illustration. The faculty feel that a single upper level course does not provide enough breadth within the area of illustration to warrant the minor in the area of study.

Is this deletion 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 deletion is not related to, nor does it affect any other program at any other Regent University.

Is this revision deletion 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 deletion does not affect any other department/college/ or unit curricula at PSU.

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

- Approved: Department Chairperson  
Date 12/2/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 1/4/22 Signature, Committee Chair 
- Approved: Dean of College  
Date 1/4/22 Signature, Dean 
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 02-09-2022 Signature, Committee Chair 
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, President, 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 uploaded to SharePoint file, "Approved College Curriculum Legislation".

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

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

Pittsburg State University

**Request for New Course**

(Undergraduate Course Numbers through Course Number 699)

Department: Biology College: Arts & Sciences  
2021Submission Date: SeptContact Person: Anuradha Ghosh Faculty member  Chair

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

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*This course is not required for any other program.**Proposed Course:**Course Number: BIOL552Title of Course: Introduction to BioinformaticsCredit Hours: 3Date first offered: Spring 2018  Fall  Spring  Summer  
(Semester/Year) (check all that apply)Prerequisite: 15 hours of Biology classes or permission of instructor

Course Description (**as it will appear in the next catalog**): This course is an introduction to the field of Bioinformatics for students with a biology background. The course covers DNA and protein sequence analysis, primer designing, restriction analysis, sequence alignment, phylogenetic analysis, gene prediction, protein structure analysis, mutation analysis, protein-drug interaction, and introductions to genomics, metagenomics, transcriptomics, proteomics and metabolomics. Hands-on application of software is complemented with online assignments.

Purpose/Justification for Proposed Course: Students pursuing higher education would be benefited by taking this course. This course is designed to make undergraduate and graduate students proficient with use of the general purpose bioinformatics tools that are extensively employed in Molecular Biology and Molecular Ecology. The list of software for this course is selected based on their frequent use in graduate research activities. This course will also serve as an elective for Biology major students with cell and molecular biology emphasis and for graduate students desiring to pursue PhD program. K-INBRE Bioinformatics Scholars could also enroll in this course as topic (1-3 credit hours) and learn the tool that need to be used in their undergraduate research. This course have been offered three times (SP2018, SP 2020, SP2021) as a 2-credit hybrid course as a class or as one-on-one appointment basis. The proposed course is fully online and 3 credit hours with once a week synchronous zoom meeting.

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

Students who successfully complete this upper division course will be able to:

- demonstrate an adequate knowledge to analyze DNA sequences using ORF finder and Galaxy genome annotation tools;

Pittsburg State University

- demonstrate an adequate knowledge to analyze protein structure and drug-target interaction using Swiss Target Prediction tool and NCBI website;
- demonstrate the ability of structure-function analysis and homology modeling of protein molecules using Chimera software and usage of omics software;
- demonstrate the ability of multiple sequence alignment and phylogenetic analysis using NCBI-BLAST tool, ClustalW and MEGA software; demonstrate an adequate knowledge to create clustering of genotypes of bacterial isolates using eBURST software
- demonstrate an adequate knowledge to restriction digest DNA molecules for fingerprinting, typing or cloning purpose using WebCutter, Restriction Mapper software and create plasmid restriction map using SnapView software;
- demonstrate proficiency in designing primer using Primer3Plus software and NCBI website.

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

Module-based assignments on hands-on activity with software (up to 400 points)

Discussion on journal articles (up to 100 points)

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

Pittsburg State University

**Additional Questions**

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

NA

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

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

NA

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

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

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

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

- Approved: Department Chairperson  
Date 10/8/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 11/30/21 Signature, College Curriculum Committee Chair Mary Carol Pomatto
- Approved: Dean of College  
Date 11/30/21 Signature, Dean Mary Carol Pomatto
- 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 02-09-2022 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.

**Syllabus for Introduction to Bioinformatics (BIOL 552-99) Spring 2022**  
**Department of Biology, Pittsburg State University**

***Instructor and contact information:*** Dr. Anuradha Ghosh  
321 Heckert-Wells (Office)  
Department of Biology  
Pittsburg State University  
E-mail: aghosh@pittstate.edu  
Phone: 620-235-4532  
Hours: 11am-1pm MTWThF or by appo.

***Description of the Course:***

This course is an introduction to the field of Bioinformatics for students with a biology background. The course covers DNA and protein sequence analysis, primer designing, restriction analysis, sequence alignment, phylogenetic analysis, gene prediction, protein structure analysis, mutation analysis, protein-drug interaction, and introductions to genomics, metagenomics, transcriptomics, proteomics and metabolomics. Hands-on application of software is complemented with online assignments. The list of software for this course is selected based on their frequent use in graduate research activities.

***Prerequisites:*** 15 hours of Biology courses or by instructor's permission

***Course Structure and Delivery:*** This is a **fully online** 3 credit hour course; Class meets synchronously via zoom every **Friday 11-11.50am**. We follow the University Calendar for Spring 2022. You are guided through the relevant software and learning is assessed through online assignments.

***Course Objectives:***

Students who successfully complete this upper division course will be able to:

- demonstrate an adequate knowledge to analyze DNA sequences using ORF finder and Galaxy genome annotation tools;
- demonstrate an adequate knowledge to analyze protein structure and drug-target interaction using Swiss Target Prediction tool and NCBI website as well as omics tools;
- demonstrate the ability of structure-function analysis and homology modeling of protein molecules using Chimera software;
- demonstrate the ability of multiple sequence alignment and phylogenetic analysis using NCBI-BLAST tool, ClustalW and MEGA software;
- demonstrate an adequate knowledge to create clustering of genotypes of bacterial isolates using eBURST software
- demonstrate an adequate knowledge to restriction digest DNA molecules for fingerprinting, typing or cloning purpose using WebCutter, Restriction Mapper software and create plasmid restriction map using SnapView software;
- demonstrate proficiency in designing primer using Primer3Plus software and NCBI website.

***Course Material:*** The course materials will be available on CANVAS as pdf files or as links to internet sources. Instructor created lectures will be followed by application of software and hands-on demonstration. Students are required to own laptop with an administrative access for downloading free software.

*BIOL 552 Intro to Bioinformatics Syllabus*

**Grading Scale:** A = 100-90%, B = 89-80%, C = 79-70%, D = 69-60 %, F = 59% and below

**Evaluation:** Achievement in the course is assessed by online assignments. Each module-based assignment is dedicated to unique software taught and is comprised on conceptual short questions and hands-on activities. Total possible points one could earn is up to 500 points. Discussion on journal article using the relevant software will comprise 100 points. There will be no traditional midterm or final exams. The final course grade is based on total points accrued throughout the semester. The CANVAS grade book keeps track of all of this.

All course communications must be from within the CANVAS message system.

**Class Attendance:** Class attendance via zoom correlates strongly with success in the course. The instructor may drop a student because of excessive missing assignments.

**Cheating:** No tolerance to plagiarism in any assignments.

**Academic Misconduct Policy:** <http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot>

**Other useful information:** Spring 2022 semester PSU Syllabus Supplement at <https://www.pittstate.edu/registrar/files/documents/12-3-20-spring-syllabus-supplement.pdf>

**Student Accommodations:** Please see Center for Student Accommodations (CSA) if you are in need of any accommodations. <http://www.pittstate.edu/office/center-for-student-accommodations/>

CSA is responsible for ensuring that currently enrolled students with documented learning and physical disabilities are provided the tools, appropriate accommodations, and support from the University to fully participate in all aspects of campus life.

**Students Services Support:** When help is needed in a variety of areas, consider the [PSU Campus Life Support](http://www.pittstate.edu/campus-life/support/) (<http://www.pittstate.edu/campus-life/support/>). Among the services offered or described include Student Health Services, University Counseling Services, Legal Resource Center, Office of Student Diversity, Gorilla Card and Banana Bucks, Technology Support, Tutoring, and The Writing Center.

**Library Services:** [Axe Library](#) provides a variety of services related to information retrieval, research, and other services.

**Tentative Class Schedule (Fully online, synchronous once a week zoom meeting)**

week 1	Intro to bioinformatics/exploring NCBI website
week 2	ORF finder and Galaxy
week 3	Galaxy contd.
week 4	Galaxy contd.
week 5	Primer designing
week 6	Primer designing contd.
week 7	Restriction mapping
week 8	Restriction mapping contd.
week 9	Swiss Target Prediction Tool
week 10	NCBI tools protein structure analysis
week 11	Chimera
week 12	Chimera contd.
week 13	Phylogenetic analysis
week 14	Phylogenetic analysis contd.
week 15	Genotyping tools
week 16	Mutation analysis



**Request for Revision to Curriculum**Revision for:  Major  Minor  Emphasis  CertificateDepartment: Chemistry College: Arts and SciencesSubmission Date: 12/1/2021Revision Effective: Fall, \_\_\_\_\_  
(Year)Contact Person: Bobby Winters  Faculty member  ChairName of Existing Major or Minor/Emphasis/Certificate: Polymer Chemistry*If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:*

\_\_\_\_\_

Description of Change: Dropping CHEM 235Rationale for Change (include changes to curriculum objectives): The course is only rarely taught. It hasn't proven to be necessary for the major.

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 course has rarely--perhaps never--been taught. It was legislated as an original part of the Polymer Chemistry program at its inception, but has proven to not be necessary.

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 was discussed in meetings of the Chemistry Department on October 20, 2021.**Existing Major or Minor/Emphasis/Certificate**Copy and paste the existing curriculum as it currently appears in the online catalog:

The Bachelor of Science degree with a major in Polymer Chemistry requires a minimum of 120 semester hours.

Core Requirements (36 hours)

CHEM-215 General Chemistry I (3 hours) and

CHEM-216 General Chemistry I Laboratory (2 hours)

CHEM 215 and CHEM 216 satisfies the Physical Sciences general education requirement.

CHEM-225 General Chemistry II (3 hours)

and

CHEM-226 General Chemistry II Laboratory (2 hours)

CHEM-235 Laboratory Safety and Compliance (1 hour)

CHEM-325 Organic Chemistry I (3 hours) and

CHEM-326 Organic Chemistry I Laboratory (2 hours)

*Revision to Curriculum- Major or Minor/Emphasis/Certificate- Revised  
2021WF*

1

CHEM-335 Organic Chemistry II (3 hours) and  
CHEM-336 Organic Chemistry II Laboratory (2 hours)  
MATH-150 Calculus I (5 hours)  
MATH 150 satisfies the Mathematics general education requirement.  
PHYS-104 Engineering Physics I (4 hours) and  
PHYS-130 Elementary Physics Laboratory I (1 hour)  
PHYS-105 Engineering Physics II (4 hours) and  
PHYS-131 Elementary Physics Laboratory II (1 hour)  
Polymer Chemistry Core Courses (22-24 hours)  
CHEM-360 Introduction to Polymer Science and Technology (3 hours)  
CHEM-611 Senior Review and Assessment (1 hour)  
CHEM-625 Polymer Synthesis and Characterizations (3 hours) and  
CHEM-626 Polymer Synthesis and Characterizations Laboratory (2 hours)  
CHEM-680 Physical Properties of Polymers (3 hours)  
CHEM-681 Polymer Chemistry Colloquium (1 hour)  
CHEM-690 Selected Research Projects in Polymer Chemistry (1-3 hours)  
PET-370 Thermoplastic Resins Laboratory (1 hour) and  
PET-371 Thermoplastic Resins (3 hours)  
PET-374 Thermoset Resins Laboratory (1 hour) and  
PET-375 Thermoset Resins (3 hours)  
Select 6 hours of Polymer electives from:  
CHEM-270 Sophomore Research in Polymer Chemistry (1 hour)  
CHEM-370 Junior Research in Polymer Chemistry (1 hour)  
CHEM-640 Polyurethanes and Their Applications (3 hours)  
CHEM-650 Conducting Polymers and Their Applications (3 hours)  
CHEM-670 Senior Research in Polymer Chemistry (1 hour)  
CHEM-683 Biopolymers (3 hours)  
CHEM-685 Selected Topics in Polymer Chemistry (\_\_\_\_) (1-3 hours)  
CHEM-687 Polymers in Nanotechnology (3 hours)  
PET-273 Plastics Processing I (3 hours) and  
PET-272 Plastics Processing I Laboratory (1 hour)

### **Proposed Major or Minor/Emphasis/Certificate:**

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

The Bachelor of Science degree with a major in Polymer Chemistry requires a minimum of 120 semester hours.

Core Requirements (35 hours)  
CHEM-215 General Chemistry I (3 hours) and  
CHEM-216 General Chemistry I Laboratory (2 hours)  
CHEM 215 and CHEM 216 satisfies the Physical Sciences general education requirement.  
CHEM-225 General Chemistry II (3 hours) and  
CHEM-226 General Chemistry II Laboratory (2 hours)  
CHEM-325 Organic Chemistry I (3 hours) and  
CHEM-326 Organic Chemistry I Laboratory (2 hours)  
CHEM-335 Organic Chemistry II (3 hours) and  
CHEM-336 Organic Chemistry II Laboratory (2 hours)  
MATH-150 Calculus I (5 hours)  
MATH 150 satisfies the Mathematics general education requirement.  
PHYS-104 Engineering Physics I (4 hours) and  
PHYS-130 Elementary Physics Laboratory I (1 hour)

PHYS-105 Engineering Physics II (4 hours) and  
PHYS-131 Elementary Physics Laboratory II (1 hour)  
Polymer Chemistry Core Courses (22-24 hours)  
CHEM-360 Introduction to Polymer Science and Technology (3 hours)  
CHEM-611 Senior Review and Assessment (1 hour)  
CHEM-625 Polymer Synthesis and Characterizations (3 hours) and  
CHEM-626 Polymer Synthesis and Characterizations Laboratory (2 hours)  
CHEM-680 Physical Properties of Polymers (3 hours)  
CHEM-681 Polymer Chemistry Colloquium (1 hour)  
CHEM-690 Selected Research Projects in Polymer Chemistry (1-3 hours)  
PET-370 Thermoplastic Resins Laboratory (1 hour) and  
PET-371 Thermoplastic Resins (3 hours)  
PET-374 Thermoset Resins Laboratory (1 hour) and  
PET-375 Thermoset Resins (3 hours)  
Select 6 hours of Polymer electives from:  
CHEM-270 Sophomore Research in Polymer Chemistry (1 hour)  
CHEM-370 Junior Research in Polymer Chemistry (1 hour)  
CHEM-640 Polyurethanes and Their Applications (3 hours)  
CHEM-650 Conducting Polymers and Their Applications (3 hours)  
CHEM-670 Senior Research in Polymer Chemistry (1 hour)  
CHEM-683 Biopolymers (3 hours)  
CHEM-685 Selected Topics in Polymer Chemistry (\_\_\_) (1-3 hours)  
CHEM-687 Polymers in Nanotechnology (3 hours)  
PET-273 Plastics Processing I (3 hours) and  
PET-272 Plastics Processing I Laboratory (1 hour)

**Additional Questions**

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

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

Please give the rationale for additional student fees:  
\_\_\_\_\_

3. Will this revision have specific PittState Pathway courses required?  Yes  No  
*Please realize that this requirement will need to gain approval of the PittState Pathway Committee.*
4. Will this revision affect any education majors?  Yes  No  
*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*
5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?  
None

**Additional Questions for certificate only:**

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

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

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

- Approved: Department Chairperson  
Date 12/8/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 1/4/22 Signature, Committee Chair Mary Carol Pomatto
- Approved: Dean of College  
Date 1/4/22 Signature, Dean Mary Carol Pomatto
- Approved: PittState Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, Committee Chair \_\_\_\_\_
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 02-09-2022 Signature, Committee Chair 
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, President, 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 uploaded to SharePoint file, "Approved College Curriculum Legislation".

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

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



Pittsburg State University

**Request for New Course**

(Undergraduate Course Numbers through Course Number 699)

Department: HPSS College: A & SSubmission Date: 9/17/2021Contact Person: Brad Cameron 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.***Proposed Course:**Course Number: JUST 503Title of Course: Mental Illness and CrimeCredit Hours: 3Date first offered: SP 2022  
(Semester/Year) Fall  Spring  Summer  
(check all that apply)Prerequisite: noneCourse Description (as it will appear in the next catalog): Exploration of the role of mental illness in criminal behavior, strategies to identify correlations, and recommendations to address the issue.Purpose/Justification for Proposed Course: The course will be a beneficial addition to the JUST curriculum.

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

This course enhances student knowledge of mental illness and encourages critical thinking about the issue in general. A final goal of this class is to improve the student's ability to articulate positions on mental health issues both verbally and in writing.Students will:We will:

1. Gain insight into the relationship between mental illness and criminality.
2. Achieve a general understanding of trends in the development of strategies designed to address mental health concerns.
3. Identify current debates on mental health issues.
4. Speak and write clearly about policies on mental health.
5. Explore current literature on a variety of topics on Mental Health.

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

Students will prepare a class project. Students will write a book review. Exams will be administered to measure student's grasp of the material.

Pittsburg State University

**Additional Questions**

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

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

Please give the rationale for additional student fees:  
\_\_\_\_\_

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

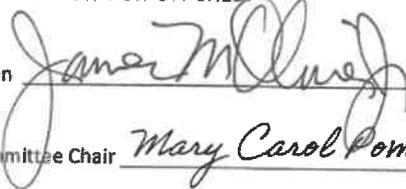
If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:  
\_\_\_\_\_

*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 12/2/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 1/4/22 Signature, College Curriculum Committee Chair Mary Carol Pomatto
- Approved: Dean of College  
Date 1/4/22 Signature, Dean Mary Carol Pomatto
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 02-09-2022 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: Kelce Undergraduate College of Business College: Kelce College of Business

Submission Date: 11/9/2021

Revision Effective: Fall, 2022  
(Year)

Contact Person: Mary Judene Nance

Faculty member  Chair

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

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

\_\_\_\_\_

Description of Change: Required classes and electives

Rationale for Change (include changes to curriculum objectives): The current minor (for non-business majors) requires Marketing Research, which requires Business Statistics as a pre-requisite. Furthermore, Business Statistics requires Elementary Statistics for a pre-requisite. Many non-business majors are not required to take Elementary Statistics. Requiring them to take Marketing Research for the minor places an undue number of pre-requisite hours that they may not be aware.

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

Yes  No

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

This is an existing minor in Kelce and uses only Kelce courses.

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

Yes  No

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

This minor requires only Kelce courses and will not affect any other program.

### Existing Major or Minor/Emphasis/Certificate

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

Required (9 hours):

MKTG-330 Principles of Marketing (3 hours)

MKTG-510 Consumer Behavior (3 hours)

MKTG 520 Marketing Research (3 hours)

Electives (6 hours)

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

IB 340 International Marketing (3 hours)

**Proposed Major or Minor/Emphasis/Certificate:**

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

Minor in Marketing (15 hours)

Minor in Marketing Required (6 hours):

MKTG-330 Principles of Marketing (3 hours)

MKTG-510 Consumer Behavior (3 hours)

Electives (9 hours)

Any marketing(MKTG) course numbered 300 or above

IB 340 International Marketing (3 hours)

**Additional Questions**

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

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

Please give the rationale for additional student fees:  
\_\_\_\_\_

3. Will this revision have specific PittState Pathway courses required?  Yes  No  
*Please realize that this requirement will need to gain approval of the PittState Pathway Committee.*
4. Will this revision affect any education majors?  Yes  No  
*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*
5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?  
None

**Additional Questions for certificate only:**

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

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

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

- Approved: Department Chairperson  
Date 11/4/21 Signature, Department Chairperson Stephen V. Hanna
- Approved: College Curriculum Committee  
Date 01-04-2022 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College  
Date 01-04-22 Signature, Dean Paul W. Gair
- 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 02-09-2022 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Final approved packet forwarded to Provost's office.  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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



Pittsburg State University

on a two-year rotation. Deprecated courses (TM 606 and MGT-430) overlap with other offerings (HRD 565 and HRD 556, respectively). The total number of hours is reduced from 27 to 24 to meet the current length requirement for emphases. This is accomplished by reducing constrained electives from 21 to 18 hours.

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.*

No other Regent institution has this emphasis.

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 is related to curricular changes in HRD. Please see attached emails.

TBD

### Existing Major or Minor/Emphasis/Certificate

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

#### Required Courses:

\_\_\_ PSYCH-575 Industrial and Organizational Psychology (3 hours)

\_\_\_ HRD-596 Introduction to Human Resource Development (3 hours)

#### And 21 hours chosen from:

\_\_\_ HRD-575 Instructional Media in Human Resource Development (3 hours)

\_\_\_ HRD-597 Organizational Staffing (3 hours)

\_\_\_ HRD-598 Talent Management (3 hours)

\_\_\_ HRD-630 Employee and Labor Relations (3 hours)

\_\_\_ HRD-653 Workforce Preparation (3 hours)

\_\_\_ MGT-330 Management and Organizational Behavior (3 hours)

*Note: This course is a pre-requisite for MGT 540.*

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

*Note: See course description for prerequisite information and junior standing is required.*

\_\_\_ MGT-540 Human Resources Management (3 hours)

*Note: See course description for prerequisite information.*

\_\_\_ PSYCH-779 Fieldwork in Psychology: Human Resource Development Practicum (1-3 hours)

\_\_\_ TM-390 Trade and Job Analysis (3 hour)

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

2

TM-520 Leadership In the Workplace (3 hours)

TM-606 Industrial Supervision (3 hours)

TM-679 Presentation Skills (3 hours)

**Proposed Major or Minor/Emphasis/Certificate:**

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

**Required Courses:**

PSYCH-575 Industrial and Organizational Psychology (3 hours)

HRD-596 Introduction to Human Resource Development (3 hours)

**And 18 hours chosen from:**

HRD 390: Trade and Job Analysis

HRD 520: Leadership in the Workplace

HRD 525: History of Workforce Development

HRD 530: Change Management

HRD 535: Ethical Decision Making in Workforce Development

HRD 545: Introduction to Organizational Development

HRD 555: Diversity and Non-Exclusion in the Workforce

HRD 565: Workforce Supervision

HRD 556: Legal and Ethical Issues in the Workplace

HRD 575: Instructional Media in Human Resource Development

HRD 585: Career and Professional Development

HRD 595: Developing a Learning Organization

HRD 597: Organizational Staffing

HRD 598: Talent Management

HRD 625: Coaching Skills for Workforce Supervisors

HRD 630: Employee and Labor Relations

HRD 635: The Emotionally Intelligent Supervisor

HRD 645: Building Teams in the Workplace

HRD 653: Project Management Skills for Supervisors

HRD 655: Effective Performance Improvement

HRD 679: Presentation Skills

\_\_ MGT-330: Management and Organizational Behavior (3 hours)

*Note: This course is a pre-requisite for MGT 540.*

\_\_ MGT-540: Human Resources Management (3 hours)

*Note: See course description for prerequisite information.*

\_\_ PSYCH-779: Fieldwork in Psychology: Human Resource Development Practicum (1-3 hours)

\_\_ TM-606 Industrial Supervision (3 hours)

*Note: Seek advisement before selecting.*

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

*Notes: (1) Seek advisement before selecting.*

*(2) See course description for prerequisite information and junior standing is required.*

**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 Pitt State Pathway Committee.*

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

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

**Additional Questions for certificate only:**

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

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

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

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

- Approved: Department Chairperson  
Date 9-15-21 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee  
Date \_\_\_\_\_ Signature, College Curriculum Committee Chair \_\_\_\_\_
- Approved: Dean of College  
Date \_\_\_\_\_ Signature, Dean \_\_\_\_\_
- Approved: PittState Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, PittState Pathway Committee Chair \_\_\_\_\_
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 02-09-2022 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Final approved packet forwarded to Provost's office.  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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

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

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

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

9/8/21, 1:02 PM

Mail - Bruce Warner - Outlook

**Re: Proposed Revision to Psychology and Counseling HRD Emphasis**

Mark Johnson <mjohnson@pittstate.edu>

Fri 8/20/2021 7:30 PM

To: Bruce Warner <cwarner@pittstate.edu>; Krissy Lewis <klewis@pittstate.edu>

Looks good. Keep sending your students our way. We enjoy having them in class.

Mark

Sent from my U.S.Cellular® Smartphone  
Get [Outlook for Android](#)

---

**From:** Bruce Warner <cwarner@pittstate.edu>  
**Sent:** Friday, August 20, 2021 6:34:11 PM  
**To:** Krissy Lewis <klewis@pittstate.edu>; Mark Johnson <mjohnson@pittstate.edu>  
**Subject:** Re: Proposed Revision to Psychology and Counseling HRD Emphasis

Thank you, Krissy. I hope you have a good weekend.

B

C. Bruce Warner, Ph.D.  
Department of Psychology and Counseling  
Pittsburg State University  
1701 S. Broadway  
Pittsburg, KS 66762

Office: 1-620-235-4980  
Fax: 1-620-235-6102  
cwarner@pittstate.edu

---

**From:** Krissy Lewis <klewis@pittstate.edu>  
**Sent:** Friday, August 20, 2021 5:04:42 PM  
**To:** Bruce Warner <cwarner@pittstate.edu>; Mark Johnson <mjohnson@pittstate.edu>  
**Subject:** Re: Proposed Revision to Psychology and Counseling HRD Emphasis

Bruce,

Everything looks great to me. I am happy to answer any questions you may have. Thank you again for your collaboration!

Have a great weekend.

Krissy



Krissy Lewis, MS, SHRM-SCP  
Assistant Instructional Professor, BSWD Program Coordinator  
**Pittsburg State University**  
Technology and Workforce Learning  
P: 620-235-4179  
A: 1701 S. Broadway, S215, Kansas Technology Center  
E: klewis@pittstate.edu



9/8/21, 1:02 PM

Mail - Bruce Warner - Outlook

---

**From:** Bruce Warner <cwarner@pittstate.edu>  
**Sent:** Friday, August 20, 2021 2:58 PM  
**To:** Krissy Lewis <klewis@pittstate.edu>; Mark Johnson <mjohnson@pittstate.edu>  
**Subject:** Proposed Revision to Psychology and Counseling HRD Emphasis

Hello Mark and Krissy,

Pursuant to our conversations at the end of last semester, I am sending you a copy of proposed HRD revision. Could you please look over your department's course offerings and see if I have gotten anything wrong? I thank you for your help in this process. I am also open to any suggestions.

Thank you,  
B

C. Bruce Warner, Ph.D.  
Department of Psychology and Counseling  
Pittsburg State University  
1701 S. Broadway  
Pittsburg, KS 66762

Office: 1-620-235-4980  
Fax: 1-620-235-6102  
cwarner@pittstate.edu

<https://outlook.office.com/mail/sentitems/id/AAQkADg4NzJmZDYxLWViYWVtNGMyNC1iMmVhLTZkOTZjMGYzNDVjOAAQAOIX3WgXfm9Mh9C8rKF...> 2/2

9/8/21, 1:04 PM

Mail - Bruce Warner - Outlook

**Re: Revision of Psychology and Counseling HRD concentration**

Stephen Horner &lt;shomer@pittstate.edu&gt;

Wed 9/1/2021 11:46 AM

To: Bruce Warner &lt;cwarner@pittstate.edu&gt;

Cc: David Hurford &lt;dphurford@pittstate.edu&gt;

Dr. Warner,

Thanks for letting me know and for sending a copy of the revision.

Steve Horner

*Stephen V. Horner, Ph.D.**Assoc. Dean KUSB, Kelce Faculty Chair**114 Kelce**Kelce College of Business**620-235-4575*

---

**From:** Bruce Warner <cwarner@pittstate.edu>**Sent:** Wednesday, September 1, 2021 11:31 AM**To:** Stephen Horner <shomer@pittstate.edu>**Cc:** David Hurford <dphurford@pittstate.edu>**Subject:** Revision of Psychology and Counseling HRD concentration

Hello Dr. Horner,

I am writing to make you aware that we are revising our undergraduate HRD concentration. The revision is expected to have very little impact on your programs. However, MGT 430, which is occasionally taken by our majors is deprecated in this revision and is expected to be removed from the concentration sometime in the future. The proposed revision, which is yet to be legislated, is attached. If you have any questions or concerns, please let David Hurford or I know.

Thank you,

B

C. Bruce Warner, Ph.D.

Department of Psychology and Counseling

Pittsburg State University

1701 S. Broadway

Pittsburg, KS 66762

Office: 1-620-235-4980

Fax: 1-620-235-6102

cwarner@pittstate.edu



Pittsburg State University

**Request for Revision to Course**

(Undergraduate Course Numbers through Course Number 699)

Department: Automotive Technology College: Technology  
 Date: November 9, 2021

Submission

Contact Person: Mike Elder  Faculty member  Chair

Revision Effective: SP/22 (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.*

Required prerequisite courses are all offered only by the Automotive Department.

Purpose/Justification for Revision to Course: Removal of prerequisite classes.

**Existing Course:**

Course Number: AT515

Title of Course: Engine Performance

Credit Hours: 3

Prerequisite: AT 115 Mobile Electrical/Electronics and AT 116 Mobile Electrical/Electronics Laboratory or AST151 Electrical Systems 1 and AST 251 Electrical Systems II.

Course Description (as it appears in the current catalog): Advanced mobile equipment engine performance evaluation with emphasis on the proper testing of computer controlled fuel delivery, ignition spark control, and air management systems.

**Proposed Course:**

Course Number: AT515

Title of Course: Engine Performance

Credit Hours: 3

Prerequisite: None

*Pittsburg State University*  
**Course Description (as it will appear in the next catalog): Advanced mobile equipment engine performance evaluation with emphasis on the proper testing of computer controlled fuel delivery, ignition spark control, and air management systems.**

**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:

\_\_\_\_\_

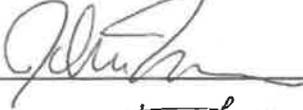
*Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate.*

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 11-9-21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 12/19/2021 Signature, College Curriculum Committee Chair 
- Approved: Dean of College  
Date 1.18.22 Signature, Dean 
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 02-09-2022 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 New Course

(Undergraduate Course Numbers through Course Number 699)

Department: EET College: COTSubmission Date: 26 OCT 21Contact Person: Clark Shaver 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 support the EET program's new Power Systems Emphasis. It is anticipated that only EET students will take this course**Proposed Course:**Course Number: EET 531Title of Course: Power Systems AnalysisCredit Hours: 3Date first offered: SP/2023  Fall  Spring  Summer  
(Semester/Year) (check all that apply)Prerequisite: EET 641 Electric PowerCourse Description (as it will appear in the next catalog): (3 hours lecture) This course investigates the power system components in electrical utilities. Topics to be covered include transmission line parameters, stability, power flow analysis, symmetrical and unsymmetrical fault analysis and system protection. Prerequisite: EET 641 Electric Power.Purpose/Justification for Proposed Course: This will be a required course for the new power emphasis area in the EET program.**Objectives/Student Learning Outcomes (as it will appear in the syllabus)**1. Demonstrate knowledge of power system components with an emphasis on transmission line construction, parameters and attributes.2. Be able to quantitatively analyze and approximate the behavior of power systems in specific simulated situations.3. Demonstrate an understanding of the fundamentals of power flow analysis including power flow under various fault conditions.

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

Laboratory experimentsProjectsExams

*Pittsburg State University*

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

Pittsburg State University

**Additional Questions**

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

N/A

*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.)?  
Adjunct Instructor will be required.

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

- Approved: Department Chairperson  
 Date 11/9/21 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee  
 Date 12/19/21 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College  
 Date 18.2022 Signature, Dean [Signature]
- Approved: Council for Teacher Education (if applicable)  
 Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
 Date 02-09-2022 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate  
 Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Approved: PittState Pathway Committee (if applicable)  
 Date \_\_\_\_\_ Signature, Pitt State Pathway Committee Chair \_\_\_\_\_

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

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

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

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

Pittsburg State University

**Request for New Course**

(Undergraduate Course Numbers through Course Number 699)

Department: ETECH College: COTSubmission Date: 26 OCT 21Contact Person: Clark Shaver 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 support the EET program's new Power Systems Emphasis. It is anticipated that only EET students will take this course**Proposed Course:**Course Number: EET 532Title of Course: Substation Design FundamentalsCredit Hours: 3Date first offered: WF/2022

(Semester/Year)

 Fall  Spring  Summer  
(check all that apply)Prerequisite: EET 641 Electric PowerCourse Description (as it will appear in the next catalog): (3 hours lecture) introduction to substation components and design. Components include, transformers, protective devices, switchgear, corrective components, relays, communication components, SCADA and power factor correction systems. NESC code and physical design will also be introduced. Prerequisite: EET 641 Electric PowerPurpose/Justification for Proposed Course: This will be a required course for the new power emphasis area in the EET program.

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

1. Be able to identify, and demonstrate knowledge of substation components.2. Demonstrate a fundamental understanding of substation design including power flow schemes, component sizing, and physical spacing.3. Be familiar with the National Electric Safety Code and how it applies to substation design.

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

Laboratory simulationsExams

*Pittsburg State University*

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

Pittsburg State University

**Additional Questions**

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

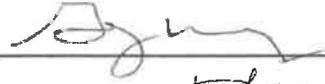
N/A

*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.)?  
Adjunct Instructor will be required.

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

- Approved: Department Chairperson  
Date 11/9/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 12/19/2021 Signature, College Curriculum Committee Chair 
- Approved: Dean of College  
Date 1.18.22 Signature, Dean 
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 02-09-2022 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.

Pittsburg State University

## Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: ETECH College: COTSubmission Date: 26 OCT 2021Contact Person: Clark Shaver Faculty member  Chair

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

 Yes  No

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

This course is to be taught to support the new Power Emphasis in the Electronics Engineering Technology Program. It is also anticipated that graduate students in the Master of Engineering Technology program may use this course toward their degree.

**Proposed Course:**Course Number: ETECH 633Title of Course: Renewable EnergyCredit Hours: 3.00Date first offered: SU/ 2022

(Semester/Year)

 Fall  Spring  Summer  
(check all that apply)

Prerequisite: ( ( PHYS 100 or PHYS 104 ) and ( PHYS 101, PHYS 105, EET 100, EET 141, or EET 144 ) ) or permission of instructor

Course Description (as it will appear in the next catalog): (3 hours). This course discusses renewable energy systems such as those that use solar, wind, and wave energy. It also discusses how energy can be conserved with systems such as ground source heat pumps. The course will encourage students to think critically about how our energy is generated and consumed and how it effects the environment and the economy.

Purpose/Justification for Proposed Course: The class will be utilized as one of the courses to be taken for the new Power Systems Emphasis.

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

- 1 Identify renewable energy concepts.
- 2 Point out the advantages and disadvantages of the different types of renewable energy.
- 3 Calculate the cost and payback time of renewable energy technology.
- 4 Appraise the energy use of appliances and equipment.
- 5 Recommend energy-saving improvements.
- 6 Select videos on relevant renewable energy technologies.
- 7 Summarize videos on renewable energy technology.

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

DiscussionsQuizzes

Request for New Course- Revised Summer 2013

1

*Pittsburg State University*

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

Pittsburg State University

**Additional Questions**

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

---

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

Yes  No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

---

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

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

---

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

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

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

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

---

Pittsburg State University

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

- Approved: Department Chairperson  
Date 11/9/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 12/19/2021 Signature, College Curriculum Committee Chair 
- Approved: Dean of College  
Date 1.18.22 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 02-09-2022 Signature, Undergraduate Curriculum Committee Chair 
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

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

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

## Request for Revision to Curriculum

Revision for:  Major  Minor  Emphasis  Certificate

Department: E TECH College: COT

Submission Date: 26 OCT 2021

Revision Effective: Fall, 2022  
(Year)

Contact Person: Clark Shaver  Faculty member  Chair

Name of Existing Major or Minor/Emphasis/Certificate: Automation Engineering Minor

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

Description of Change: Altering course requirements. (1) Adding an elective course (Co-Op in Automation), and (2) changing one course (EET 646 - Control Theory) from an elective to a required course, only effective for EET majors.

Rationale for Change (Include changes to curriculum objectives): Change (1): A Co-Op within the field of Automation is of high worth in any automation education. Many students already are doing this. Change (2): This will avoid a loop hole of EET majors taking a different emphasis with this minor to avoid EET 646, instead of just taking the Automation Emphasis. EET 646 is a course that has many prerequisites which all EET majors will have, but no one else. It is a fundamental part of automation that we want all of our majors to have. We would like to have others have it as well, but the prerequisites make this unreasonable.

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.*  
it has no effect on any other university.

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 will only give Automation minors an additional option for their elective course. It will also effectively remove one elective course for EET majors, while adding that course to the required core courses.

### Existing Major or Minor/Emphasis/Certificate

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

#### Required Core

- EET-100 Prolog to Electronics (2 hours)
- or
- EET-141 Introductory Electronics (3 hours)
- EET-343 Automation I: Industrial Controls (3 hours)
- EET-443 Automation II: System Integration (3 hours)
- EET-448 Network Systems (3 hours)

- EET-543 Automation III: Immersive Experiences (3 hours)

Select 6 hours of electives from:

- CIS-240 Intermediate Programming (3 hours)
- CIS-615 Database Management (3 hours)
- CMCET-331 Electrical Systems (3 hours)
- EET-449 Programmable Logic Devices (3 hours)
- EET-549 Advanced Microcontrollers (3 hours)
- EET-646 Control Theory (3 hours)
- MATH-569 Numerical Analysis (3 hours)
- MECET-226 Computer Aided Design (3 hours)
- MECET-420 Kinematics (2 hours)

### **Proposed Major or Minor/Emphasis/Certificate:**

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

Required Core

- EET-100 Prolog to Electronics (2 hours)
- or
- EET-141 Introductory Electronics (3 hours)
- EET-343 Automation I: Industrial Controls (3 hours)
- EET-443 Automation II: System Integration (3 hours)
- EET-448 Network Systems (3 hours)
- EET-543 Automation III: Immersive Experiences (3 hours)

Select 6 hours of electives from:

- CIS-240 Intermediate Programming (3 hours)
- CIS-615 Database Management (3 hours)
- CMCET-331 Electrical Systems (3 hours)
- EET-449 Programmable Logic Devices (3 hours)
- EET-549 Advanced Microcontrollers (3 hours)
- EET-646 Control Theory (3 hours)\*
- ETECH-400 Cooperative Education (Up to 3 hours)\*\*
- MATH-569 Numerical Analysis (3 hours)
- MECET-226 Computer Aided Design (3 hours)
- MECET-420 Kinematics (2 hours)

\*NOTE: All Electronics Engineering Technology majors obtaining a minor in Automation Engineering are required to take EET 646.

\*\* NOTE: with approval of advisor. Must be a co-op in the field of Automation.

**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 PittState Pathway courses required?  Yes  No  
*Please realize that this requirement will need to gain approval of the PittState Pathway Committee.*
4. Will this revision affect any education majors?  Yes  No  
*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*
5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?  
none

**Additional Questions for certificate only:**

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

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

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

- Approved: Department Chairperson  
Date 11/9/2021 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee  
Date 12/19/2021 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College  
Date 1.18.22 Signature, Dean [Signature]
- Approved: PittState Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, PittState Pathway Committee Chair \_\_\_\_\_
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 02-09-2022 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Final approved packet forwarded to Provost's office.  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, "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 New Minor/Emphasis/Certificate

Proposal for a New:  Minor  Emphasis  Certificate

Department: ETECH College: COT This program is to be offered 50% or more online /Hybrid YES (About 50% of the emphasis will be online)

Submission Date: 26 OCT 2021 Effective: Fall, 2022  
(Year) This program is to be offered fully online NO

Contact Person: Clark Shaver  Faculty member  Chair

Title of Proposed Minor/Emphasis /Certificate: Power Systems Emphasis

Purpose/Justification for Minor/Emphasis/Certificate: Roughly 30% of our graduates go to work for power companies. This emphasis will prepare them for that industry.

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

Yes  No

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

As best as I can ascertain, no other ABET accredited university in the state of Kansas offers a Engineering Technology degree focused on power and substations

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

Yes  No

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

One course in a list of selective courses will come from the Mechanical Engineering Tech. program. MECET 226.

Please complete the Kansas Board of Regent forms located at [https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval) and list the proposed curriculum for the New Minor, where no board-approved degree program exists, in section 3 (III) of the forms. Please input the proposed curriculum **as you wish it to appear in the next catalog**. No KBOR form is needed for New Emphases or Certificates. If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.

**Power Emphasis**

Must have a total of 12 credit hours of EET electives

At least 6 credit hours shall come from the following list

- EET 531 – Power Systems Analysis
- EET 532 – Substation Design
- ETECH 633 – Renewable Energy

The remaining 6 credit hours shall come from

- CMCET 331 – Electrical Systems
- EET 531 – Power Systems Analysis
- EET 532 – Substation Design
- EET 633 – Renewable Energy
- EET 448 – Network Analysis
- EET 549 – Advanced Microcontrollers
- ETECH 400 – Cooperative Education (Up to 3 Hours)\*
- MECET – 226 Computer Aided Design

\*Must be preapproved by advisor

**Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
no

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 minor/emphasis/certificate have specific PittState Pathway courses required?

Yes  No

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

4. Will this minor/emphasis/certificate affect any education majors?  Yes  No

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

5. What additional costs will be required for this minor/emphasis/certificate (e.g. staffing, equipment, etc.)?

Additional adjunct professors will be needed to teach two courses. Each course will be taught once a year meaning we will need two-adjuncts per year.

**Additional Questions for certificate only:**

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

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

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

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

- Approved: Department Chairperson  
Date 11/9/21 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee  
Date 12/19/2021 Signature, College Curriculum Committee Chair [Signature]
- Approved: Dean of College  
Date 1.18.22 Signature, Dean [Signature]
- Approved: PittState Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, PittState Pathway Committee Chair \_\_\_\_\_
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 02-09-2022 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Final approved packet forwarded to Provost's office.  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

Approval at Kansas Board of Regents level:

- COCAO Date: \_\_\_\_\_

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

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

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

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

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



Pittsburg State University

**Request for Revision to Course**

(Undergraduate Course Numbers through Course Number 699)

Department: ETECH College: COTSubmission Date: November 9, 2021Contact Person: Rebeca Book  Faculty member  ChairRevision Effective: Fall/2021 (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.*Majority of students taking course are plastics engineering technology students.Purpose/Justification for Revision to Course: Changing prerequisites. Upper level course and thermoset resins and processing II have already been taken or are being taken concurrently. Plastics testing technology is already a prerequisite for Part and Mold Design I.**Existing Course:**Course Number: PET 684Title of Course: Part & Mold Design IICredit Hours: 3Prerequisite: MECET 226 Computer Aided Design, PET 281 Plastics Testing Technology, PET 375 Thermoset Resins, PET 377 Plastics Processing II, PET 585 Part and Mold Design ICourse Description (as it appears in the current catalog): Methods and systems used in the development of plastic products utilizing advanced CAD design processes and CAE analysis/simulation techniques including design of complex molds/tooling for production. Projects based on industry type design scenarios will be completed. Prerequisite: MECET 226 Computer Aided Design, PET 281 Plastics Testing Technology, PET 375 Thermoset Resins, PET 377 Plastics Processing II, PET 585 Part and Mold Design I.**Proposed Course:**Course Number: PET 684Title of Course: Part & Mold Design IICredit Hours: 3Prerequisite: MECET 226 Computer Aided Design and PET 585 Part and Mold Design I*Request for Revision to Course- Revised Fall 21*

1

*Pittsburg State University*

Course Description (as it will appear in the next catalog): Methods and systems used in the development of plastic products utilizing advanced CAD design processes and CAE analysis/simulation techniques including design of complex molds/tooling for production. Projects based on industry type design scenarios will be completed. Prerequisite: MECET 226 Computer Aided Design and PET 585 Part and Mold Design I.

*Request for Revision to Course- Revised Fall 21*

2

**Additional Questions**

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

*If "yes," please complete the Pitt State Pathway Course Approval Form found on the Faculty Senate webpage.*

*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 11/9/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 12/19/2021 Signature, College Curriculum Committee Chair 
- Approved: Dean of College  
Date 1.18.22 Signature, Dean 
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 02-09-2022 Signature, Undergraduate Curriculum Committee Chair 
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, President, Faculty Senate \_\_\_\_\_
- Approved: Pitt State Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, Pitt State Pathway Committee Chair \_\_\_\_\_
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, President, 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.