FACULTY SENATE MINUTES
May 9, 2022

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, May 9th, 2022, with Shawnee Hendershot, President, presiding.

Past Minutes

Minutes from the April 25th, 2022 meeting were approved.

Announcements

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

Provost Smith thanked all the faculty for their efforts throughout the semester and noted it's good to see that we are having nice turnouts at in-person events including the Half-Century Reunion events scheduled later this week.

PSU/KNEA –Khamis Siam, President

Dr. Siam reported that 60% of KNEA members voted in the recent election for the KNEA contract. Ninety-eight percent of the voters voted to approve the contract. The contract will be on the next KBOR agenda. Individual contracts will be issued once the contract is approved by KBOR.

Student Senate – Kaedra Brenner, Representative

No report.

Unclassified Professional Senate – Mary Jo Meier, President

No report.

University Support Staff – Terry Pierce, President

No report.

Faculty Senate President – Shawnee Hendershot, President

President Hendershot thanked all the faculty for serving, especially those who served on committees and as chairs. It was also announced that the Faculty Senate representative for the KBOR RPK project is Amy Hite.

Committee Reports

Academic Affairs – Mike Carper, Chair

No report. See agenda for AY 22 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.) Dr. Conrad stated that the revision to curriculum for Criminal Justice should only be for the Justice Studies emphasis.

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

Library Services/Learning Resources – Chase Dearinger, Chair

No report. See agenda for AY 22 report.

Online and Distance Learning – Alex Binder, Chair

No report. See agenda for AY 22 report.

Academic Honors – Matthew Lunde, Chair

No report.

Honors College – Michelle Hudiburg, Chair
No report. See agenda for AY 22 report.

Writing Across the Curriculum – Alex Binder, Chair
No report. See agenda for AY 22 report.

Diversity and Multicultural Affairs – Eric Rojas, Chair
No report. See agenda for AY 22 report.

Student-Faculty – Tracy Stahl, Chair
It was motioned and approved to move the second reading of the updated Academic Misconduct statement to the first meeting in fall 2022. See agenda for AY 22 report.

All University Committee – John Daley, Chair
No report. See agenda for AY 22 report.

Faculty Affairs – Jennifer Harris, Chair
See agenda for AY 22 report. It was asked if the amount awarded per proposal could be increased in the future. It was shared that the amounts are predetermined. The same amount has been requested from the PSU Foundation for AY 23.

Constitution Committee –Norman Philipp, Chair
No report. See agenda for AY 22 report.

Pitt State Pathway Committee – Bob Kehle, Chair
No report. See agenda for AY 22 report.

Budget Committee – Chris Childers, Chair
No report. See agenda for AY 22 report.

Academic Honesty – Karen Johnson, Chair
See agenda for AY 22 report. Since the AY 22 report was submitted, there have been seven additional submissions for tracking purposes only.

Unfinished Business
With Dr. Fuchs retirement, Heather Eckstein will be serving as the Interim Director of the Honors College while the program is under review. A question was raised about the requirement that Honors College committee members be on faculty. This requirement, in addition to other aspects of the program, will be reviewed during the interim year.

New Business
None.

Open Forum
Shawnee Hendershot was given thanks for serving as Faculty Senate President for AY 22.

Meeting Adjourned Meeting adjourned Monday, May 9th, 2022 at 3:29p.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	X	X	X	X	
Shewmake, (Past President)	X	X	X	X	X	X			X	
Backs, (Technology & Workforce Development)	X	X	X	X	X	X	X	X	X	
Bailey, (At-Large)	X	X	X	X		X	X			
Binder, (Undergrad Kelce)	X	X	X	X	X	X	X	X	*	
Childers, (History, Philosophy & Social Science)	X	X	X		X	X		X		
Conrad, (Women's Studies)	X	X	X			X		X	X	
Cox, (At-Large)	X	X	X	X	X	X	X		X	
Cronister, (Family & Consumer Science)	X	X	X	X	X	X	X	X		
Daczewitz, (Teaching & Leadership)	X		X			X	X	X		
Daley, (History, Philosophy & Social Science)	X	X	X	X	X	X		X		
George, (Biology)	X	X	X	X	X	X	X	X	X	
Goedeke, (At-Large)	X		X	X	X	X			X	
Goris, (At-Large)	X	X	X			X	X	X	X	
Hardy, (Health, Human Performance & Rec)	X		X		X	X		X	X	
Hastings, (Music)	X			*	X			X	X	
Hermansson , (English & Modern Language)	X	X	X	X		X	X	X		
Heter, (Nursing)	X	X	X	X		X	X	X	X	
Hite, (At-Large)	X	X	X	X	X	X	X	X		
Johnson, (Nursing)	X	X	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	X	X	X	
Lewis, (Art)		X	X		X	X	X		X	
Livingston, (Communication)	X	X	X	X	X		X	X	X	
Maceli, (Undergrad Kelce)	X	X	X	X	X	X	X	X		
Moss, (At-Large)	X	X	X	X	X	X	X	X	X	
Neef, (Chemistry)	X		X							
Nicklaus, (School of Construction)	X	X	X	X	X	X	X	X	X	
Pearson, (Physics)				X		X	X			
Pretot, (Psychology & Counseling)		X	X	X	X	X		X		
Reid, (Graphics & Imaging)	X	X	X		X		X	X		
Rojas, (English & Modern Language)	X	X	X	X	X	X	X	X	X	
Runyan, (At-Large)	X		X	X	X		X		X	
Schiefelbein, (At-Large)	X	X		X	X	X	X	X		
Shaw, (Teaching & Leadership)			X		X	X	X		X	
Shay, (Military Science)										
Siam, (At-Large)	X	X	X				X	X	X	
Spielbusch, (Engineering Technology)	X	X	X		X	X	X		X	
Thuong, (Mathematics)	X	X	X	X	X	X	X	X	X	
Zepernick, (At-Large)			X		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; 5/9/22 Mary Jo Goedeke for Alex Binder

Pittsburg State University
Faculty Senate Meeting

Date: Monday, May 9, 2022
Time: 3 p.m.
Location: Ballroom C, Overman Student Center

Agenda

I. **Call to order**

II. **Guest Speakers**

III. **Approval of April 25, 2021 minutes**

IV. **Announcements**

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

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

C. **Student Senate Remarks- Kaedra Brenner**

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 Dearinger
- 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: Fall Semester 2022

Committee Reports

Academic Affairs – Chair: Mike Carper

Faculty Senate; Academic Affairs Committee:
Mike Carper - Chair
Ashlee Ables Phillips
John Daley
Chris Labuda
Tatiana Goris
Jessica Jorgenson Borchert
Gina Coomes

This committee was not called upon to meet during the AY 2021-22.

Thank you,

Mike

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

University Undergraduate Curriculum Subcommittee
Annual Report
2021-2022

The Pittsburg State University Undergraduate Curriculum Subcommittee was active for the 2021-2022 academic year.

For this academic year, the committee held nine meetings, four were held in the fall and five were held in the spring. In preparation for hearings, committee members reviewed all items of proposed legislation submitted for review by the committee. During committee meetings, committee members discussed the proposed changes and identified corrections in the proposed legislation, where necessary. The committee considered and approved a total of 123 curriculum changes during the academic year.

The faculty members on the committee for 2021-2022 academic year included: Dr. Mary Jo Goedeke, Dr. Mike Carper, Ms. Krissy Lewis, and Dr. Ram Gupta. Dr. Karen Johnson served as a member Ex-Officio. Students on this committee included: Devyn Pitts. Melinda Roelfs and Michelle Hensley also attended meetings.

Library Services – Chair: Chase Dearinger

FACULTY SENATE COMMITTEE REPORT
LIBRARY SERVICES COMMITTEE
PITTSBURG STATE UNIVERSITY
2021-2022 ACADEMIC YEAR

The Library Services Committee met in August through email and elected Chase Dearinger as Chair and Gail Yarick as Recorder.

Committee members for 2021-2022 included: Gail Yarick, Michelle Hudiburg, Ruth Monnier, Susan Johns-Smith, Randy Roberts, Howard Smith, Chase Dearinger, Brian Sandford, Dilip Paul, Robert Lindsey

The Library Services Committee did not meet during the 2021-2022 school year except to elect a chair and recorder.

Online and Distance Learning – Chair: Alex Binder

Dr. Shawnee Hendershot,
Pittsburg State University
College of Education

Pittsburg, KS 66762

Dear Dr. Hendershot,

The Pittsburg State University Online and Distance Learning Committee met on September 21 to elect a chair and recorder, review the responsibilities of the committee, and set an agenda for amending course delivery definitions.

We met in October and November with Ms. Melinda Roelfs to work on and finalize the proposed course delivery definitions. The ODLC proposed the following amendments:

Previous Course Delivery Definitions

Face-to-face – Not defined in catalog or course schedule

Hybrid – From catalog: "Hybrid Courses provide a minimum of 50% of the instruction (course material, discussion, evaluation) on-line through the learning management system. This does not include courses that are by appointment, independent study, or do not provide a learning experience on-line. These courses must have established classroom (face-to-face) meeting dates listed in the Schedule of Classes at the time the course is listed."

Hyflex – From Course Schedule: "Instruction delivered online either synchronously during scheduled class time or asynchronously via CANVAS; class will be split into smaller groups and required to attend on-campus as assigned."

Online – From Catalog: "On-Line Courses provide 100% of the instruction (course material, discussion, evaluation) on-line through the learning management system and do not require attendance on campus. This does not include courses that are by appointment, independent study, or do not provide a learning experience on-line."

Other – From Course Schedule: "Click on the course to view details on course delivery"

Travel – Not defined in catalog or course schedule

Independent Studies – Not defined in catalog or course schedule

Proposed Course Meeting Definitions

In-Person (InP) - Classes will be held in person as listed on the schedule.

Hybrid (HYB) – Class will meet in person and online. Check the class schedule for in person meeting dates, times and location.

Online Asynchronous (WWW-A) – Class meets 100% online using on-demand (asynchronous) digital course materials and tools.

Online Synchronous (WWW-S) – Class meets online using live (synchronous) technology. Check the class schedule for online meeting dates, times, required technology, and optional on-campus viewing locations.

By Appointment (APPT) – Course requires students to plan with the instructor and/or department regarding course attendance requirements. (Examples include, practicums, student teaching, art or music studio/sessions, internships, independent study, study abroad, and travel.)

Amendments:

1. Change "Delivery" to "Meeting"
2. Change "Face-to-face" to "In-Person"
3. Split "Online" into "Online Asynchronous" and "Online Synchronous"
4. Add "By Appointment"
5. Remove "Hyflex", "Other", "Travel", and "Independent Studies".

The amendments were approved by the Senate and will go into effect for the summer and fall 2022 schedules.

The ODLC collaborated with the Student-Faculty Committee in March to draft a statement for the syllabus supplement regarding inclement weather. The statement approved by both committees reads as follows: "If the university declares an inclement weather day, it is the instructor's discretion to determine any shifts to course work."

The faculty members on the committee for 2021-2022 included: Dr. Laurent Pretot, Mr. Robert Lindsey, Ms. Krissy Lewis (recorder), Ms. Janet Lewis, Dr. Susan Dellasega, Dr. Jim Truelove, and Dr. Alex Binder (chair). The student members for 2021-22 included Scott Russell and Brooklyn Peterson.

Sincerely,

Dr. Alex Binder
Online and Distance Learning Committee, Chair
Assistant Professor, Economics
Pittsburg State University
Phone: 620.235.4546
abinder@pittstate.edu

Academic Honors – Chair: Matthew Lunde

No report received.

Honors College – Chair: Michelle Hudiburg

Spring 2022 Faculty Senate Report

January 16 – February: The committee reviewed applications for students interested in joining the 2022-2023 Honors College cohort.

February 13: Held in-person interviews with top 44 applicants from the application round.

February 15: Offers went out to top 30 applicants, following in-person interviews.

March 1: 2022-2023 Honor College Cohort announced.

Point of Information: Dr. Craig Fuchs is retiring and Ms. Heather Eckstein will take over as Director of the Honors College in 2022.

Writing Across the Curriculum – Chair: Alex Binder

Dr. Shawnee Hendershot,
Pittsburg State University
College of Education

Pittsburg, KS 66762

Dear Dr. Hendershot,

The Pittsburg State University Writing Across the Curriculum Committee reviewed 43 submissions in the fall semester and 39 submissions in the spring semester for the writing to learn best practices grant.

We held one meeting in the fall to elect a chair and review the responsibilities of the committee. We met in February to discuss the denial of priority enrollment for upper classmen for writing to learn courses at the request of Provost Dr. Smith. We decided that more information was needed to understand the issues surrounding upper classmen's inability to get writing to learn courses. We met again in April to review the survey developed by Dr. Zepernick to gather more information from faculty. We will meet in May to discuss the results and make a recommendation to the Provost regarding the priority enrollment issue.

The faculty members on the committee for 2021-2022 included: Dr. Laura Covert Miller, Ms. Barbara Pope, Dr. Kevin Elliot, Dr. Dilip Paul, Ms. Debbi Fischer, Dr. Janet Zepernick, Dr. Jessica Jorgenson Borchert (recorder), and Dr. Alex Binder (chair).

Sincerely,

Dr. Alex Binder
Writing Across the Curriculum Committee, Chair
Assistant Professor, Economics
Pittsburg State University
Phone: 620.235.4546
abinder@pittstate.edu

Diversity and Multicultural Affairs – Chair: Eric Rojas

To: Shawnee Hendershot, Faculty Senate President (AY 2021-2022) and Faculty Senate Members
From: Eric Rojas, Chair of Diversity and Multicultural Affairs Committee
Subject: Final Report for Diversity and Multicultural Affairs Committee AY 2021-2022
Date: April 27, 2022

Faculty members on the committee included: Eric Rojas (Chair), Laurie Martin (Recorder), Browyn Conrad (At-large), Jason Clemenson, Lori Dreiling, Daniel Maxwell, Laurent Pretot,

Deatrea Rose, David Weaver, Khadija Ceesay (SGA representative), and Carmina Gonzales (SGA representative).

Each academic year, the Diversity and Multicultural Affairs Committee is tasked with the following objectives:

- Explore the influences of diversity and multiculturalism in instruction, in the curriculum, and in the academic content of various disciplines.
- Serve as liaison among the organized diversity groups on campus, including the Tilford Group, the University Council on Diversity, the Office of Student Diversity, etc.
- Develop curriculum resources which deal with diversity and cultural issues.

In Fall 2021, Our committee reached out to the Office of Student Diversity (OSD) and the International Student Association (ISA) in 2021 to brainstorm about ways in which we could support campus diversity and multiculturalism. We determined that one the best ways to do this would be to help promote OSD and ISA events in our classes.

During the 2021-2022 academic year members of our committee:

- Promoted OSD and ISA events in our classes. Many of our students were able to attend these events.
- Attended OSD and ISA events to promote faculty presence and involvement.
- Where OSD and ISA events aligned with course curriculums, incentives such as extra credit were offered to students attending and participating in these events.

The following are some of the OSD and ISA events that committee members helped to support during the 2021-2022 academic year:

- ISA's Tastes & Sounds of Nations (Nov. 12, 2021)
- ISA's International Food & Culture Fair (Mar. 5, 2022)
- In fall 2021, Gracie Ruble from International Programs and Services was able to visit some of our classes to help promote ISA events.
- Hispanics of Today (H.O.T.) & the Native American Student Association (NASA) bake sale fundraisers (2021-2022)
- Black History Month (Jan.-Feb., 2022)
- The Gender & Sexuality training session (Dec. 2, 2021)
- Maya's Poetry Slam, which was a collaboration between PSU's English program and the Black Student Association (BSA) (Apr. 4, 2022)
- Pride Month (Apr., 2022)

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

FACULTY SENATE COMMITTEE REPORT
STUDENT FACULTY COMMITTEE
PITTSBURG STATE UNIVERSITY
2021-2022 ACADEMIC YEAR

Student Faculty Committee Members for 2021-2022 include: Tracy Stahl (Chair), Grant Moss (recorder), Cole Shewmake, Shipra Paul, Jason Clemensen, Melinda Roelfs, and Jason Kegler, Chauncey Pennington, Emma Hertig (student), Emma Snider (student), Spencer King (student), Ayelén Pecci (student), and Sarah Paxton (student).

Others invited to attend meetings: Heather Eckstein (Student Success) and Marci Heatherly (SGA Campus Engagement Director)

During the initial meeting on September 7, 2021, Tracy Stahl was nominated as chair of the committee. Grant Moss was nominated as recorder. This committee met six times during the 2021-2022 academic year and addressed several issues.

1. The Associate Director of Campus Activities identified some structural changes in the SGA that requires a change in wording in the *Policy on University-Sponsored Student Activities*. The document reads "SGA Academic Affairs Director" and it needs to read "Campus Engagement Director" and the e-mail listed needed to be corrected. (See policy attachments) The policy was adapted and approved by Student Faculty Committee on October 19, 2021.

2. Reporting Academic Misconduct: The Academic Misconduct reporting form is cumbersome to find, and some faculty have requested that we provide the below link to the Faculty and Staff dropdown on our website. If it was moved to the Faculty/Staff dropdown on pittstate.edu and/or the Faculty Senate webpage, it would be easily accessible. The motion was approved by Student Faculty Committee on October 19, 2021.

3. Possible Dead Week Violation: Student Faculty Committee met on November 17, 2021 to discuss a potential dead week policy violation. The course professor from the reported potential dead week violation was contacted and had already taken corrective actions to remedy the complaint. Both the professor and student were satisfied with the corrective changes. No further action was needed.

4. Update Dead Week Policy: It was identified during the dead week policy review by this committee that there were two dead week policies. Our current dead week policy from 1999, which is posted in our current syllabus supplement, and an updated dead week policy that was passed by FS on March 14, 2014. (See policy attachments) The Spring 2022 syllabus supplement will reflect the most recent policy passed by FS in 2014.

5. Inclement Weather Policy: The committee drafted an inclement weather policy for the syllabus supplement. Language includes "it is at the instructor's discretion to determine any shifts to the coursework" so that academic freedom is maintained according to the contract. This policy was drafted and approved by the Student Faculty Committee on February 9, 2022.

6. 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?

Dr. Kegler (Associate Vice President of Student Life) drafted language updates to the Academic Misconduct Statement and presented it to the committee for review and vote. Everything was changed to read as Academic Misconduct from Academic Dishonesty to stay consistent within the document and follow our current practices. Thank you again, Dr. Kegler. The Academic Misconduct Statement was adapted and approved unanimously by the Student Faculty Committee on March 1, 2022. The final document was presented to Faculty Senate for first read on April 25, 2022.

7. Early enrollment for Student Employees: It was presented for student employees to be able to enroll early similar to the Honors College Policy. 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. Early enrollment for student employees was unanimously approved by Student Faculty Committee on March 1, 2022. We will have to leave the effective date open until changes can be implemented by ITS.

8. Changes to Early Enrollment Dates and Times: Student suggestion to move early enrollment to Monday through Friday during normal business hours for faculty to be available for students. Heather Eckstein was invited to attend meeting to provide input. Heather Eckstein discussed the current SIS system and what would happen if major changes were made. It was determined that we need to limit the number of people who enroll at a certain time to keep the system from crashing. There is less traffic on the system on a Sunday. The time of 5:00 AM was chosen due to students not being in class and giving each student a fair opportunity to enroll. The consensus of the committee was that we cannot make changes at this time with enrollment dates or times.

9. Early Enrollment for Student Athletes and SGA Representatives: It was presented by this committee to consider including student athletes and SGA representative in the early enrollment option similar to the Honor's College early enrollment policy. Discussion per Melinda Roelfs addressed the ability of the IT system to identify athletes but not SGA representatives at this time. The Student Faculty Committee approved including both student athletes and SGA representatives for early enrollment on April 25, 2022. The policy passed but needs additional time and updated technology to implement SGA representatives due to current SIS capabilities.

All-University – Chair: John Daley

22 April 2022

TO: Dr. Shawnee Hendershot
President, PSU Faculty Senate

FROM: Dr. John Daley
Chair, All University Committee

SUBJECT: AY 2021-2022 Committee Report

Committee Member / Department / email /Term
John Daley HPASS <jdaley@pittstate.edu> 1
Janis Schiefelbein Nursing <,jschiefelbein@pittstate.edu> 1
Cole Shewmake HHPR <cshewmake@pittstate.edu> 1
Tatiana Goris TWFL <tgoris@pittstate.edu> 2
James Whitney Biology <jewhitney@pittstate.edu> 1
David Weaver Business <davidweaver@pittstate.edu> 1
Reed Beyeler Student <rbeyeler@gus.pittstate.edu> 1
Kenzee Shanks Student <kshanks@gus.pittstate.edu>
Bella Bertoncino Student <ibertoncino@gus.pittstate.edu>
McKenna Jones Student <mckenna.m.jones@gus.pittstate.edu>

Summary of Activities
Faculty members of this committee met virtually the week of 23 August 2021 and elected a chair (John Daley) and a recorder (Janis Schiefelbein). SGA had appointed no student representatives by that time. Having been assigned no missions in addition to our general responsibility for extracurricular activities on campus, the committee reviewed the previous year's report and agreed that clarification was needed on any COVID-influenced, university-wide attendance policy should one be needed, as the threat of contagion on campus was a non-curricular concern as well as a matter of course policy. The committee enquired of the Faculty Senate President accordingly, and she passed the query on to the Provost. The Provost responded that there was no university-wide policy; only that the Leadership Council recommended that individual faculty be as "merciful" as possible. The committee chair then followed up with SGA for the assignment of student committee members, made contact with them and explained the committee's status and mission. These administrative details were completed by 14 September 2021.

As in AY 2020-2021, the pandemic situation prevented the committee from undertaking any campus-wide special missions, and was assigned no special

charges/missions. Policy decisions were made, executed, and enforced by departmental chairs and deans. Therefore, the committee rendered no reports to the faculty senate after September 2021.

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

4/27/2022

Faculty Affairs Committee Report
AY 2021-2022

Faculty travel was funded this academic year with $100,000 per the PSU Foundation. The committee met via Teams for review and approval/denial of travel requests. As of 4/27/2022, all faculty professional development funding requests have been approved with 1 international presentation, 30 out-of-state and in-state presentations, and 7 professional development conferences for a total of 37 PSU faculty. In total, as of April 27th, $19,146.59 has been allocated leaving $80,853.41 of the initial $100,000 allocation, an additional $10,110.00, has been approved and is pending allocation at this time.

A request for 2022-2023 academic year funding has been submitted to the Foundation for $100,000.

The committee met via Teams tor review of sabbatical requests. We received 7 sabbatical requests WF 21. The committee proceeded to review and ranked all sabbatical requests with consideration given to purpose, proposed research, location of sabbatical, teaching benefits, research benefits, benefits to PSU, the chair's letter, and the dean's letter. The committee provided their rankings with the information being forwarded to the Provost.

Cynthia Huffman
Santimukul Santra
Michael Carper
Jessica Jorgenson Borchert
Chase Dearinger
Lori Martin
Linden Dalecki

Respectfully submitted,

Dr. Jennifer Harris
Chair, Faculty Affairs committee

Faculty Affairs Committee Members: Khamis Siam, Kristen Maceli, Chauncey Pennington, Amy Hite, Tracy Rampy

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Constitution – Chair: Norman Philipp

Constitution Committee End of Year Report for 2021-2022

During the 2021-2022 academic year the Pittsburg State University Faculty Senate (FS) Constitution Committee included Norman Philipp (chair), Jorge Leon (recorder), Chase Dearinger, Karen Johnson, and Kent Runyan. Composition and roles within the committee were decided upon during an initial meeting held in person on September 2nd, 2022 at 1 pm.

The Constitution Committee had two major accomplishments during the 2020-2021 academic year: 1) amending By-Law IV.A #1-10 of the FS Constitution and 2) adopting Article III.E to the FS Constitution.

By-Law IV.A #1 was amended to update the language and clarify the make up of the Online Undergraduate Curriculum Subcommittee, specifically:

- Changing "Provost and Vice President of Academic Affairs" to "Provost/Vice President of Academic Affair"
- Added "Registrar" to the make up of the subcommittee
- Changing "shall serve as an ex-officio member" (referring only to the Provost/Vice President of Academic Affairs) to "shall serve as ex-officio members" (to include the Registrar in the definition of roles)
- Adding "Prior to any vote being taken by the subcommittee, the subcommittee shall meet face-to-face to discuss proposals before the committee."

This amendment was discussed by the Constitution Committee during December 2021 and January 2022, with a first reading of the amendment occurring at the January 24th Faculty Senate meeting, changes were proposed by the Faculty Senate and the second reading with the proposed changes and subsequent vote on the amendment at the February 28th meeting. The amendment was approved by the Faculty Senate.

By-Law IV.A #5 was amended to clarify the make up of the Online and Distance Learning Subcommittee, specifically:

- Changing "Axe Library" to "Library Services"
- Removing "Dean of Graduate and Continuing Studies" and adding "Additionally, a College Dean shall serve as an ex-officio member with this position rotating between deans every 2 years."

This amendment was discussed by the Constitution Committee during January 2022, with a first reading of the amendment occurring at the January 24th Faculty Senate meeting, changes were proposed by the Faculty Senate and the second reading with the proposed changes and subsequent vote on the amendment at the February 28th meeting. The amendment was approved by the Faculty Senate.

A revised version of the Constitution and By-Laws of the Faculty Senate of Pittsburg State University (as of February 28, 2022) was submitted to the Faculty Senate President and Registrar

on March 2nd, 2022. This version implemented all approved changes to the Constitution and By-Laws as of February 28th, 2022.

The Constitution Committee issued statements of "No Report" for the follow meetings of the Faculty Senate in the 2021-2022 academic year.

- September 27th, 2021 (only assignment of chair and recorder roles were submitted)
- October 25th, 2021
- November 29th, 2021
- December 6th, 2021
- March 28th, 2022
- April 25th, 2022

The end of year report was submitted on April 28th, 2022.

Pitt State Pathway – Chair: Bob Kehle

The Pittsburg State University Pitt State Pathway Committee was active for the 2021-2022 academic year. The initial meeting was to establish a chair and recorder.

1. Has been reviewing courses for inclusion in the Pathway program. This resulted in returning 8 proposals for a Pathway course to the departments to include pathway information
2. Working on assessment procedures including developing workshops how to implement assessment within our CANVAS courses.
3. Developing specific guidelines for all Pathway courses to include in their syllabus
4. Working on an enhanced one stop web site concerning the Pathway submission of courses.

The faculty members on the committee for 2020-2021 included:

Alex Binder, Recorder
Bob Kehle, Chair
Rion Huffman
Tracy Rampy
Shipra Paul
Jonathan Dresner
Student Senate Appointees
Sydney Walkup
Nakoa Warren

Robert Kehle
Professor of Music

Budget Committee – Chair: Chris Childers

The Faculty Senate budget committee met twice during this past academic year--once in the fall and again in the spring. Chris Childers served as chair and Marcus Daczewitz served as recorder. The meeting minutes provide details on what was discussed.

In both committee meetings, the members met with Doug Ball, chief financial officer, to review the budget situation for the university and to ask questions. We specifically tried to address issues that we heard about from faculty. Again, the meeting minutes from both meetings detail these questions and answers.

Thank you,
Chris Childers

Academic Honesty – Chair: Karen Johnson

April 26th, 2022

Dr. Hendershot,

The Pittsburg State University Academic Honesty Committee was active for the 2021-2022 academic year. Faculty members used the Maxient system effectively to report cases of academic misconduct and to request hearings for possible sanctions.

For this academic year, there were 11 reports of academic misconduct submitted. On 10 of the 11 reports, the reporting faculty members did not want further investigation into the matter; the reports were for tracking purposes only.

On the other reported case, the faculty member requested the committee to consider more severe sanctions to be imposed on the students in question. Dr. Jason Kegler met with the alleged students and both students waived their right to a hearing. The committee met and recommended to the Provost the following sanction for each student: Designation of XF in the course in question. The Provost supported the recommendation.

The faculty members on the committee for the 2021-2022 included: Dr. Gary Wilson, Dr. Chris Fogliasso, Dr. Daniel Zurek, Mr. Norman Phillip, Dr. Rick Hardy, and Dr. Karen Johnson (Chair). Students on this committee included: Bella L'Heureux and Kaedra Brenner.

Throughout the year, this committee relied on the services of Dr. Jason Kegler, Associate Vice President of Student Life. Dr. Kegler's guidance and support helped this committee and his assistance was and continues to be invaluable.

Sincerely,
Dr. Karen Johnson
Academic Honesty Chair

UGCC Meeting 05/04/2022

	Voting Members					Ex-Officio
	Carper	Goedeke	Gupta	Lewis	Pitts	Johnson
			NOT PRESENT		NOT PRESENT	
Dept: HHPR						
Request for Revision to Curriculum						
Revise Hospitality Management Certificate, update electives	X	X		X		
Revise Hospitality Management Minor, update electives	X	X		X		
Revise Recreation and Sport Mangement Emphasis reduce electives	X	X		X		
Revise Recreation Studies, Sport, and HM Major	X	X		X		
Request for Revision to Course						
Revise REC 400 Course Description	X	X		X		
Revise REC 406 Course Description	X	X		X		
Revise REC 450 Course Name and Description	X	X		X		
Request for Deletion of Course						
Delete REC 275	X	X		X		
Delete REC 404	X	X		X		
Delete REC 408	X	X		X		
Delete REC 455	X	X		X		
Delete REC 462	X	X		X		
Request New Course						
Add REC 375 Professional Development Seminar in RSSHM	X	X		X		
Dept: HPSS						
Request for Revision to Curriculum						
Add courses to Criminal Justice Major*	X	X		X		
Request Revision to Course						
Revise JUST 223 name to Investigative Interviewing	X	X		X		
Dept: FCS						
Request for Revision to Curriculum						
Revise Early Childhood Unfied: B-K, remove EDUC 464 & add EDUC 371	X	X		X		

*Approved subject to correction of hours required in Major curriculum summary.
"Required Core" should state (21-22) rather than (22-23) in both current and proposed major sections.

Pittsburg State University

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HPSS College: A & S Submission Date: 02/02/2022

Contact Person: Gary Wilson ☒ Faculty member ☐ Chair

Revision Effective: Fall 2022 (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.

Purpose/Justification for Revision to Course: "Investigative Interviewing" is a better title for the course.

Existing Course:

Course Number: JUST 223

Title of Course: Basic Interviewing and Counseling Skills

Credit Hours: 3

Prerequisite: None

Course Description (as it appears in the current catalog): The role and purpose of accepted interviewing techniques and their application to counseling, interrogation, and other social situations.

Proposed Course:

Course Number: ~~223~~ JUST223

Title of Course: Investigative Interviewing

Credit Hours: 3

Prerequisite: None

Course Description (as it will appear in the next catalog): This class provides the student with a solid foundational understanding of the use of legally accepted criminal interviewing and interrogation techniques. The student will be able to properly structure an investigative interview and apply interview and interrogation techniques to other forms of investigation, counseling skills, and other social interactions.

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.)?
   0

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

☒ Approved: Department Chairperson
Date 2/8/22 Signature, Department Chairperson James McElroy

☐ Approved: College Curriculum Committee
Date 3/28/22 Signature, College Curriculum Committee Chair Mary Carol Pomatto

☐ Approved: Dean of College
Date 3/28/22 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 05-04-2022 Signature, Undergraduate Curriculum Committee Chair _____

☐ Approved: Faculty Senate
Date _____ Signature, Presidant, 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.

Pittsburg State University

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: HPSS College: A&S

Submission Date: 02/08/2022 Revision Effective: Fall, 2022 (Year)

Contact Person: Gary Wilson ☒ Faculty member ☐ Chair

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

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

Description of Change: additions to curriculum

Rationale for Change (include changes to curriculum objectives): To include GIS and Public Policy courses as specialty courses for CJ majors and to add a Qualitative Methods option for CJ majors. GEOG 303, 305, and 403, POLS 201, SOC 577, and SOSCI 396.

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.
additions to current curriculum

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.
additions to current curriculum

Existing Major or Minor/Emphasis/Certificate

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

Required Core (22-23) See notes *1

JUST-104 Introduction to the Justice System (3 hours)
JUST-309 Principles of Justice Studies (3 hours)
JUST-322 Ethics and Justice Policy (3 hours)
SOSCI-387 Social Research Design (3 hours)
SOSCI-388 Social Research Analysis (4 hours)
or
PSYCH-389 Research Methods in Psychology I (3 hours)
JUST-501 Criminal Procedure (3 hours)
or

POLS-662 Constitutional Law II (3 hours)
JUST-695 Senior Seminar in Justice Issues (3 hours)

*1

Students can use no more than 6 hours of Psychology in their Criminal Justice major.
Select 3 hours of Society and Justice Issues from:

SOC-360 Community Sociology (3 hours)
SOC-443 Race and Ethnic Relations (3 hours)
JUST-480 Women, Crime, and Justice (3 hours)
JUST-485 Crime and Public Policy (3 hours)
SOC-512 Social Stratification (3 hours)
JUST-521 Special Topics in Justice Studies (____) (1-3 hours)
SOC-534 Political Sociology (3 hours)
SOC-549 Social Deviance (3 hours)
SOC-569 Society and Sexuality (3 hours)
SOC-663 Women, Men and Society (3 hours)

Select 3 hours of Theories and Philosophy of Justice from:

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

Select 3 hours of Applied Criminal Justice from:

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

PSYCH-773 Criminal Psychopathology (3 hours)

Plus 18 hours of electives See notes *2
*2

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

Proposed Major or Minor/Emphasis/Certificate:

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

Required Core (22-23) See notes *1

JUST-104 Introduction to the Justice System (3 hours)
JUST-309 Principles of Justice Studies (3 hours)
JUST-322 Ethics and Justice Policy (3 hours)
SOSCI-387 Social Research Design (3 hours)
SOSCI-388 Social Research Analysis (4 hours)
or
SOSCI 396 Special Topics in Social Sciences
or
PSYCH-389 Research Methods in Psychology I (3 hours)
JUST-501 Criminal Procedure (3 hours)
or
POLS-662 Constitutional Law II (3 hours)
JUST-695 Senior Seminar in Justice Issues (3 hours)

*1

Students can use no more than 6 hours of Psychology in their Criminal Justice major.
Select 3 hours of Society and Justice Issues from:

POLS-201 Introduction to Public Policy (3 hours)
SOC-360 Community Sociology (3 hours)
SOC-443 Race and Ethnic Relations (3 hours)
JUST-480 Women, Crime, and Justice (3 hours)
JUST-485 Crime and Public Policy (3 hours)
SOC-512 Social Stratification (3 hours)
JUST-521 Special Topics in Justice Studies (____) (1-3 hours)
SOC-534 Political Sociology (3 hours)
SOC-549 Social Deviance (3 hours)
SOC-569 Society and Sexuality (3 hours)
SOC-663 Women, Men and Society (3 hours)

Select 3 hours of Theories and Philosophy of Justice from:

POLS-412 Law in Film and Literature (3 hours)
POLS-450 Political Philosophy (3 hours)
JUST-500 Criminal Law and Society (3 hours)
JUST-521 Special Topics in Justice Studies (____) (1-3 hours)
JUST-538 Philosophy of Law (3 hours)

SOC-577 Public Affairs (3 hours)
POLS-578 Democratic Theory and Public Opinion (3 hours)
JUST-591 Native American Sovereignty and the Law (3 hours)
POLS-609 Administrative Law (3 hours)

Select 3 hours of Applied Criminal Justice from:

JUST-223 Basic Interviewing and Counseling Skills (3 hours)
GEOG-303 Geographic Information Systems I (4 hours)
GEOG-305 Computer Mapping (3 hours)
JUST-328 Police Administration (3 hours)
SWK-401 Social Work in the Criminal Justice System (3 hours)
GEOG-403 Geographic Information Systems II (4 hours)
JUST-475 Community Policing (3 hours)
JUST-501 Criminal Procedure (3 hours)
JUST-502 Criminal Profiling (3 hours)
JUST-518 Serial Killers (3 hours)
JUST-521 Special Topics in Justice Studies (____) (1-3 hours)
JUST-522 Crime Scenes and the Law of Evidence (3 hours)
SOC-527 Correctional Systems (3 hours)
JUST-528 White Collar Crime (3 hours)
SOC-547 Criminology (3 hours)
SOC-548 Juvenile Delinquency (3 hours)
POLS-562 Law and Politics (3 hours)
PSYCH-571 Abnormal Psychology (3 hours)
SWK-599 Social Work and the Law (3 hours)
POLS-662 Constitutional Law II (3 hours)
JUST-671 Internship (3 hours)
PSYCH-771 Psychology and the Law (3 hours)
PSYCH-773 Criminal Psychopathology (3 hours)

Plus 18 hours of electives See notes *2
*2

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

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.)?
   0

Additional Questions for certificate only:

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

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

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

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

☑ Approved: Department Chairperson
Date 2/8/22 Signature, Department Chairperson Janet McDonald

☐ Approved: College Curriculum Committee
Date 3/28/22 Signature, Committee Chair Mary Carol Pomatto

☐ Approved: Dean of College
Date 3/28/22 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 2022-05-04 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.

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Pittsburg State University

Request for Revision to Curriculum

Revision for: X Major ☐ Minor Emphasis ☐ Certificate

Department: Family & Consumer Sciences College: Arts & Sciences This program is to be offered 50% or more online as a Hybrid no

This program is to be offered fully online no

Submission Date: 6/14/2021 Revision Effective: Fall, 2021 (Year)

Contact Person: Amber Tankersley X Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Early Childhood Unified: Birth-Kindergarten

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

Description of Change: We propose to change one course in the program of study for Early Childhood Unified: Birth-Kindergarten. EDUC 464 Measurement & Evaluation needs to be changed to EDUC 371 Assessment & Evaluation in Elementary Education.

Rationale for Change (include changes to curriculum objectives): EDUC 464 is now geared more toward secondary education candidates. Dr. Dockers suggested that EDUC 371 is a more appropriate option for the ECU: B-K students.

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

☐ Yes X No

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

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 X 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.

Existing Major or Minor/Emphasis/Certificate

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

First Semester, 15 hours See notes *1

- FCS-100 Career Management in Family and Consumer Sciences (1-2 hours)

*1

- See Pitt State Pathway, First Semester for remaining 14 hours.

Second Semester, 16 hours See notes *2

- FCS-285 Lifespan Human Development (3 hours)
- EDUC-321 Methods in Creative Expression (3 hours)
- or
- MUSIC-140 Children's Music (3 hours)

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[2]

- See Pitt State Pathway, Second Semester for remaining 10 hours.

Third Semester, 16 hours See notes [2]

- FCS-290 Introduction and Overview of Childhood Programs (3 hours)

Offered in the spring semester only.

[3]

-Plus a 3 hour elective.

- See Pitt State Pathway, Third Semester, for remaining 10 hours.

Fourth Semester, 15 hours See notes [4]

- FCS-390 Interacting with Children (3 hours)
- FCS-391 Practicum in Early Childhood (1 hour)
- HHP-260 First Aid and CPR (2 hours)

[4]

Plus 3 hours of electives.

- See Pitt State Pathway, Fourth Semester, for remaining 9 hours.

Fifth Semester, 15 hours See notes [5]

- FCS-490 Developmental Planning: Preschool and Kindergarten (3 hours)
- FCS-491 Preschool Laboratory (1-2 hours)
- FCS-590 Development of the Child: Birth Through Age Eight (3 hours)
- SPED-450 Methods, Preschoolers with Disabilities (2 hours)

Offered in the fall semester only.

[5]

Plus a 3 hour elective.

- See Pitt State Pathway, Fifth Semester, for remaining 3 hours.

Sixth Semester, 16 hours See notes [6]

- EDUC-322 Early Literacy and Language Development (2 hours)
- EDUC-323 Literature for Young Children Birth-3rd (1 hour)

Offered in the spring semester only.

- FCS-392 Infant and Toddler Development (3 hours)
- FCS-591 Supervised Teaching in the Early Childhood Lab (5 hours)
- SPED-350 Methods, Infants/Toddlers with Disabilities (2 hours)

Offered in the spring semester only.

- SPED-511 Overview of Special Education (Birth thru 6th Grade) (3 hours)

[6]

Must be admitted to Teacher Education for Senior Year coursework.

Seventh Semester, 14 hours

- EDUC-307 Clinical Experience (1 hour)
- EDUC-366 Primary English Language Arts with Practicum (4 hours)
- FCS-470 Professional and Social Skills (3 hours)

Offered in the fall semester only.

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- FCS-480 Dynamics of Family Relationships (3 hours)

  Offered in the fall semester only.

- PSYCH-357 Educational Psychology (3 hours)

Eighth Semester, 13 hours
- EDUC-345 Topics in (____) (1-3 hours)
- EDUC-464 Measurement and Evaluation (2 hours)
- FCS-572 Senior Seminar in Family and Consumer Sciences (1 hour)
- FCS-690 Parent/Professional Relationships (3 hours)
- SPED-560 Assessment of Young Children (3 hours)

  Offered in the spring semester only

Proposed Major or Minor/Emphasis/Certificate:

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

First Semester, 15 hours See notes *1
- FCS-100 Career Management in Family and Consumer Sciences (1-2 hours)

*1
- See Pitt State Pathway, First Semester for remaining 14 hours.

Second Semester, 16 hours See notes *2
- FCS-285 Lifespan Human Development (3 hours)
- EDUC-321 Methods in Creative Expression (3 hours)
- or
- MUSIC-140 Children's Music (3 hours)

*2
- See Pitt State Pathway, Second Semester for remaining 10 hours.

Third Semester, 16 hours See notes *3
- FCS-290 Introduction and Overview of Childhood Programs (3 hours)

  Offered in the spring semester only.

*3
-Plus a 3 hour elective.

- See Pitt State Pathway, Third Semester, for remaining 10 hours.

Fourth Semester, 15 hours See notes *4
- FCS-390 Interacting with Children (3 hours)
- FCS-391 Practicum in Early Childhood (1 hour)
- HHP-260 First Aid and CPR (2 hours)

*4
Plus 3 hours of electives.

- See Pitt State Pathway, Fourth Semester, for remaining 9 hours.

Fifth Semester, 15 hours See
- FCS-490 Developmental Planning: Preschool and Kindergarten (3 hours)
- FCS-491 Preschool Laboratory (1-2 hours)

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- FCS-590 Development of the Child: Birth Through Age Eight (3 hours)
- SPED-450 Methods, Preschoolers with Disabilities (2 hours)

Offered in the fall semester only.

*1
Plus a 3 hour elective.

- See Pitt State Pathway, Fifth Semester, for remaining 3 hours.

Sixth Semester, 16 hours See notes *2

- EDUC-322 Early Literacy and Language Development (2 hours)
- EDUC-323 Literature for Young Children Birth-3rd (1 hour)

Offered in the spring semester only.

- FCS-392 Infant and Toddler Development (3 hours)
- FCS-591 Supervised Teaching in the Early Childhood Lab (5 hours)
- SPED-350 Methods, Infants/Toddlers with Disabilities (2 hours)

Offered in the spring semester only.

- SPED-511 Overview of Special Education (Birth thru 6th Grade) (3 hours)

*1
Must be admitted to Teacher Education for Senior Year coursework.

Seventh Semester, 14 hours

- EDUC-307 Clinical Experience (1 hour)
- EDUC-366 Primary English Language Arts with Practicum (4 hours)
- FCS-470 Professional and Social Skills (3 hours)

Offered in the fall semester only.

- FCS-480 Dynamics of Family Relationships (3 hours)

Offered in the fall semester only.

- PSYCH-357 Educational Psychology (3 hours)

Eighth Semester, 13 hours

- EDUC-345 Topics in (____) (1-3 hours)
- EDUC-371 Assessment & Evaluation in Elementary Education (3 hours)
- FCS-572 Senior Seminar in Family and Consumer Sciences (1 hour)
- FCS-690 Parent/Professional Relationships (3 hours)
- SPED-560 Assessment of Young Children (3 hours)

Offered in the spring semester only

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Additional Questions

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

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

   Please give the rationale for additional student fees:
   n/a

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

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

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
   n/a

Additional Questions for certificate only:

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

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

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

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

☒ Approved: Department Chairperson
Date 6/14/21 Signature, Department Chairperson M C Pornatto

☒ Approved: College Curriculum Committee
Date 8/31/21 Signature, College Curriculum Committee Chair J. Truefove

☒ Approved: Dean of College
Date 8/31/21 Signature, Dean J. Truefove

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

☒ Approved: Council for Teacher Education (if applicable)
Date 9/1/21 Signature, Council for Teacher Education Chair J. Truefove

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

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

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

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

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

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

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

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

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

6 of 6 5/4/2022, 2:01 PM

Pittsburg State University

Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education Submission Date: 12/1/21

Contact Person: Shelby Hutchens ☒ Faculty member ☐ Chair

Will this deletion 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 change will impact the Hospitality Management certificate. See attached email correspondence regarding the BS in Workforce Development. The accompanying documentation also replaces REC 275 with REC 375 in other minors and emphasis areas within HHPR. REC 375 – the replacement for both courses – is a three-hour course, where REC 275 was 2-6 hours and REC 462 was a one-hour credit.

Purpose/Justification for Course Deletion: This deletion will allow us to create a new course by incorporating elements of our Practicum (REC 275) and Preinternship (REC 462) courses which will provide a more quality experience for students than the two courses did separately.By combining these classes, we can offer students a more efficient way to navigate through their RSSHM major.

Course to be Deleted:

Course Number: REC 275

Title of Course: Practicum

Credit Hours: 2

Deletion Effective: Fall 2022 (Semester/Year)

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

Was this course a part of the Pitt State Pathway package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☐ No
Please realize that it will need to gain approval of the Pitt State Pathway Committee.

Was this course 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.

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

☑ Approved: Department Chairperson
Date 1/31/22 Signature, Department Chairperson _____

☑ Approved: College Curriculum Committee
Date 4/5/22 Signature, Committee Chair _____

☑ Approved: Dean of College
Date 4/5/22 Signature, Dean _____

☐ Approved: Pitt State 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 _____ Signature, 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 deletion.

Originating Department: Please complete this form and upload 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"* (e.g. MATH 343.version 2.docx) and uploaded as well.

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: HHPR College: Education Submission Date: 12/1/21

Contact Person: Shelby Hutchens ☒ 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.
As a program, we have met several times to discuss ways to increase the efficiency of our program for the benefit of our students. By combining REC 275 and REC 462, we can offer more of our core classes while providing students with a more beneficial internship-prep and professional development experience. The BS in Workforce Development program also uses the Hospitality Certificate (which includes the current REC 275 for non-RSSHM majors) - and we have been in contact with their program to alert them of the changes and reassure them that any students who have enrolled in hospitality courses will be able to take them online. See attached emails.

Proposed Course:

Course Number: REC 375

Title of Course: Professional Development Seminar in RSSHM

Credit Hours: 3

Date first offered: Fall '22 (Semester/Year) ☒ Fall ☒ Spring ☒ Summer (check all that apply)

Prerequisite: REC 160 or REC 240

Course Description (**as it will appear in the next catalog**): Overview of internship and professional opportunities in the recreation, sport, hospitality management, worksite wellness, and therapeutic recreation industries. This course also focuses on professional development including preparing a resume and mock job interviews. Students will also be required to engage in at least 32 hours of professional experience of their choosing.

Purpose/Justification for Proposed Course: This course is designed to combine elements of our Practicum (275) and Preinternship (462) courses which will provide a more quality experience for students than the two courses did separately.

Objectives/Student Learning Outcomes (**as it will appear in the syllabus**)
1) Students will examine their strengths and weaknesses as future professionals
2) Students will observe and report on the functions of various agencies through 4 job shadow opportunities.
3) Students will set professional goals for the remainder of their degree plan.
4) Students will know how to prepare a viable resume and cover letter for themselves
5) Students will enhance their interviewing skills through recorded mock interviewing
6) Students will identify several potential internship experiences

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

1) Internship Manual Quiz

Students will be provided both internship manuals for the RSSHM program (both the general internship manual and the specialized manual for Therapeutic Recreation). Their knowledge and understanding of each will be assessed via quiz to ensure students understand what is expected of them as they prepare for their internships. X points.

2) Resume and Cover Letter

Students will schedule an appointment with Pitt State Career Services to review their resume and cover letter before (insert date here). After the appointment, update your resume and cover letter, and submit that along with a 2-page reflection of your experience on Canvas by (insert due date here). X points.

3) Mock Interview

Students will also schedule a mock interview with PSU Career Services. This practice should inform students of what to expect during their eventual job search. Submit a two-page document discussing what you were prepared for, what you weren't prepared for, and what you need to improve on moving forward. X points.

4) Job Shadows

Students will seek out four willing individuals within 4 rec, sport, worksite wellness, or therapeutic recreation-based organizations with which they must complete an 8-hour job shadow. Students will then complete an analysis of that organization and their experiences and assess the potential of each organization as an internship location. X points.

5) Career Goal Identification

In light of the experiences offered by this course, students should be able to identify what their chronological career path might look like and will be tasked with setting practical goals and objectives to ensure their success. Along the way, students must also consider relevant factors in their decisions including but not limited to location, salary, typical benefits employment, and opportunities for career advancement. X points.

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

Additional Questions

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

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

   Please give the rationale for additional student fees:

   ———

3. Is this course to be considered for Pitt State Pathway? ☐ Yes ☒ No
   If "yes," please complete the Pitt State Pathway Course Approval Form located on the Faculty Senate webpage. 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 1/31/22 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 4/6/22 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 4/6/22 Signature, Dean _____

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 05-04-2022 Signature, Undergraduate Curriculum Committee Chair _____

☐ Approved: Faculty Senate
Date _____ Signature, President, Faculty Senate _____

☐ Approved: PittState 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.

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SYLLABUS

REC 375 – Professional Development Seminar in RSSHM

Department of Health, Human Performance, and Recreation

Pittsburg State University - College of Education

Instructor:
Office:
Office phone:
Email:
Office Hours:

Catalog Description:

Overview of internship and professional opportunities in the recreation, sport, hospitality management, worksite wellness, and therapeutic recreation industries. This course also focuses on professional development including preparing a resume and mock job interviews. Students will also be required to engage in at least 32 hours of professional experience of their choosing.

Prerequisites: REC 160 Introduction to Professions in Recreation, Sport and Hospitality and REC 240 Introduction to Therapeutic Recreation. Students must also have a GPA of at least 2.5 in all core and option courses before enrollment.

Course goals:

1) Students will examine their strengths and weaknesses as future professionals
2) Students will observe and report on the functions of various agencies through 4 job shadow opportunities.
3) Students will set professional goals for the remainder of their degree plan.
4) Students will know how to prepare a viable resume and cover letter for themselves
5) Students will enhance their interviewing skills through recorded mock interviewing
6) Students will identify several potential internship experiences

Required Texts: Internship Manual for REC 498 - provided on Canvas

Course Format: This course will be [format here].

Completion of Assignments: Assignments are due on time on the day they are due. Unless otherwise communicated via email, Canvas, or in class. Assignments may be added or retracted from the syllabus. If you miss an assignment you will NOT be able to make up that assignment without prior communication with the instructor.

Course Requirements: Each student will complete the following assignments to pass the course. Final grades will be earned based upon the total points accumulated from exams, assignments, and class participation. Grades will be determined earned as follows:

1) **Internship Manual Quiz**
   Students will be provided both internship manuals for the RSSHM program (both the general internship manual and the specialized manual for Therapeutic Recreation). Their knowledge and understanding of each will be assessed via quiz to ensure students understand what is expected of them as they prepare for their internships. **X points.**

2) **Resume and Cover Letter Review with Industry Professional**
   Students will select an industry professional in their career field and schedule a meeting with them (either virtually or in-person) to review and edit student's current resume and cover letter. Additionally, students should ask their professional what skills/certifications/experience they might be lacking and how to obtain those skills and experiences. After the meeting, students will update their resumes and cover letter based suggestions received, and submit those alongside a 2-page summary of what they learned from the experience on Canvas. **X points.**

3) **Mock Interview**
   Students will also schedule a mock interview with PSU Career Services. This practice should inform students of what to expect during their eventual job search. Submit a two-page document discussing what you were prepared for, what you weren't prepared for, and what you need to improve on moving forward. **X points.**

4) **Career Goal Identification**
   In light of the experiences offered by this course, students should be able to identify what their chronological career path might look like and will be tasked with setting practical goals and objectives to ensure their success. Along the way, students must also consider relevant factors in their decisions including but not limited to location, salary, typical benefits employment, and opportunities for career advancement. **X points.**

5) **Meeting with Dr. Covert-Miller**
   Students must also meet with Dr. Covert-Miller, who oversees our internship program, to ensure you understand the requirements of the internship by (INSERT DATE). Her email is lcovert@pittstate.edu. **X points.**

6) **Job Shadows**
Students will complete 4 different job shadows (8 hours or one complete business day each) at 4 different organizations. Students must complete an Agency Information Sheet along with each shadow. The organizations must be within the fields of recreation, sport, therapeutic recreation, hospitality management, or community/worksite wellness. Upon completion of each 8-hour shadow, students will write a 3-page analysis of their experience describing the job and responsibilities observed and the internship potential of each. See rubric below. **X points each.**

Criteria	Exemplary (X)	Average (X)	Unacceptable (X)
Description of Job	Name, job title, description of duties	Some duties missing or unclear	Most elements missing.
Summary of Job Shadow	Clear and specific. Summary focuses specifically on the day-to-day responsibilities, the interactions their shadow has, other people involved, and what the student observed their shadow doing.	Vague and/or not specific enough. Not specific enough to understand what happened day of, or their shadows role in the organization.	Vague and not specific. Unclear if student actually shadowed anyone.
Key Takeaways from Job Shadow	3 most beneficial takeaways of the shadow experience clearly identified and described including how the experience might inform their future decisions/career.	<3 takeaways described some application to future career or how the experience might inform their future decisions/career.	<3 takeaways or clarification thereof, little to no application to future career or how the experience might inform their future decisions/career.
Page Requirement & Formatting Correct (10 pts)	Yes (10) No (0) The format for the paper is as follows: typed, double spaced, Times New Roman 12-point font, 1" margins, at least three (3) full pages in length.		
Agency Information Sheet	Yes (10) No (0)		

Pittsburg State University

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education Submission Date: 12/1/21

Contact Person: Shelby Hutchens ☒ Faculty member ☐ Chair

Revision Effective: Fall '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.
The BS in Workforce Development program also uses the Hospitality Certificate (which includes REC 406) - and we have been in contact with their program to alert them to the changes and reassure them that any students who have enrolled in hospitality courses will be able to take them online. See attached emails.

Purpose/Justification for Revision to Course: This revision will combine REC 400 and REC 404 which are extremely similar in content as they currently exist. By combining the classes, we can offer students a more efficient way to navigate our hospitality courses and provide students with a more diverse array of classes through the provision of two of the following courses: REC 430 – Commercial Recreation (3 hours), REC 435 – Facility Design (3 hours), and REC 438 – Current Issues in the Professions (3 hours).

Existing Course:

Course Number: REC 400

Title of Course: REC 400 - Event Planning and Management

Credit Hours: 3

Prerequisite: REC 160

Course Description (as it appears in the current catalog): REC-400 -
Preparation is important for successful events including fundraisers, festivals, and sporting events. This course will provide one with the basic guidelines and best practices one needs as they identify the purpose of the event, define the event's format, select a location, and create event activities. The course covers event planning, management, and evaluation concepts.

Proposed Course:

Course Number: REC 400

Title of Course: Event Design, Planning and Management

Credit Hours: 3

Prerequisite: REC 160

Course Description (as it will appear in the next catalog): Preparation is important for successful events including fundraisers, festivals, and sporting events. This course will provide students with the basic guidelines and best practices as they learn how to plan an event, implement event design principles, budget for an event, and propose an event design. The course covers event planning, design, management, and evaluation concepts.

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 4/5/22 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 4/5/22 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 4/5/22 Signature, Dean _____

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 05-04-2022 Signature, Undergraduate Curriculum Committee Chair _____

☐ Approved: Faculty Senate
Date _____ Signature, Presidant, 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.

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Pittsburg State University

Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education Submission Date: 12/1/21

Contact Person: [X] Faculty member [ ] Chair
Shelby Hutchens

Will this deletion affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?
[X] 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 BS in Workforce Development program also uses the Hospitality Certificate (which currently includes REC 404) - and we have been in contact with their program to alert them to the changes and reassure them that any students who have enrolled in hospitality courses will be able to take them online. See attached emails.

Purpose/Justification for Course Deletion: This deletion will facilitate the combination of REC 400 and REC 404. By combining the classes, we can offer students a more efficient way to navigate our hospitality courses and provide students with a more diverse array of classes through the provision of two of the following courses: REC 430 – Commercial Recreation (3 hours), REC 435 – Facility Design (3 hours), and REC 438 – Current Issues in the Professions (3 hours).

Course to be Deleted:

Course Number: REC 404

Title of Course: Event Design

Credit Hours: 3

Deletion Effective: Fall 2022 (Semester/Year)

Currently Offered: [X] Fall [ ] Spring [ ] Summer (check all that apply)

Was this course a part of the Pitt State Pathway package? [ ] Yes [X] No

Is there a departmental course that will be proposed as a substitute? [ ] Yes [ ] No
Please realize that it will need to gain approval of the Pitt State Pathway Committee.

Was this course required of any education majors? [ ] Yes [X] No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

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

☑ Approved: Department Chairperson
Date 4/31/22 Signature, Department Chairperson _____

☑ Approved: College Curriculum Committee
Date 4/5/22 Signature, Committee Chair _____

☑ Approved: Dean of College
Date 4/5/22 Signature, Dean _____

☐ Approved: Pitt State 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 05-04-2022 Signature, 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 deletion.

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Pittsburg State University

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education Submission Date: 12/1/21

Contact Person: Shelby Hutchens ☒ Faculty member ☐ Chair

Revision Effective: Fall '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.
The BS in Workforce Development program also uses the Hospitality Certificate (which includes REC 406) - and we have been in contact with their program to alert them of the changes and reassure them that any students who have enrolled in hospitality courses will be able to take them online. See attached emails.

Purpose/Justification for Revision to Course: This revision combines elements of REC 406 and REC 408 whare extremely similar in content. By combining the classes, we can offer students a more efficient way to navigate our hospitality courses and provide students with a more diverse array of classes through the provision of two of the following courses: REC 430 – Commercial Recreation (3 hours), REC 435 – Facility Design (3 hours), and REC 438 – Current Issues in the Professions (3 hours).

Existing Course:

Course Number: REC 406

Title of Course: Resort, Spa, and Lodging Operations

Credit Hours: 3

Prerequisite: REC 160 or instructors permission

Course Description (as it appears in the current catalog): REC 406 - This course provides an understanding of resort, spa and lodging management. The resort and lodging focus will be on the operations of the rooms division, including revenue management, security, engineering and maintenance and the financial aspects of operations. The spa focus will include all of the facets of spa management. Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality. Priority of student enrollment given to recreation majors or special permission by instructor.

Proposed Course:

Course Number: REC 406

Title of Course: Resort, Spa, Casino, and Lodging Operations

Credit Hours: 3

Prerequisite: REC 160

Course Description (**as it will appear in the next catalog**): To introduce students to topics in resort/lodging, spa, casino, and food & beverage planning, development, and operations. The structure and operation of the separate departments or logical grouping of organizational activities within resort/lodging, spa, casino, and food & beverage properties will be covered. This includes ownership, and the various impacts of US commercial casinos and Native American casinos. Students will be exposed to several theoretical frameworks that will encourage critical thinking. They will become better able to synthesize viewpoints about operations that will enable them to intellectually approach situations that may occur throughout each industry sector. Students will apply concepts and processes discussed through the semester in completing projects and examinations. Prerequisites: REC 160 Introduction to Recreation and Leisure. Priority of student enrollment given recreation majors.

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 1/31/22 Signature, Department Chairperson [signature]

☒ Approved: College Curriculum Committee
Date 4/5/22 Signature, College Curriculum Committee Chair [signature]

☒ Approved: Dean of College
Date 4/5/22 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 05-04-2022 Signature, Undergraduate Curriculum Committee Chair [signature]

☐ Approved: Faculty Senate
Date _____ Signature, Presidant, 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.

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Pittsburg State University

Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education Submission Date: 12/1/21

Contact Person: ☒ Faculty member ☐ Chair
Shelby Hutchens

Will this deletion 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 BS in Workforce Development program also uses the Hospitality Certificate (which currently includes REC 408) - and we have been in contact with their program to alert them to the changes and reassure them that any students who have enrolled in hospitality courses will be able to take them online. See attached emails.

Purpose/Justification for Course Deletion: This deletion will facilitate the combination of REC 406 and REC 408. By combining the classes, we can offer students a more efficient way to navigate our hospitality courses and provide students with a more diverse array of classes through the provision of two of the following courses: REC 430 – Commercial Recreation (3 hours), REC 435 – Facility Design (3 hours), and REC 438 – Current Issues in the Professions (3 hours).

Course to be Deleted:

Course Number: REC 408

Title of Course: Casino, Food and Beverage Operations

Credit Hours: 3

Deletion Effective: Fall 2022 (Semester/Year)

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

Was this course a part of the Pitt State Pathway package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☐ No
Please realize that it will need to gain approval of the Pitt State Pathway Committee.

Was this course 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.

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

☑ Approved: Department Chairperson
Date 4/8/22 Signature, Department Chairperson _____

☑ Approved: College Curriculum Committee
Date 4/5/22 Signature, Committee Chair _____

☑ Approved: Dean of College
Date 4/5/22 Signature, Dean _____

☐ Approved: Pitt State 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 05-04-2022 Signature, 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 deletion.

Originating Department: Please complete this form and upload 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"* (e.g. MATH 343.version 2.docx) and uploaded as well.

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

Pittsburg State University

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education Submission Date: 12/1/21

Contact Person: Shelby Hutchens ☒ Faculty member ☐ Chair

Revision Effective: Spring '23 (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.
Throughout our meetings the last few weeks, we haven't found another program on campus that would be impacted by the revision of REC 450 and removal of REC 455 from the RSSHM emphasis.

Purpose/Justification for Revision to Course: This revision will incorporate elements of REC 450 and REC 455 as they are very similar in content and this will allow us to offer our core classes on a more frequent basis.

Existing Course:

Course Number: REC 450

Title of Course: Sport Operations

Credit Hours: 3

Prerequisite: REC 160

Course Description (as it appears in the current catalog): REC-450 -
The students will gain an overview of what sport operations is, what it does, and its function within the sport community. The course is intended to demonstrate an understanding of the industry through diversely applying information about sport operations in an unbiased fashion, defining sport operations and guiding the student in obtaining a sense of responsibility to the public, investors and employees when considering all levels of sport. Furthermore, the material should promote an inquisitive interaction between all the students regarding the connection between sports and management. Learners should be able to see sports as part of the management process, not just an athletic event. Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality. Priority of student enrollment given recreation majors or special permission by instructor.

Proposed Course:

Course Number: REC 450

Title of Course: Sport Operations and Governance

Credit Hours: 3

Prerequisite: REC 160

Course Description (as it will appear in the next catalog): The students will gain an overview of how sport organizations function, the policies thereof, and the impact of various types of sport organizations within their communities. Furthermore, this class allows for an analysis of the connection between sport organizations and the unique management and leadership practices therein. Prerequisite: REC 160 Introduction to Professions in Recreation, Sport and Hospitality. Priority of student enrollment given recreation majors or special permission by instructor.

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 1/31/22 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 4/5/22 Signature, College Curriculum Committee Chair _____

☒ Approved: Dean of College
Date 4/5/22 Signature, Dean _____

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

☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 05-04-2022 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.

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Pittsburg State University

Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education Submission Date: 12/1/21

Contact Person: Shelby Hutchens ☒ Faculty member ☐ Chair

Will this deletion 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.

Throughout our meetings the last few weeks, we haven't found another program on campus that would be impacted by the removal of REC 455 from the RSSHM emphasis.

Purpose/Justification for Course Deletion: The deletion of REC 455 will allow for the combination of REC 450 and REC 455 and the ability to offer our core classes on a more frequent basis.

Course to be Deleted:

Course Number: REC 455

Title of Course: Sport Policy and Governance

Credit Hours: 3

Deletion Effective: Fall 2022 (Semester/Year)

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

Was this course a part of the Pitt State Pathway package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☐ No
Please realize that it will need to gain approval of the Pitt State Pathway Committee.

Was this course 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.

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

☑ Approved: Department Chairperson
Date 4/31/22 Signature, Department Chairperson _____

☑ Approved: College Curriculum Committee
Date 4/5/22 Signature, Committee Chair _____

☑ Approved: Dean of College
Date 4/5/22 Signature, Dean _____

☐ Approved: Pitt State 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 05-04-2022 Signature, 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 deletion.

Originating Department: Please complete this form and upload 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"* (e.g. MATH 343.version 2.docx) and uploaded as well.

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Pittsburg State University

Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: HHPR College: Education Submission Date: 12/1/21

Contact Person: Shelby Hutchens ☒ Faculty member ☐ Chair

Will this deletion 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 change will impact the Hospitality Management certificate. See attached email correspondence regarding the BS in Workforce Development. The accompanying documentation also replaces REC 275 with REC 375 in other minors and emphasis areas within HHPR. REC 375 – the replacement for both courses – is also a three-hour course, where REC 275 was 2-6 hours and REC 462 was a one hour credit.

Purpose/Justification for Course Deletion: This deletion will allow us to create a new course by incorporating elements of our Practicum (REC 275) and Preinternship (REC 462) courses which will provide a more quality experience for students than the two courses did separately. By combining these classes, we can offer students a more efficient way to navigate through their RSSHM major.

Course to be Deleted:

Course Number: REC 462

Title of Course: Pre-Internship Seminar

Credit Hours: 1

Deletion Effective: Fall 2022 (Semester/Year)

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

Was this course a part of the Pitt State Pathway package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☐ No

Please realize that it will need to gain approval of the Pitt State Pathway Committee.

Was this course 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.

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

☑ Approved: Department Chairperson
Date 4/31/22 Signature, Department Chairperson _____

☑ Approved: College Curriculum Committee
Date 4/5/22 Signature, Committee Chair _____

☑ Approved: Dean of College
Date 4/5/22 Signature, Dean _____

☐ Approved: Pitt State 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 05-04-2022 Signature, Committee Chair _____

☐ Approved: Faculty Senate
Date _____ Signature, President, Faculty Senate _____

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Originating Department: Please complete this form and upload 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*" (e.g. MATH 343.version 2.docx) and uploaded as well.

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Pittsburg State University

Request for Revision to Curriculum

Revision for: ☐ Major ☒ Minor ☒ Emphasis ☐ Certificate

Department: HHPR College: Education

Submission Date: 12/1/21 Revision Effective: Fall, 2022 (Year)

Contact Person: Shelby Hutchens ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Hospitality Management

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

Description of Change: Updating elective classes due to revision of other courses within the certificate.

Rationale for Change (include changes to curriculum objectives): This change will provide students with more course options. By doing so, we can more effectively support a variety of student interests within the emphasis and minor and allow faculty to teach more core classes on a more consistent basis, which will make the program more easily navigable for our students. The Hospitality Minor and Emphasis include all of the same courses.

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

☒ Yes ☐ No

Whether a "yes" or "no" response, please provide an explanation.
The BS in Workforce Development program also uses the classes within this emphasis and minor as part of the Hospitality Certificate - and we have been in contact with their program to alert them to the changes and reassure them that any students who have enrolled in hospitality courses will be able to take them online. See attached emails.

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

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
The courses within our minor are not part of other programs on campus.

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum as it currently appears in the online catalog:
__ REC-400 Event Planning and Management (3 hours) __ REC-402 Event Entertainment and Technology (3 hours) __ REC-404 Event Design (3 hours) __ REC-406 Resort, Spa and Lodging Operations (3 hours) __ REC-408 Casino, Food, and Beverage Operations (3 hours) __ REC-410 Tourism Planning and Development (3 hours)

Proposed Major or Minor/Emphasis/Certificate:

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

__ REC-400 Event Design, Planning and Management (3 hours) __ REC-402 Event Entertainment and Technology (3 hours) __ REC-406 Resort, Casino, Spa and Lodging Operations (3 hours) __ REC-410 Tourism Planning and Development (3 hours)

Plus two courses from the following electives: __ REC 430 Commercial Recreation (3 hours) __ REC 435 Facility Design and Operations (3 hours) __ REC 438 Current Issues in the Proffessions (3 hours)

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:

   ———

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 4/30/22 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 4/5/22 Signature, Committee Chair _____

☒ Approved: Dean of College
Date 4/5/22 Signature, Dean _____

☐ 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 05-04-2022 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.

Fw: Changes in Hospitality Program

John Oppliger <joppliger@pittstate.edu>
Wed 2/9/2022 9:11 AM
To: Jim Truelove <jtruelove@pittstate.edu>
Cc: Karen Lasota <klasota@pittstate.edu>

Good Morning.
This is the acknowledgement from Technology and Workforce Learning supporting the curriculum revision in RSSHM that you requested. Both Dr. Laura Miller and I have tried to get a hold of her since last week and she just responded today.
Thanks,
John

From: Krissy Lewis <klewis@pittstate.edu>
Sent: Wednesday, February 9, 2022 8:47 AM
To: Laura Miller <lcovert@pittstate.edu>
Cc: John Oppliger <joppliger@pittstate.edu>; Shelby Hutchens <nhutchens@pittstate.edu>; Andrew Klenke <aklenke@pittstate.edu>; Judy Smetana <jsmetana@pittstate.edu>; Mark Johnson <mjohnson@pittstate.edu>
Subject: Re: Changes in Hospitality Program

Hi Laura,

Thank you for letting us know about your proposed changes to the Hospitality Management emphasis. I did review the changes with the rest of the BSWD team and we are all in support of the changes. The courses will be available online for our BSWD students and will also give them some flexibility in choosing courses that best fit their needs and interests.

We appreciate your continued partnership!

With Gratitude,
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

Ready to Finish?

From: Laura Miller <lcovert@pittstate.edu>
Sent: Wednesday, February 2, 2022 2:30 PM
To: Krissy Lewis <klewis@pittstate.edu>
Cc: John Oppliger <joppliger@pittstate.edu>; Shelby Hutchens <nhutchens@pittstate.edu>
Subject: Changes in Hospitality Program

Hi Krissy,

I hope you have been able to enjoy the snow day!

I am reaching out to inform you of some changes within the Hospitality MGMT program we would like to put through legislation. I wrote about this in an email response last semester but wanted to gather your thoughts on our changes.

We will be taking out two of the current courses within the emphasis, REC 404 and REC 408. The content of both of these courses overlap two of the other courses within the emphasis. Students will select two out of three optional classes from our curriculum. The courses are REC 430, Commerical Rec, REC 435, Facility Design and Operations, and REC 438 Current Issues in the Profession. Currently, these courses are offered in the classroom, but the delivery will be changed to have an online option included.

We are aware your students are completely online and are willing to work with those student as they select our hospitality emphasis as they chosen area of study.

Please reach out if you have any questions or concerns about our changes.

Thank you,
Laura

Laura Covert Miller, PhD, CTRS
Associate Professor
Health, Human Performance & Recreation Dept.
Pittsburg State University
620-235-4670
lcovert@pittstate.edu

Checkout the TR program: http://bit.ly/pittstateTR

Pittsburg State University

Request for Revision to Curriculum

Revision for: ☐ Major ☐ Minor ☐ Emphasis ☒ Certificate

Department: HHPR College: Education

Submission Date: 12/1/21 Revision Effective: Fall, 2022 (Year)

Contact Person: Shelby Hutchens ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Hospitality Management

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

Description of Change: Updating elective classes due to revision of other courses within the certificate.

Rationale for Change (include changes to curriculum objectives): This change will provide students with more novel course options within the certificate. This revision combines elements of REC 406 and REC 408 whare extremely similar in content. By combining the classes, we can offer students a more efficient way to navigate our hospitality courses and provide students with a more diverse array of classes through the provision of two of the following courses: REC 430 – Commercial Recreation (3 hours), REC 435 – Facility Design (3 hours), and REC 438 – Current Issues in the Professions (3 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.
We are the only Regent university that offers a Hospitality Management certificate.

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

☒ Yes ☐ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
The BS in Workforce Development program also uses the Hospitality Certificate - and we have been in contact with their program to alert them to the changes and reassure them that any students who have enrolled in hospitality courses will be able to take them online. See attached emails.

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum as it currently appears in the online catalog:
__ REC-400 Event Planning and Management (3 hours) __ REC-402 Event Entertainment and Technology (3 hours) __ REC-404 Event Design (3 hours) __ REC-406 Resort, Spa and Lodging Operations (3 hours) __ REC-408 Casino, Food, and Beverage Operations (3 hours) __ REC-410 Tourism Planning and Development (3 hours) __ REC-275 Practicum (2-6 hours)

Proposed Major or Minor/Emphasis/Certificate:

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

__ REC-400 Event Design, Planning and Management (3 hours) __ REC-402 Event Entertainment and Technology (3 hours) __ REC-406 Resort, Spa, Casino and Lodging Operations (3 hours) __ REC-410 Tourism Planning and Development (3 hours) __ REC-375 Professional Development Seminar in RSSHM (3) *REC 375 should be taken by NON-RSSHM majors Plus two courses from the following electives: __ REC 430 Commercial Recreation (3 hours) __ REC 435 Facility Design and Operations (3 hours) __ REC 438 Current Issues in the Professions (3 hours)

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:

   ———

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 1/31/22 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 4/5/22 Signature, Committee Chair _____

☒ Approved: Dean of College
Date 4/5/22 Signature, Dean _____

☐ 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 05-04-2022 Signature, Committee Chair _____

☐ Approved: Faculty Senate
Date _____ Signature, President, Faculty Senate _____

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

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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.

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From: Laura Miller <lcovert@pittstate.edu>
Sent: Wednesday, November 10, 2021 1:13 PM
To: Krissy Lewis <kllewis@pittstate.edu>; John Oppliger <joppliger@pittstate.edu>
Subject: Re: BS Workforce Development - Hospitality Management Emphasis

Hi Krissy,

Thanks for reaching out about the student and it's great to hear there is a student in the emphasis.

I do want to inform you there will be some changes made to the hospitality management emphasis. We are doing this because a couple classes were pretty similar in content. As of now, we will be taking two classes out of the hospitality management emphasis and replacing them with courses within our program for students to select from.

I did keep in mind there could be students from your program who might be taking our emphasis. In our faculty discussions, it was made sure students would be able to take the new addition courses online.

We are in the process of putting together documents for legislation. We intend to have this go into effect starting the fall semester of 2022.

I will keep you posted as we continue to move through this process.

Please let me know if you have any questions.
Thank you,
Laura

Laura Covert Miller, PhD, CTRS
Associate Professor
Health, Human Performance & Recreation Dept.
Pittsburg State University
620-235-4670
lcovert@pittstate.edu
Checkout the TR program: http://bit.ly/pittstateTR

Pittsburg State University

Request for Revision to Curriculum

Revision for: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: HHPR College: Education

Submission Date: 12/1/21 Revision Effective: Fall, 2022 (Year)

Contact Person: Shelby Hutchens ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Recreation and Sport Management

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

Description of Change: Consolidation of classes offered

Rationale for Change (include changes to curriculum objectives): This revision will allow faculty to teach all core classes within an academic year - providing our students the ability to more efficiently navigate our program.

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.
Our Recreation and Sport Management emphasis is unique to our institution and independent of those at other Regent universities.

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

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
The classes offered in the RESM emphasis are unique to our department. Courses that are part of the emphasis but offered outside our department are electives and not impacted by the slight changes (see below).

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum **as it currently appears** in the online catalog:
__ REC-325 History of Sport (3 hours) __ REC-430 Commercial Recreation (3 hours) __ REC-435 Facility Design and Operations (3 hours) __ REC-438 Current Issues in the Professions (3 hours) __ REC-450 Sport Operations (3 hours) __ REC-455 Sport Policy and Governance (3 hours)
Plus one course from the following Sport Electives: __ ECON-433 Sports Economics (3 hours) or __ FCS-406 Sports Nutrition (3 hours) or __ MKTG-420 Services Marketing (3 hours) or __ MKTG-460 Social Media Marketing (3 hours) or __ REC-400 Event Planning and Management (3 hours) or __ SOC-410 Sociology of Sport (3 hours)

Proposed Major or Minor/Emphasis/Certificate:

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

__ REC-325 History of Sport (3 hours) __ REC-430 Commercial Recreation (3 hours) __ REC-435 Facility Design and Operations (3 hours) __ REC-438 Current Issues in the Professions (3 hours) __ REC-450 Sport Operations & Governance (3 hours) __

Plus two courses from the following Sport Electives: __ ECON-433 Sports Economics (3 hours) or __ FCS-406 Sports Nutrition (3 hours) or __ MKTG-420 Services Marketing (3 hours) or __ MKTG-460 Social Media Marketing (3 hours) or __ REC-400 Event Design, Planning and Management (3 hours) or __ SOC-410 Sociology of Sport (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 4/31/22 Signature, Department Chairperson _____

☒ Approved: College Curriculum Committee
Date 4/5/22 Signature, Committee Chair _____

☒ Approved: Dean of College
Date 4/5/22 Signature, Dean _____

☐ 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 05-04-2022 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 Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: HHPR **College:** Education

Submission Date: 12/1/21

Revision Effective: Fall, 2022 (Year)

Contact Person: Shelby Hutchens ☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Recreation Services, Sport, and Hospitality Management

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

_____

Description of Change: Consolidation of classes offered by combining REC 462 and REC 275.

Rationale for Change (include changes to curriculum objectives): This change allows faculty to teach all core classes within an academic year - providing our students the ability to more efficiently navigate our program.

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.
Our RSSHM major is independent of similar degree programs at Regent insitutions.

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.
Throughout our meetings the last few weeks, we haven't found another program on campus that would be impacted by the slight change (see below) to the RSSHM major.

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum **as it currently appears** in the online catalog:
__ REC-160 Introduction to Professions in Recreation, Sport and Hospitality (3 hours) __ HHP-260 First Aid and CPR (2 hours) __ REC-270 Field Study in Recreation Leisure and Fitness (2 hours) or __ REC-275 Practicum (2-6 hours) __ REC-280 Methods and Leadership (3 hours) __ REC-311 Program Design and Leadership (3 hours) __ REC-317 Camping and Outdoor Education (3 hours) __ REC-320 Promotion in Recreation, Sport and Hospitality (3 hours) __ REC-419 Research in Recreation (3 hours) __ REC-461 Professional Conference (1 hour) __ REC-462 Pre-Internship Seminar (1 hour) __ REC-470 Administration of Recreation, Sport and Hospitality (3 hours) or __ REC-770 Administration of Recreation (3 hours) __ REC-426 Law of the Professions in Recreation, Sport and Hospitality (3 hours) __ REC-498 Internship (9-12 hours)

Proposed Major or Minor/Emphasis/Certificate:

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

__ REC-160 Introduction to Professions in Recreation, Sport and Hospitality (3 hours) __ HHP-260 First Aid and CPR (2 hours) __ REC-270 Field Study in Recreation Leisure and Fitness (2 hours) or __ REC-375 Professional Development Seminar in RSSHM (3 hours) __ REC-280 Methods and Leadership (3 hours) __ REC-311 Program Design and Leadership (3 hours) __ REC-317 Camping and Outdoor Education (3 hours) __ REC-320 Promotion in Recreation, Sport and Hospitality (3 hours) __ REC-419 Research in Recreation (3 hours) __ REC-461 Professional Conference (1 hour) __ REC-470 Administration of Recreation, Sport and Hospitality (3 hours) or __ REC-770 Administration of Recreation (3 hours) __ REC-426 Law of the Professions in Recreation, Sport and Hospitality (3 hours) __ REC-498 Internship (9-12 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
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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

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Date 1/31/22 Signature, Department Chairperson _____

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Date 4/5/22 Signature, Committee Chair _____

☒ Approved: Dean of College
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Date 05-04-2022 Signature, Committee Chair _____

☐ Approved: Faculty Senate
Date _____ Signature, President, Faculty Senate _____

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RSSHM Program Meeting
10.26.21, 11.3.21, & 11.9.21

1. COAPRT Accreditation
    a. Janice update on final meeting
        i. What metric use to achieve – be sure to include
        ii. How closing loop to make sure they are achieving those outcomes
        iii. Annually to show evidence
    b. 7.0 Series – 7.01, 7.02, 7.03, 7.04
        i. Other assignments/classes to help meet 7.01 standard for core
            1. Current event assignment – rec 280 – leadership reported as related to lecture content
            2. Rec 160 – personal philosophy
            3. Rec 470 – add an assignment for foundational knowledge
            4. Senior capstone project within class
                a. Rename to Senior Capstone class from Pre-Internship? Change content to align within Rec 462 to senior capstone?
            5. Rec 426 – risk management plan – 7.03
        ii. Any other assignments/classes to help meet the rest of the standards for core

    c. Annual report due March 15, 2022
2. Practicum
    a. Direction to take with course
        i. Keep the same or restructure
            1. Janice – summer
                a. 2 – 3 agencies; virtual practicum
                b. Minimum of 50 hours between two agencies
                c. Minimum of 15 hours/Maximum of 35 hours at one place
                d. Do we not have the practicum and replace with senior capstone project
                    i. Include job shadowing, etc.
            2. Shelby
                a. 50 total – will they be with one agency for just a couple weeks – is it beneficial for students/agency
                b. Students who are working in a part-time job – considering students who are getting a good experience in their job, are they gaining anything extra from their part time job from doing volunteer hours at another place
                c. Do more job shadowing project
            3. Rick
                a. Keep to 65 hours, require 35 at one place

b. Internship opportunity that is great during their summer of junior year, would we allow that to count towards internship – yes
c. Split practicum in half – one hour job shadowing/one hour for capstone – would help to demonstrate the "close to loop"
    i. Offer 2, 8 – week sessions – one as job shadowing; one as capstone

4. Laura
    a. Would job shadowing warrant enough hours to be its own class
    b. Discussion – yes, would need 32 hours of contact hours

b. Faculty meeting ended @ 3:30. Follow-up meeting scheduled for Wednesday Nov. 3rd at 2:30 pm. Faculty will make decision on practicum and discuss rest of agenda at second meeting.

Meeting 11.3.21 – Faculty meeting

3. What meant to do/intended to do for students
    i. Do we combine pre-internship and practicum into one course, keeping it a sophomore level class
    ii. Include internship manual in practicum course to help them become more aware of internship requirements
        1. Job shadowing and including assignment associated with job shadowing opportunities that connects internship
        2. What does program delivery look like for the class, what would be the title of the course
        3. What would work with best with student
4. Core program
    a. All faculty teaching within core
        i. More diversity within program
        ii. Highlight all faculty strengths
    b. Rotation of all classes
        i. Rec 320/Rec 426
        ii. Do we combine 400 & 404, then require commercial recreation within hospitality emphasis - YES
            1. Do we make commercial rec a hyflex model?
            a. Rec 430, Rec 435, Rec 438
        iii. Combine 406 & 408 then choose classes above take two out of three - YES
        iv. Add more classes within Rec & Sport mgmt to allow students to have option within park management, etc.
            1. Courses are already established, would not have to create new classes

v. Combine rec 450 & rec 455 into one class; add select two of the electives below in order to fulfill requirement
vi. By collapsing 404 & 400 into one, allows Shelby to teach a core class
vii. Collapsing 406 & 408 into one, allows Rick to teach core class and offer every year
viii. Offer Rec 280 every semester?

c. Practicum – create more of a Hyflex class delivery
d. Tech and Workforce Learning – would need to contact to let know of changes, and reach out – how many students in the hospitality emphasis
e. What do our students tell us we are good at – how can we emphasize these areas

5. Emphases areas
   a. Hospitality Management
   b. Community & Worksite Wellness
   c. Rec & Sport MGMT
   d. TR
6. Meeting on 11/9/21
   a. How will we ensure the internship responsibilities/students to be aware for the internship
   b. Junior level practicum – 3 hour course
      i. More assignments that connect to internship
      ii. Either 4, 8 hour job shadows or 32 hours at one place
   c. Will they miss out on job opportunities if we wait until junior year
      i. Have mandatory volunteer experiences within classes
   d. Practicum – creation of new course & curriculum change
      i. Changing credit hours to three hours
      ii. Change name: Professional Development Seminar RSSHM
      iii. Course and catalog description
      iv. Suggested number in 300 level courses
         1. 375
         2. 362
      v. Pre-Reqs
         1. REC 160
         2. REC 240
         3. Instructor permission required for any student outside of the RSSHM major.
         4. Online or Hyflex dependent upon semester
         5. No required GPA