FACULTY SENATE MINUTES
October 23, 2023

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, October 23, 2023, with Rebeca Book, President, presiding.

Past Minutes

Minutes from the September 25, 2023 meeting were approved.

Guests

Faculty Senate welcomed Heather Eckstein and David Hogard to discuss progress on academic advising. See attachment to agenda for details along with a handout on faculty mentoring.

Faculty Senate also welcomed Melinda Roelfs to review the KBOR systemwide General Education Implementation. See attachment to agenda for details.

Announcements

Provost and Vice President of Academic Affairs – Dr. Howard Smith
Dr. Karl Stumo attended in place of Provost Smith. No report.

PSU/KNEA –Amy Hite, President
President Hite reported that KNEA met with the bargaining unit two weeks ago.

Student Senate – Jaben Parnell, Representative
It was reported that SGA will vote on a new constitution this week.

Unclassified Professional Senate – Greg Belcher, President
No Report.

University Support Staff – Cindy VanBecelaere, President
It was reported that the USS is encouraging more involvement from staff. President Belcher has requested that monthly meeting with President Shipp be reinstated. The Docking Survey continues to be discussed.

Faculty Senate President – Rebeca Book, President
President Book provided a KBOR update along with several campus updates. See attachment to agenda for details.

Committee Reports

Academic Affairs – Norm Philipp, Chair
No report.

Undergraduate Curriculum – Mary Jo Goedeke, Chair
All submissions up for review were passed and recommended for approval by Faculty Senate. See agenda for details.

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

Library Services/Learning Resources – Chris Labuda, Chair
No report.

Online and Distance Learning – Kelly Woestman, Chair

The committee met and provided feedback to the CTLT on their current plan.

Academic Honors – Jamie Wood, Chair
The committee met on October 5, 2023 to discuss procedure. See agenda for detail.

Honors College – Michelle Hudiburg, Chair
No report.

Writing Across the Curriculum – Lydia Bechtel, Chair
It was reported that there was no meeting this month. The committee did review Writing to Learn Best Practices Documentation in Canvas.

Diversity and Multicultural Affairs – Laura Washburn, Chair
No report.

Student-Faculty – David Weaver, Chair
No report.

All University Committee – TBD, Chair
No report.

Faculty Affairs – Jonathan Dresner, Chair
It was reported that just over $20,000 in requests have been approved. In addition, a proposal for sabbatical pay without leave has been sent to the Provost for review. See agenda for other details.

Constitution Committee –Mark Johnson, Chair
No report.

Pitt State Pathway Committee – TBD, Chair
No report.

Budget Committee – Mary Jo Goedeke, Chair
No report.

Academic Honesty – Norm Philipp, Chair
It was reported that three cases are under review.

Unfinished Business
None.

New Business
None.

Open Forum
It was reported that the College of Technology Open House is on November 3, 2023.

Meeting Adjourned Meeting adjourned Monday, October 23, 2023, at 4:01 p.m.

Melinda Roelfs, Recording Secretary

FACULTY SENATE MEMBERSHIP (2023-2024)

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	
Rebeca Book, (President)	X	X								
Norm Philipp, (President Elect)	X	X								
Jordan Backs, TWL	X	X								
Tim Bailey, HPSS	X									
David Boffey, HHPR		X								
Paige Boydston, PSYCH		X								
Susan Carlson, At-Large										
Kari Cronister, TCHL										
Marcus Daczewitz, TCHL	X	X								
Jonathan Dresner, HPSS		X								
Kristi Frisbee, At-Large		X								
Andrew George, BIOL	X	X								
Ram Gupta, CHEM										
Beth Hendrickson, Library	X	X								
Casie Hermansson, ENGML	X	X								
Ashleigh Heter, NURS	X	X								
Amy Hite, At-Large	X	X								
Ananda Jayawardhana, At-Large	X	X								
Karen Johnson, NURS	X	X								
Mark Johnson, At-Large	X									
Myriam Krepps, ENGML	X	X								
Joseph Labuda, MIL		X								
Kris Lawson, At-Large	X	X								
Janet Lewis, ART	X	X								
Kristen Livingston, COMM	X	X								
Kristen Maceli, KUSB	X	X								
Dan Maxwell, ETECH	X	X								
Barbara McClaskey, At-Large	X	X								
Ruth Monnier, At-Large	X									
Clifford Morris, At-Large	X	X								
David Pearson, PHYS	X	X								
Steve Polley, AUTO	X	X								
Jason Reid, TWL	X	X								
John Ross, MUSIC	X	X								
Kent Runyan, At-Large	X	X								
Ashley Shaw, TCHL	X	X								
Kyle Thompson, WGS	X	X								
Scott Thuong, MATH										
David Weaver, KUSB	X	X								
Gail Yarick, At-Large	X	X								
USS Senate Representative		X								
UPS Senate Representative										
Student Government Representative										
Student										

*Substitutes:

Academic Advising Update

Faculty Senate - October 23, 2023

Pittsburg State University

National Institute for Student Success Playbook Key Challenges

Key challenges

- **Persistent equity gaps for Pell-eligible students:** Students eligible for Pell grants encounter institutional barriers that often make it difficult for them to progress to graduation and do not benefit from enough coordinated, proactive supports.
- **Under-coordinated financial aid**: Students lack strong awareness of and full opportunity for financial aid.
- **Under-coordinated advising:** Students experience inconsistencies in the nature and quality of advising due to a lack of coordination.
- **Inadequate access & utilization of data**: Pittsburg State currently fails to get robust, real-time, and actionable data into the hands of appropriate staff and faculty in support of functions such as advising, financial aid, and coordinated student communications.

Pittsburg State University

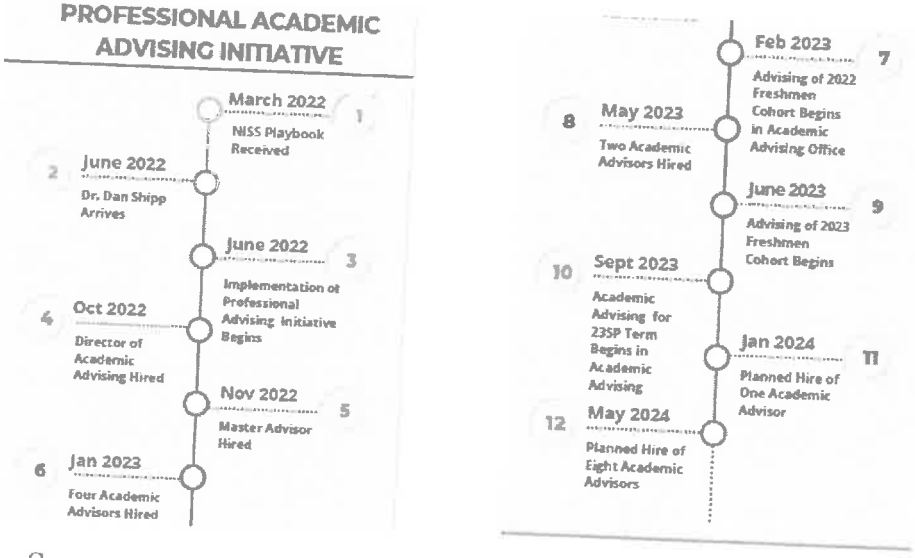
National Institute for Student Success Playbook Prioritized Actions

Playbook Executive Summary

Prioritized actions	Pittsburg State University is poised to raise its student outcomes above national averages and fulfill the promises of its Strategic Plan through the re-imagining of student support services. To do so, PSU must provide students with data-informed, proactive and coordinated supports and guidance as they pay for their education, choose their majors, and progress through their studies.
1	**Strengthen financial aid through collaboration with other units and coordinated, proactive outreach to students**
2	**Establish an advising structure and professional staff to ensure all students receive consistent, proactive advising support**
3	**Develop intentional ways for students to learn about, select, and transition between majors**
4	**Enable the use of actionable data in support of improved student outcomes and better coordinated student communications**

Pittsburg State University.

Timeline



Pittsburg State University.

David Hogard
- Kelce College of Business
- Graphic Communications
- Wood Product Manufacturing

Kati Karleskint
- Automotive Technology
- School of Construction
- Engineering Technology

Isaac Lewis
- Music
- Communication
- Psychology & Counseling

Jennifer Katzer
- Nursing
- English & Modern Languages

Megan Simmons
- Elementary Education
- Family & Consumer Sciences
- Physical Education
- Recreation Services, Sports & Hosp. Management

Amber Hames
- Biology
- Chemistry
- Exercise Science

Chris Hawk
- Computer Science
- Mathematics & Physics
- Geographical & Political Sciences
- History, Philosophy & Social Sciences
- Criminal Justice & Social Work

Jeannice Parker
- Art

Kinley Walden
- Kelce College of Business

Pittsburg State University.

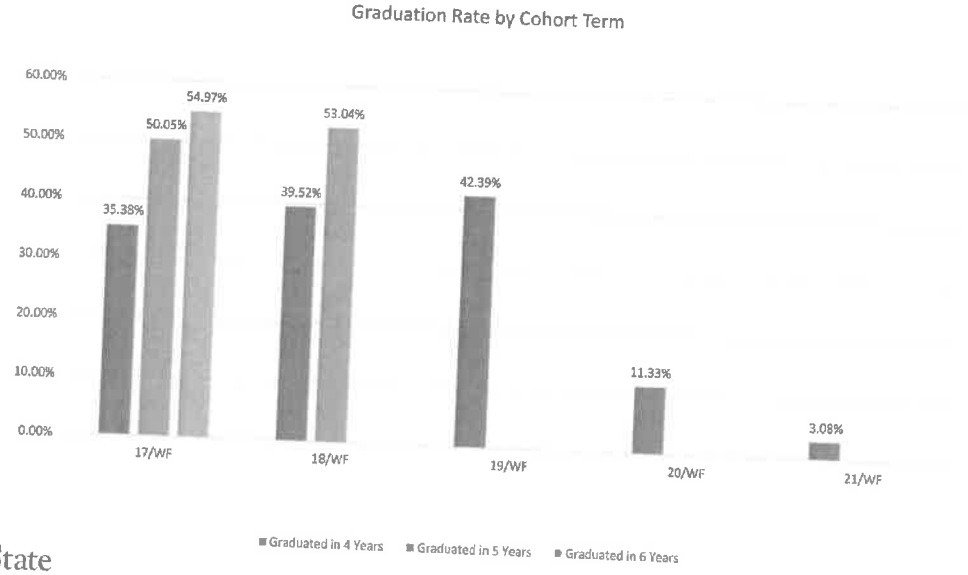
By the Numbers...

- **Total Fall enrolled students advised in Academic Advising:**
  - **Approximately 1800**

- **Advising statistics for Fall 2023 (As of October 20, 2023)**
  - **Total number of Advisees: 1826**
  - **Total number of students advised since early September: 964**
  - **52.79%**

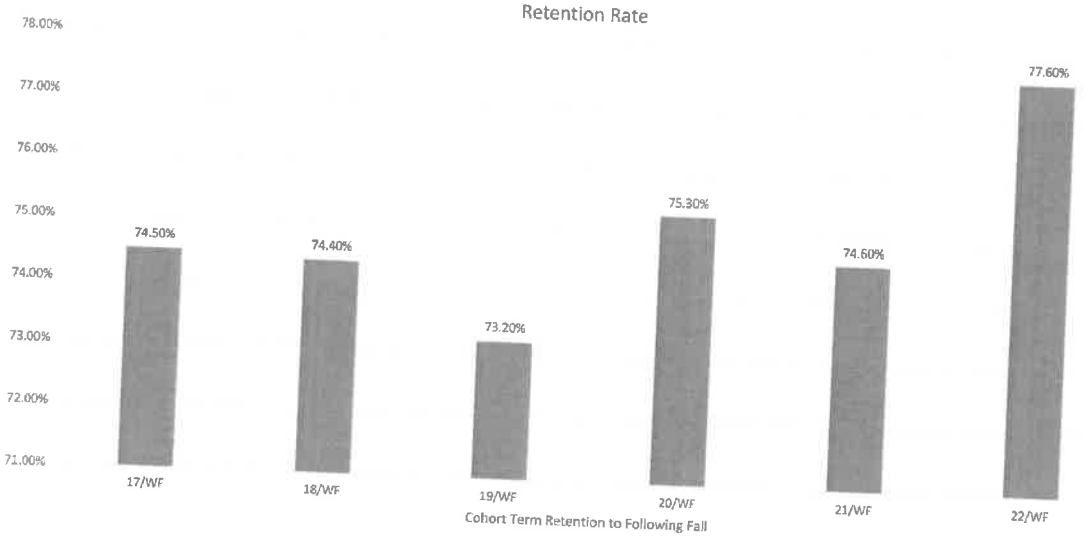
Pittsburg State University.

By the Numbers...



Pittsburg State University

By the Numbers...



Pittsburg State University

Faculty Mentor Responsibilities (amended October 2023)

Gorilla Mentoring Council (GMC) Members

- Christine Brodsky, Biology
- Jean Dockers, Teaching & Leadership
- Kevin Elliott, Technology & Workforce Learning
- Mary Jo Goedeke, Undergraduate Business
- Kris Lawson, History, Philosophy & Social Sciences
- David Hogard, Academic Advising
- Susan Dellasega, Teaching, Learning & Technology
- Jennifer Pursley, Teaching, Learning & Technology
- Heather Eckstein, Student Success Center

What does a Faculty Mentor do?

The role of a faculty mentor is to support students within their degree program as they progress towards a degree, through the following:

- Work as part of the support team with the Academic Advising Office staff to increase student success through:
  - Alerting Advising Center of poor performance or lack of engagement
  - Suggesting elective coursework based on student aptitude and needs
  - Suggest minor degrees or certificates based on student aptitude and emerging opportunities within degree areas
- Provide advice on course content
- Direct students to tutoring opportunities for coursework
- Provide guidance on careers following completion of a degree
- Provide guidance related to graduate degree opportunities
- Provide information, and making connections, for internships within the degree field
- Provide documentation of mentor interaction in EAB Navigate
- Provide letters of recommendation

What does a Faculty Mentor not do?

- Enroll students in coursework or provide enrollment code
- Guide them through the financial aid process
- Develop degree plans
- Connect advisees with support for holistic needs and care *(NOTE: compliance with mandatory reporting requirements and following FERPA guidelines remain responsibilities of all faculty and staff at PSU)*

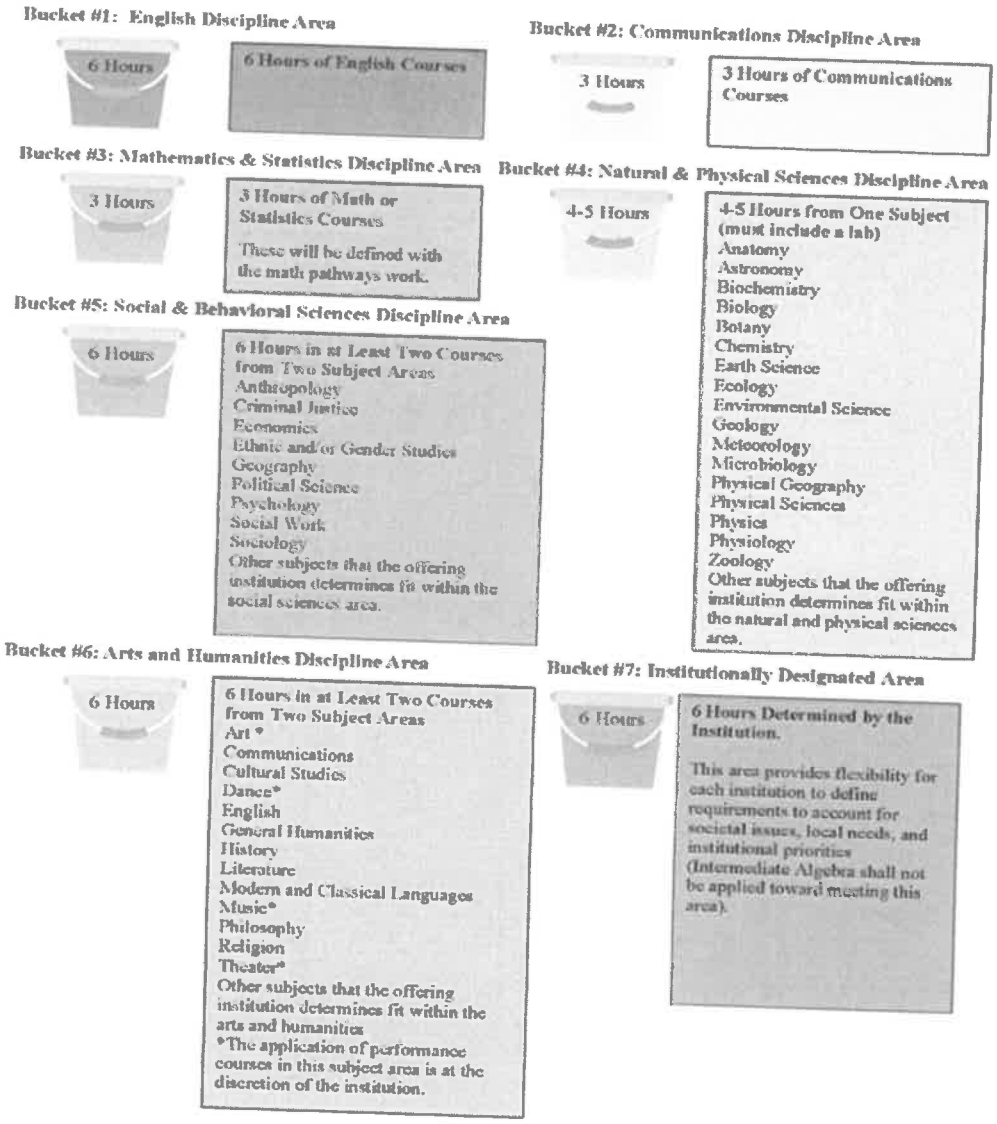
What does an Academic Advisor do?

- The role of an academic advisor is to:
  - Enroll students in coursework or provide enrollment code
  - Guide them through the financial aid process
  - Develop degree plans and track progress to degree
  - Connect advisees with support for holistic needs and care

KBOR General Education Review, Update & Next Steps

Pittsburg State University

Review


Bucket #1: English Discipline Area
6 Hours
6 Hours of English Courses
Bucket #2: Communications Discipline Area
3 Hours
3 Hours of Communications Courses
Bucket #3: Mathematics & Statistics Discipline Area
3 Hours
3 Hours of Math or Statistics Courses
These will be defined with the math pathways work.
Bucket #4: Natural & Physical Sciences Discipline Area
4-5 Hours
4-5 Hours from One Subject (must include a lab)
Anatomy
Astronomy
Biochemistry
Biology
Botany
Chemistry
Earth Science
Ecology
Environmental Science
Geology
Meteorology
Microbiology
Physical Geography
Physical Sciences
Physics
Physiology
Zoology
Other subjects that the offering institution determines fit within the natural and physical sciences area.
Bucket #5: Social & Behavioral Sciences Discipline Area
6 Hours
6 Hours in at Least Two Courses from Two Subject Areas
Anthropology
Criminal Justice
Economics
Ethnic and/or Gender Studies
Geography
Political Science
Psychology
Social Work
Sociology
Other subjects that the offering institution determines fit within the social sciences area.
Bucket #6: Arts and Humanities Discipline Area
6 Hours
6 Hours in at Least Two Courses from Two Subject Areas
Art *
Communications
Cultural Studies
Dance*
English
General Humanities
History
Literature
Modern and Classical Languages
Music*
Philosophy
Religion
Theater*
Other subjects that the offering institution determines fit within the arts and humanities
*The application of performance courses in this subject area is at the discretion of the institution.
Bucket #7: Institutionally Designated Area
6 Hours
6 Hours Determined by the Institution.
This area provides flexibility for each institution to define requirements to account for societal issues, local needs, and institutional priorities (Intermediate Algebra shall not be applied toward meeting this area).

Review

- Effective Fall 2024 and beyond (students in prior catalogs will still be under the Pitt State Pathway).
- 34-35 credit hours versus 40-41 credit hours (PSP).
- Allows for open Gen Ed options for students.
- All required courses (with the exception of Math) must be included in the Major credit hours, not embedded in the Gen Ed credit hours.
- Transcript notation for students who complete Gen Ed both incoming and outgoing.
- PSU Gen Ed course list approved by Faculty Senate in February 2023.

General Education

Code	Course Num.	Course Name	Cr. Hr
		#1 English Discipline Area - 6 Total hours	
1		ENGL 101	3
1		ENGL 299	3
		#2 Communications Discipline Area - 3 Total hours	
2		COMM 207	3
		#3 Mathematics & Statistics Discipline Area - 3 Total hours*	
3		ANY COURSE FROM AREA 3	3
		#4 Natural & Physical Sciences Discipline Area (Lecture & Lab) - 4-5 Total hours	
4		ANY COURSE (LECTURE & LAB) FROM AREA 4	4-5
		#5 Social & Behavioral Sciences Discipline Area - 6 Total hours	
5		ANY COURSE FROM AREA 5	3
5		ANY COURSE FROM AREA 5	3
		#6 Arts & Humanities Discipline Area - 6 Total hours	
6		ANY COURSE FROM AREA 6	3
6		ANY COURSE FROM AREA 6	3
		#7 Institutionally Designated Area - 6 Total hours	
7		UGS 150	2
7		ANY 1 HOUR COURSE FROM AREA 7	1
7		ANY 3 HOUR COURSE AS NOTED IN AREAS 4, 5, 6 OR 7	3
		General Education Package - 34-35 Total hours	

* A specific course from Area 3 may be noted if required by program.

Update

- KBOR General Education Council has been established and has approved the PSU Gen Ed Course list. (Check out Registrar's website for list.)
- Currently, filed exemptions are being reviewed.
- Future discussions around process for institutions to add/remove Gen Ed courses from package.

Next Steps

- Review programs and complete legislation forms as needed.
- No changes beyond swapping Gen Ed, use Notification Form.
- Legislation MUST be to College Preliminary Folders by MARCH 11th for the MAY Faculty Senate meeting.
- Encourage colleagues to attend Info Session in November (check CTLT calendar for dates and registration).

Next Steps

- Develop 4-year degree maps
  - Provide path to complete bachelor degrees in 4 years and associate degrees in 2 years (at least 15 hours per semester).
  - Specify applicable milestones, such as a minimum grade standard, a course only offered in spring, etc.
  - Use of a shared template (available soon).
  - Code Gen Ed courses according to KBOR requirements.

First Semester		
Code	Course	Hours
ENG 101	English Composition I (SGE)[010]	3
COM ----	Communications (SGE)[020]	3
MTH 101	College Algebra (SGE)[030]	3
BUS 101	Intro to Business	3
---------	Arts & Humanities (SGE)[060]	3

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Sciences
060 Arts & Humanities
070 Institutionally Designated

QUESTIONS?

Information from KBOR:

- **PSU Performance Report AY 2022 – 4/6 indicators passed – 100% funding**:
  Two indicators that were negative:
  1) Increase Success in Student Learning: General Education Math Index

  2) Maintain or Improve Ranking on Quality Measures
  (retention, graduation, research expenditures and faculty qualifications) among Peers

- **New review** for future performance items to be tied in with Math & English.

- **VP for KBOR Academic Affairs resigned**

KBOR Information Continued:

- **Program Review Results**: Six PSU programs were identified that did not meet the 4 requirements of student demand, degree production, talent pipeline and student return on investment:

PSU Programs

Math
Music
History
Polymer Chemistry
Physics
International Business

Universities will have until March 21, 2024, to give recommendations and reviews with final decisions by KBOR in June 2024.

Other universities did have programs that did not meet requirements. If interested, the full discussion can be seen on https://www.youtube.com/watch?v=9Vfbnew-5jY or can view through the KBOR website and click on meetings and live stream link.

Misc. Items:

- **Split Face** – is not going away – need to follow strategic plan design principle of "Embrace our Gorilla Legacy"

- **Commencement** – attempt to do it at the Bicknell has failed. It will still be at the Weede and will return to a traditional format with the addition of accompanying family members

- **Go Pitt Fest – 1st week in April** – TAG – Giving Day – Wed. Apple Day – Sat. Big Event (Apple Day committee was considering changing name of Apple Day, but executive committee has stated that it is against the change) - need to follow the strategic plan design principle of "Embrace our Gorilla Legacy"

- **Need input** from faculty for items to be addressed by faculty senate and guest speakers.

AI Update: Training from Center for Learning tomorrow – virtual.

Transforming Teaching: How To Use ChatGPT To Create Innovative & Engaging Assignments

Live webinar hosted by *Go2Knowledge*. This webinar will explore practical assignment ideas that incorporate generative AI. We'll discuss how to weave AI into coursework in a way that promotes an active learning cycle. This will allow students to apply, reflect on, and deepen their understanding of the material. The session aims to equip educators with actionable strategies for staying at the forefront of educational innovation, all while delivering a meaningful learning experience. Attendees will walk away with hands-on techniques for integrating AI into their teaching, enhancing student engagement and comprehension.

•Tuesday, Oct 24, 12:00-1:00, Virtual

FACULTY SENATE MEMEBERSHIP (23-24) OCTOBER 23, 2023

Faculty Senators	Signature	Substitute (Print)
Rebeca Book, (President)		
Norm Philipp, (President Elect)		
Jordan Backs, TWL		
Tim Bailey, HPSS		
David Boffey, HHPR		
Paige Boydston, PSYCH		
Susan Carlson, At-Large		
Kari Cronister, TCHL		
Marcus Daczewitz, TCHL		
Jonathan Dresner, HPSS		
Kristi Frisbee, At-Large	Kristi Frisbee	
Andrew George, BIOL		
Ram Gupta, CHEM		
Beth Hendrickson, Library		
Casie Hermansson, ENGML		
Ashleigh Heter, NURS		
Amy Hite, At-Large		
Ananda Jayawardhana, At-Large		
Karen Johnson, NURS		
Mark Johnson, At-Large		
Myriam Krepps, ENGML		
Joseph Labuda, MIL		
Kris Lawson, At-Large		
Janet Lewis, ART		
Kristen Livingston, COMM		
Kristen Maceli, KUSB		
Dan Maxwell, ETECH		
Barbara McClaskey, At-Large	Barb McClaskey	
Ruth Monnier, At-Large		
Clifford Morris, At-Large		
David Pearson, PHYS		
Steve Polley, AUTO	Dave Ferguson Alt.	
Jason Reid, TWL		
John Ross, MUSIC		
Kent Runyan, At-Large		
Ashley Shaw, TCHL		
Kyle Thompson, WGS		
Scott Thuong, MATH		
David Weaver, KUSB		
Gail Yarick, At-Large		
USS Senate Representative	Andy VanBecelaere	
UPS Senate Representative		
Student Government Representative		
Student		

Pittsburg State University
Faculty Senate Meeting

Date: Monday, October 23, 2023
Time: 3:00 p.m.
Location: Sunflower Room, Overman Student Center

Agenda

I. **Call to order**

II. **Speakers:**

A. **Heather Eckstein/David Hogard – Central Advising/Navigate**

B. **Melinda Roelfs – General Education**

III. **Approval of September 25, 2023 Minutes**

IV. **Announcements**

A. **Vice President of Student Life & Enrollment - Dr. Karl Stumo**

B. **PSU/KNEA Remarks- Amy Hite**

C. **Student Senate Remarks- Jaben Parnell**

D. **Unclassified Professional Senate Remarks – Greg Belcher**

E. **University Support Staff Remarks - Cindy VanBecelaere**

F. **Faculty Senate Report- Rebeca Book**

IV. **Committee Reports**

A. **Academic Affairs Committee - Chair: Norm Philipp**

- Undergraduate Curriculum Subcommittee - **Chair: MaryJo Goedeke**
- Library Services/Learning Resources Subcommittee - **Chair: Chris Labuda**
- Online and Distance Learning Committee - **Chair: Kelly Woestman**
- Academic Honors Subcommittee - **Chair: Jamie Wood**
- Honors College Subcommittee - **Chair: Michelle Hudiburg**
- Writing Across the Curriculum Subcommittee - **Chair: Lydia Bechtel**

- Diversity and Multicultural Affairs Subcommittee - **Chair: Laura Washburn**

B. **Student-Faculty Committee - Chair: David Weaver**

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

D. **Faculty Affairs Committee - Chair: Jonathan Dresner**

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

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

G. **Budget Committee - Chair: MaryJo Goedeke**

H. **Academic Honesty Committee - Chair: Norm Philipp**

V. **Unfinished Business:**

VI. **New Business:**

VII. **Open Forum:**

VIII. **Adjournment**

Academic Affairs –
Chair: Norm Philipp
Recorder: David Weaver
Did not meet. No report.

Undergraduate Curriculum –
Chair: MaryJo Goedeke
Recorder: Shelby Hutchens

UGCC Meeting 10/13/2023

		Voting Members Approval of Proposed Changes				Ex-Officio	Ex-Officio	Ex-Officio
	Present.	Goedeke	Hutchens	McCay	Lawson	Philipp	Roelfs	Hensley
	x	x	x	x	x	x	x	x
Dept: HHPR								
Course Revision								
Revise 498 - eliminates need to have all core courses complete prior to enrollment in internship - please delete the section number from the course description		x	x	x	x			
Dept: Undergraduate School of Business								
Notification Form								
Eliminating pre-requisites for MGT & MKTG 330 - no approval needed; no issues here								
Dept: Math & Physics								
New Course Form								
CS 170 - Computer Science Explorations - we approve, but if there could be additions made to the course description to further clarify the purpose of the course, we would appreciate it								
CS 610 - Internship		x	x	x	x			
CS 670 - Topics in Computer Science		x	x	x	x			
Dept: Intensive English Program		x	x	x	x			
Course Revision Form								
IEP 110 - clarification that IEP 110 is for international students who successfully completed IEP 106 & 108, and passed IEP placement test - typo in the new description "writer" should be corrected as "writing"		x	x	x	x			
IEP 112 - clarification that IEP 110 is for international students who successfully completed IEP 106 & 108, and passed IEP placement test		x	x	x	x			

Library Services –
Chair: Chris Labuda
Recorder: Beth Hendrickson
There is no report for the Library Services Committee.

Online and Distance Learning –
Chair: Kelly Woestman
Recorder: Paige Boydston

Report: Our committee met and virtually provided feedback to CTLT on their current plan.

Academic Honors –
Chair: Jamie Wood
Recorder: Jessica Jorgenson Borchert

Academic Honors Subcommittee
October 5, 2023
Zoom
Meeting Notes
Members present: Rebeca Book, Katie McKain, Jenna Clark, Brian Moots, Joy Brigance, Jessica Jorgenson Borchert, Jamie Wood

The purpose of the Zoom meeting was to better understand the committee members' obligations as members of the Academic Honors subcommittee of the Faculty Senate. Members had questions about how they were also Chairs of their respective college's Academic Honors committee, as well as a member of the Academic Honors subcommittee of the Faculty Senate. Jamie shared how he had spoken with Rebeca Book and Jen Little to clarify the process of chairs for the Academic Honors subcommittee and college committee's and wanted to clarify the process as to the responsibilities of each committee. For example, the college committee reviews proposals for Academic Honors and the subcommittee functions to review any student complaints around Academic Honors.

Jamie shared the process for sharing the proposals with other college committee members. If a project needs revision, it is important to provide specific feedback to help the student improve their project and resubmit the project. Jamie shared that a student must have a total of 9 hours in Honors courses to graduate with AH.

Jamie opened the floor to questions about the process in terms of understanding and improvement. Rebeca noted the registrar was the go between for the student and the instructor.

Rebeca asked for feedback on AH from the students in the meeting. The students felt it was fairly clear.

Jamie asked if the Enrollment for Academic Honors form needed a title change since students aren't enrolling for anything as they are already enrolled in the class, they are taking AH for. Jamie will look into these and other questions and will get back to the committee.

Honors College –
Chair: Michelle Hudiburg
Recorder: Anuradha Ghosh
The Honors College Committee does not have a report this month.

Writing Across the Curriculum –
Chair: Lydia Bechtel
Recorder: Carol Meza-Bakke
No meeting of the Writing Across the Curriculum Committee this month. Fall 2023 Writing to Learn Best Practices Documentation was reviewed by the committee in Canvas.

Diversity and Multicultural Affairs –
Chair: Laura Washburn
Recorder: Kristen Maceli
Did not meet. No report.

Student-Faculty –
Chair: David Weaver
Recorder: Jessica Jorgenson Borchert
Student faculty: No report.

All-University –
Chair: Anna Beth Gilmore
Recorder: Jason Reid
All University Committee has no report.

Faculty Affairs –
Chair: Jonathan Dresner
Recorder: Kevin Elliott
The faculty affairs committee met through Teams to address the following:

- The committee approved multiple PD Travel Requests. Communication on these reviews has been conducted through Teams as well.
- The committee will be discussing how to handle priority two, three, and non-tenure requests moving forward.

Submitted 10-15-23 by Kevin Elliott

Constitution –
Chair: Mark Johnson
Recorder: Beth Hendrickson
There is no report for the Constitution committee.

General Education –
Chair: Mark Johnson

Recorder: Lora Winters

The General Education committee did not meet in September.

Budget Committee –

Chair: MaryJo Goedeke

Recorder: Karen Johnson

There is no report from the Budget committee this month.

Academic Honesty –

Chair: Norm Philipp

Committee Report for October 2023 Faculty Senate Meeting

The Academic Honesty Committee is pleased to report that there are no new or current cases under review.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date:

Department: Mathematics and Physics College of: Arts & Sciences

Contact Person: Bobby Winters Faculty

Course: **New**

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. v2.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.

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1. Purpose/Justification for **New** to Course:
   This would allow lower-division students in Computer Science to explore special topics.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. This is meant to be a standard course that allows undergraduate exploration and research within computer science.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

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

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Computer Science Explorations
Course Number:		CS 170
Credits:		1-3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☑ P/F ☑
Pre/Co-Requisite(s):		Approval of instructor or department chair.
Course Description		Directed class or seminar at the beginning college level. May be repeated.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/31/23 Signature, Chairperson: Tim Flood Digitally signed by Tim Flood Date: 2023.03.31 14:16:24 -05'00'

-Approved: College Curriculum Committee

Date: 5/1/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 5/1/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10-18-2023 Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date:

Department: Mathematics and Physics College of: Arts & Sciences

Contact Person: Bobby Winters Faculty

Course: New

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. v2.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.

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1. Purpose/Justification for New to Course:
   This would allow upper-division students in Computer Science to explore special topics.

2. Is this New related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. This is meant to be a standard course that allows intership within computer science.

3. Is this course to be considered for Pitt State Pathway? No
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? No
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

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

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? No
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Intership
Course Number:		CS 610
Credits:		1-3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☑ P/F ☑
Pre/Co-Requisite(s):		Approval of instructor or department chair.
Course Description		This course requires an in-depth involvement in on-going project under direct professional supervision. A project may be on-campus or with a business, financial institution or governmental agency. A formal report of project activities must be submitted to the course instructor. Students must apply for admission to the course and selection will be made by the course instructor. May be repeated. Prerequisites: Junior standing and consent of instructor.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/31/23 Signature, Chairperson: Tim Flood Digitally signed by Tim Flood Date: 2023.03.31 14:17:16 -05'00'

-Approved: College Curriculum Committee

Date: 5/1/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 5/1/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10-18-2023 Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date:

Department: Mathematics and Physics College of: Arts & Sciences

Contact Person: Bobby Winters Faculty

Course: New

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. v2.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.

---

1. Purpose/Justification for New to Course:
   This would allow upper-division students in Computer Science to explore special topics.

2. Is this New related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. This is meant to be a standard course that allows undergraduate exploration and research within computer science.

3. Is this course to be considered for Pitt State Pathway? No
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? No
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

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

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? No
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Topics in Computer Science
Course Number:		CS 670
Credits:		1-3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☑ P/F ☑
Pre/Co-Requisite(s):		Approval of instructor or department chair.
Course Description		Directed class or seminar study at the undergraduate level. May be repeated. May not be taken for graduate credit. Prerequisite. Permission of instructor. A pass/fail grading system may be used.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/31/23 Signature, Chairperson: Tim Flood Digitally signed by Tim Flood Date: 2023.03.31 14:16:49 -05'00'

-Approved: College Curriculum Committee

Date: 5/1/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 5/1/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10-18-2023 Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 4/10/23

Department: Intensive English Program College of: Arts & Sciences

Contact Person: Paige Cortes Faculty

Course: **Revision**

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. v2.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.

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1. Purpose/Justification for **Revision** to Course:
   IEP 110
   To clarify who will take the course and under what criteria.

2. Is this **Revision** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. IEP 110 is required for international students who place into the Advanced level of writing and grammar on the Intensive English Program placement test OR who successfully complete IEP 106 and IEP 108.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

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

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		
Course Number:		
Credits:		
Grading System:	A-F, IN ☐ IP ☐ P/F ☑	A-F, IN ☐ IP ☐ P/F ☑
Pre/Co-Requisite(s):		IEP 106 and IEP 108 in the case of students who placed into IEP 106 and 108 on the Intensive English Program placement test and successfully completed those courses.
Course Description	IEP 110 Composition and Research for International Students This course is required for international students who have not met PSU's English requirement. It provides instruction in a variety of writing assignments necessary for success in undergraduate studies at PSU. Assignments include e-mails, summaries, reactions, reports, and documented academic essays with a focus on writing skills as well as documentation. Issues of academic honesty and the definition and consequences of plagiarism will also be addressed.	IEP 110 Composition and Research for International Students This course is required for international students who place in the Advanced level of grammar and writing on the Intensive English Program (IEP) placement test OR who successfully complete IEP 106 and IEP 108. It provides instruction in a variety of writing assignments necessary for success in undergraduate studies at PSU. Assignments include e-mails, summaries, reactions, reports, and documented academic essays with a focus on writing skills as well as documentation. Issues of academic honesty and the definition and consequences of plagiarism will also be addressed.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 4/7/23 Signature, Chairperson: Troy O. Comeau

-Approved: College Curriculum Committee

Date: 5/1/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 5/1/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10-18-2023 Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Intensive English Program
IEP 065/IEP 110 Advanced Writing/Grammar
Monday, Wednesday- Friday
Tuesday
Whitesitt Hall 302

Instructor:
Phone:
E-mail: @pittstate.edu

Office:
Office Hours:

Course Delivery: This is a face-to-face course.

Materials: You need to have your own hard copies of:

- Textbooks:
  You must have hard, clean copies of textbooks. Students may not share textbooks. E-books are not allowed.
- Folder or notebook in which to keep handouts as well as pencils, pens, erasers, and writing paper.

Course Goal: The goal of Advanced Writing and Grammar is for students to write acceptable college-level documented essays of 600-1,000 words under time constraints, and in so doing demonstrate the following abilities:

- understanding and answering writing prompts directly with appropriate essay organization and topic development (comparison, contrast, argumentative, and mixed rhetorical forms)
- working under time constraints
- choosing effective source data from sources
- paraphrasing, summarizing, and quoting from sources
- providing appropriate APA in-text citations
- using precise, academic-level vocabulary
- using accurate language use and varied sentence structure (focus on articles, passive voice, participial adjectives, noun clauses, conditional adverb clauses, parallel structure)
- utilizing the writing process
- writing in the APA style
- demonstrating personal initiative and responsibility

Attendance Policy:

- You are expected to be in class on time. If you are 5 minutes late, you will be counted absent.
- You can be excused for medical reasons, but you must submit to the instructor an acceptable medical statement from the health clinic indicating that you should be excused from class.
- If you miss more than 10% of your classes, you will be put on attendance probation and/or dismissed from the program. For more complete information, refer to the IEP Student Handbook on Canvas.
- If you do not have all needed materials for class every day, you may be counted absent. You may also be counted absent if you are not actively involved in the class.

- For ONLINE students: If the time difference makes it impossible for you to attend via live Zoom, you will be expected to watch the recording and email any questions or comments to me or contact me during my office hours via Zoom. When we are meeting on Zoom, please follow these guidelines for the benefit of everyone in the class:
    - Turn on your camera for the entire session
    - Mute your audio until the instructor calls on you to speak

Students' Responsibilities:

- Bring all materials to class. You must have hard copies of all textbooks and other required materials.
- Come to class on time. Attendance is taken at the beginning of the hour, and if you are 5 minutes late you will be counted absent.
- Turn in all assignments on time - homework will not be accepted late. To receive full credit on any homework assignment it must be neatly typed or written on a full sheet of paper.
- Understand that quizzes and in-class writing can only be made up with an approved absence. If you are ill, you must contact your instructor as soon as you know you won't be in class, and bring a note from the Student Health Center or your doctor that says you should be excused from class and give it to your instructor as soon as possible when you return to class. You can make up two in-class graded assignments with an excused absence.
- Special Circumstances: Remember to make appointments for **after** class hours. When that is not possible, please talk with your instructor(s) beforehand. We do not guarantee that the absence will be excused.
- Turn off cell phones and other electronic devices while in class and put them away (not on the desk) during class unless otherwise indicated by the instructor.
- Participate in class and use what you are learning. Failure to participate in class or bring needed materials may result in a marked absence.

Textbook:

- You must have a clean, hard copy of the textbook by the fourth day of class. If you do not have your book, or a receipt showing that you have purchased the book, you will be counted absent. Students may not share books. E-books are not allowed.
- Some students have had problems with books that they bought online. They got the books late, the wrong edition, the wrong book, or the book without the CDs. IEP students are strongly encouraged to buy their books at the PSU bookstore to avoid these problems, which can affect their ability to complete the coursework. In addition, because of copyright laws, students cannot copy entire chapters or books to bring to class.
- If you decide to order your books online, you are responsible for asking for expedited delivery to receive them as soon as possible and for getting the correct books and materials.
- **You must buy a book; you cannot take this class without a book.**

Student Complaint Procedure:

Informal Complaint Process

1. If you have a complaint about an instructor or anything related to an IEP course, talk to your instructor first.
2. If you are still not satisfied, contact the IEP Director (English Department Chair, Dr. Troy

Comeau at tcomeau@pittstate.edu.*Formal Complaint Process*

1. If you are not satisfied with the answer from your informal complaint, you can complete a Formal Complaint Form. You can get this form from the English Department. The Complaint Action Committee will review your complaint and make every effort to respond to you within a week. The Complaint Action Committee is composed of the IEP Director, IPSO Director, an English Department instructor, and an IEP instructor.

Academic Honesty and Integrity Policy:
Students should try hard to fulfill course requirements. Academic dishonesty violates trust and hurts the educational process. Academic dishonesty means dishonest activity associated with course work or grades.

It includes, but is not limited to:

1. Giving or receiving help (not approved by the instructor) on examinations.
2. Giving or receiving help (not approved by the instructor) in the preparation of any assignment.
3. Submitting the same work for more than one course without the instructor's permission.
4. Using ideas or writings of another and claiming them as one's own (plagiarism).

Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be done individually, not as a group. Therefore, in addition to copying from other students' quizzes or exams, presenting an assignment prepared all or in part by another as one's own is a violation of academic honesty.

When an instructor has a reasonable belief that a student has acted in an academically dishonest way, that instructor will make a decision on how to grade that assignment. A decision can be made to give the student a 0% on the assignment, paper, quiz, or test and even for the entire course. Students can appeal grades through the Student Complaint procedure.

Grading: You must receive a grade of 75% or higher to pass this course:

- Other Graded Assignments (minimum of 15 of the following: practice paragraphs and essays; vocabulary exercises; and grammar exercises) 5%
- Quizzes (8-10 vocabulary and grammar) 15%
- In-class Writing (5 essays; drop lowest) 50%
- *Tests (2) 10%
- Final Essay 20%

*Tests: Test #1 covers the vocabulary and language use taught up to midterm; Test #2 covers the vocabulary and language use taught after midterm (75%) and material from Test #1 (25%).

If you are an on-campus student in IEP, in order to pass this level and graduate from IEP, you must pass one of the courses in this level with a grade of 75% or higher and have 70% or higher in the other class. You would then have passed the language requirement for most academic programs at PSU. If you are an online student, in order to pass this level, you must also pass one of the courses in this level with a grade of 75% or higher and have 70% or higher in the other class. You would then have to take the TOEFL or IELTS to be considered for PSU academics. PASS students must have 75% or higher in this class to pass.

Criteria for Grading the Final Copies:

40%	Topic Development
15%	Vocabulary & Style
40%	Language Use
5%	Mechanics & Documentation

Calendar:

Classes begin
Tuition and Fees must be paid by 3:30 pm
Labor Day Holiday – No class
Mid-term week
Final Essay
Receive final grades through CANVAS

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 4/10/23

Department: Intensive English Program College of: Arts & Sciences

Contact Person: Paige Cortes Faculty

Course: **Revision**

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. v2.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.

---

1. Purpose/Justification for **Revision** to Course:
   IEP 112
   To clarify who will take the course and under what criteria.

2. Is this **Revision** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. IEP 112 is required for international students who place into the Advanced level of reading/listening/speaking on the Intensive English Program placement test OR who successfully complete IEP 106 and IEP 108.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

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

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		
Course Number:		
Credits:		
Grading System:	A-F, IN ☐ IP ☐ P/F ☑	A-F, IN ☐ IP ☐ P/F ☑
Pre/Co-Requisite(s):		IEP 106 and IEP 108 in the case of students who placed into IEP 106 and 108 on the Intensive English Program placement test and successfully completed those courses.
Course Description	IEP 112 Academic and Language Development for the International Student This course is required for international students who have not met PSU's English requirement. It provides a variety of reading materials authentic to college disciplines within the humanities, social sciences, and sciences. Emphasis will be placed on developing critical thinking skills through analysis and synthesis of information, as well as academic listening and note-taking skills.	IEP 112 Academic and Language Development for the International Student This course is required for international students who place into Advanced Reading/Listening/Speaking on the Intensive English Program placement test or who have successfully completed IEP 106 and IEP 108. It provides a variety of reading materials authentic to college disciplines within the humanities, social sciences, and sciences. Emphasis will be placed on developing critical thinking skills through analysis and synthesis of information, as well as academic listening and note-taking skills.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 4/7/23 Signature, Chairperson: Troy O. Comeau

-Approved: College Curriculum Committee

Date: 5/1/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 5/1/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10-18-2023 Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Intensive English Program
IEP 066/ IEP 112/Advanced Reading/Listening/Speaking
Monday – Wednesday, Friday
Thursday
Whitesitt Hall 303

Instructor:
Phone:
E-mail: @pittstate.edu

Office:
Office Hours:

Course Delivery: This course will be conducted face-to-face.

Textbook: We will use *Academic Encounters 4*, Reading/Writing and Listening/Speaking textbooks 2nd edition by Bernard Seal. Other advanced materials have been compiled through an Open Pitt Grant from the Center for Teaching and Learning Technology (CTLT) at Pittsburg State.
Students must have clean, hard copies of the book by the fourth day of class. Students may not share books. Electronic copies are not allowed.

Materials: By the fourth day of class, January 20, 2023, you must have your own:

- folder or notebook in which to keep handouts
- pencils, pens, erasers, highlighters, and writing paper or notebook with 8½" x 11" paper

Goal: By the end of this session, you will have the reading and listening comprehension, note-taking, test- taking, vocabulary, and speaking skills to support your academic success in university courses.

Objectives and Outcomes: At the end of this course, you will be able to (at 75% accuracy):

- Read, identify, and mark important information in an academic textbook and demonstrate understanding by answering different types of test questions.
- Listen to and take notes on 40–50-minute lectures and other listening materials on academic topics and demonstrate understanding by answering different types of test questions.
- Define, spell, and use targeted academic vocabulary in both writing and speaking.
- Write effective summaries of or reactions to both written and orally presented content.
- Prepare and present information orally about an academic topic with your own ideas and outside support.

This course is not intended as an academic class. The principal purpose of this course is to prepare students for university-level reading, listening, note-taking, test-taking, and speaking. The second purpose of the course is for students to demonstrate that they can understand and

produce academic content. Meeting these two purposes demonstrates to PSU that full-time IEP and PASS students are prepared for academic classes and can enroll in most degree programs at PSU without the required TOEFL or IELTS score.

Course Activities The work in this course will consist of the following:

- Practice of study skills: textbook reading and note-taking skills, listening and note-taking skills, test preparation and test-taking skills, group presentation preparation, vocabulary development, and time and memory management.
  For the first several weeks of the semester, we will attend the Academic Success Workshops in Axe Library. These workshops are conducted at 3:00 p.m. on Wednesdays and Thursdays. Because of this added hour, we will reduce weekly class time by 50 minutes. We will decide as a class which day and time to deduct the 50 minutes. When we stop attending the workshops, we will resume the 50-minute class session that we deducted.
- Reading and lectures about the topic
- Supplementary material
- Quizzes and tests
- Group and class discussions
- Group oral presentations
- Guest speakers and field trips

Assessment and Grading:
If you are a full-time student in IEP, you must pass one of the courses in this level with a grade of 75% or higher and between 70-74% in the second class to pass this level and graduate from IEP. PASS students must have 75% or higher in this class to complete the English requirement.

During this session, you will have 3 tests, 1 midterm-exam, 10 quizzes, a variety of presentations both individual and group, and a final exam. The lowest quiz grade is dropped. You are not allowed to make up missed quizzes for ***any*** reason.

Assessment Guidelines:

• Other graded assignments (minimum of 10 at .5% each)	5%
• Quizzes (8-10)	25%
• Speaking Assignments (2-3)	3%
• Group Presentation	5%
• Tests (3)	30%
• Midterm Exam (comprehensive reading and listening)	12%
• Final (reading and listening and material from midterm to end of semester)	20%

Attendance Policy:

- You must be in class on time. If you are 5 minutes late or more, you will be counted absent.

- You can be excused for medical reasons, but you must submit a medical excuse to the instructor issued on the day of your absence.
- If you have excessive absences, you will be placed on probation and/or dismissed from the program. For more complete information, refer to your student handbook.
- If you do not have all necessary materials for class every day, you may be counted absent. You may also be counted absent if you are not actively involved in class.

Student Responsibilities:

- Come to class on time. Attendance is taken at the beginning of the hour, and if you are 5 minutes late or more, you will be counted absent.
- Have hard copies of all books and materials required for the course.
- Turn in all assignments on time. Late homework is not accepted. All assignments must be neatly typed or written on 8½" x 11" paper.
- In this course, you can NOT make up any quizzes. The lowest quiz grade will be dropped (removed). Tests can be made up only with an approved absence. If you are ill, you must present to your instructor an excuse from Bryant Student Health Center or doctor dated on the day of the exam. The excuse must clearly state that you were too ill to attend class on the day of the exam. You will arrange with the instructor to make up the exam as soon as possible.
  Please note that a statement that you went to the health center is not an official excuse.
- Special Circumstances: Remember to make appointments for after class hours. When that is
  not possible, please talk with your instructor as soon as possible. We do not guarantee that
  the absence will be excused.
- Travel: Remember that travel arrangements must be made for days and times after the last class
  BEFORE a weekend or vacation begins. DO NOT make travel arrangements or allow your friends to make travel arrangements without knowing your class schedule. Teachers often give tests on Friday or the day before a break begins. YOU MAY GET A ZERO (0) ON A TEST IF YOU TRAVEL BEFORE THE OFFICIAL WEEKEND OR BREAK BEGINS.
- Turn off cell phones and other electronic devices while in class and put them away (not on the desk) during class.
- Participate in class and use what you are learning. **You may be counted absent for failure to participate in class or bring necessary materials to class.**
- **Remember that your teachers will teach you to the best of their ability. It is your responsibility, however, to learn.**

Student Complaint Procedure:

Informal Complaint Process

1. If you have a complaint about an instructor or anything related to an IEP course, talk to your instructor first.
2. If you are not satisfied, talk to the IEP Director, Dr. Troy Comeau, Grubbs Hall 434.

Formal Complaint Process

1. If you are not satisfied with the answer from your informal complaint, you can complete a Formal Complaint Form. This form is available in Grubbs Hall 434. The Complaint Action Committee will review your complaint and make every effort to respond to you within a week. The Complaint Action Committee is composed of IEP Coordinator Paige Cortes, EML Chair Dr. Troy Comeau, and an IEP instructor.

Academic Honesty and Integrity Policy:
Students should try hard to fulfill course requirements. Academic dishonesty violates trust and hurts the educational process. Academic dishonesty means dishonest activity associated with course work or grades.

It includes, but is not limited to:

1. Giving or receiving help (not approved by the instructor) on any assignment.
2. Submitting the same work for more than one course without the instructor's permission.
3. Using ideas or writings of another and claiming them as one's own (plagiarism).

Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be done individually, not as a group. Therefore, in addition to copying from other students' quizzes or exams, presenting an assignment prepared all or in part by another as one's own is a violation of academic honesty.

When an instructor has a reasonable belief that a student has acted in an academically dishonest way, that instructor will decide how to grade that assignment. A decision can be made to give the student a 0% on the assignment, paper, quiz, or test and even for the entire course. Students can appeal grades through the Student Complaint procedure.

Cancellation of Classes Due to Weather:

If PSU closes campus due to inclement weather, IEP classes will be cancelled. Please check the PSU website for weather updates.

Course Schedule:
Class meets five days a week. We have class two hours on Mondays –Wednesdays and Fridays of the week. On Thursdays, we will have one hour of class.

Spring 2023 Session: January 17 – May 12

Faculty Senate Notification Form

This form is to be used to notify campus of changes that need to be updated in the university catalog but don't necessarily need Faculty Senate approval.

Effective Date: Fall 2023 Submission Date: 3/9/23

Department: Kelce Undergraduate School of Business College of: Business

Contact Person: Alex Binder Chair

Originating Department(s): After completing this form, in its entirety, please have it signed by the chair and the dean. The College Admin will load to the "Approved College Curriculum" file in SharePoint. It will be added to the next 10-day viewing and then sent forward with the next Faculty Senate agenda.

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1. Purpose/Justification for this notification:
   Removal of Junior Standing prerequisite for MGT 330 and MKTG 330. Many sophomores need to enroll in these courses to complete their degree requirements.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? **No** *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

3. Is this notification related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? **Select One** *Whether a "yes" or "no" response, please provide an explanation.*

	Existing	New/Proposed
Modality of:	Select One	Select One
Course Name: (use if it is the only change)	MGT 330: Management and Organizational Behavior MKTG 330: Principles of Marketing	MGT 330: Management and Organizational Behavior MKTG 330: Principles of Marketing
Admission Requirements:		
Pre/Co-Requisite(s):	Junior Standing	None

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/9/23 Signature, Chairperson: [signature]

-Approved: Dean of College

Date: 03/13/23 Signature, Dean: [signature]

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

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

PSU Faculty Senate 22-23

Faculty Senate Course Form

Effective Date: Spring 2024 Submission Date: 4/7/23

Department: HHPR College of: Education

Contact Person: Laura Covert Miller Faculty

Course: **Revision**

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. v2.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.

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1. Purpose/Justification for **Revision** to Course:
   RSSHM students at junior level status are now approved to complete their internship prior to their senior year. This needs to be added to the current course description.

2. Is this **Revision** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No, only RSSHM students take the internship course.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

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

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Internship	Internship
Course Number:	REC 498	REC 498
Credits:	9 - 12	9 - 12
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	Minimum 2.5 GPA in all core courses; all RSSHM core and emphasis courses must be completed prior to enrollment	Minimum overall 2.5 GPA, REC 160, REC 375 plus 15 additional hours of 300 level and above courses from the RSSHM major. Therapeutic recreation students must have completed all coursework in order to enroll in the internship.
Course Description	Internship in recreation, Therapeutic recreation, sport and hospitality management, or other recreation related fields under the supervision of an agency staff member with at least a Bachelor's Degree (Certified Therapeutic Recreation Specialist for T.R. students) and approval of the university instructor. May be taken in areas such as community recreation departments, hospitals, and industry. Students completing the internship during the summer session are to enroll in nine credit hours. Students completing the internship during the fall and spring semesters are to enroll in a minimum of nine credit hours, no more than 12 credit hours.	Internship in recreation, therapeutic recreation, sport and hospitality management, or other recreation related fields under the supervision of an agency staff member with at least a Bachelor's Degree (Certified Therapeutic Recreation Specialist for T.R. students) and approval of the university instructor. May be taken in areas such as community recreation departments, hospitals, and other industry. Students completing the internship during the summer session are to enroll in nine credit hours. Students completing the internship during the fall and spring semesters are to enroll in a minimum of nine credit hours, no more than 12 credit hours. Minimum overall 2.5 GPA, REC 160, REC 375 plus 15 additional hours of 300 level and above courses from the RSSHM major. Therapeutic recreation students must have completed all coursework in order to enroll in the internship.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 4/7/23 Signature, Chairperson: John H. Ogilvie

-Approved: College Curriculum Committee

Date: 9/5/23 Signature, Committee Chair: James Tumbarello

-Approved: Dean of College

Date: 9/5/23 Signature, Dean: James Tumbarello

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10-18-2023 Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____