FACULTY SENATE MINUTES
December 11, 2023

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, December 11, 2023, with Rebeca Book, President, presiding.

Past Minutes

Minutes from the November 27, 2023 meeting were approved.

Guests

Vice President Stumo shared information on fall 2023 and spring 2024 enrollment. In addition, he reviewed admission funnel data for domestic freshmen. The full presentation is attached to the minutes.

Tim Pearson spoke on the new software phones being installed around campus. One of the main reasons for the change was the work that needed to be done in the tunnels and how that work would impact the current phone lines. The new system is called Avaya Workplace and is being installed on individual desktops. The system is not cloud based. Plans are to switch out administrative offices first and then move to the academic departments. See handout attached to minutes for additional information.

Announcements

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

Provost Smith shared that KRPS is moving to the Bicknell Center. Plans are to move University Police and Parking to the 2nd floor of Horace Mann as Shirk Hall will be torn down in the next 1 ½ years. There have been discussions regarding the centralization of scheduling space that is not considered academic (classrooms). These spaces would include things like the Overman Student Center and the Bicknell Center. In addition, faculty are reminded to notify students on syllabi how they can track their course grade and how school cancellations will be handled. The Provost search will begin next semester; a search firm will be utilized. The administration continues to meet with the KNEA Executive Board on topics such as salary compression and EDCs among colleges. In KBOR news, PSU will report on progress on the NISS Playbook at the January KBOR meeting. In addition, the second reading of the Master of Social Work will take place at the January meeting.

PSU/KNEA –Amy Hite, President

President Hite reported that Peter Chung will serve as the Grievance chairperson. In addition, KNEA will have a representative involved with the Academic Affairs committee on discussions regarding course syllabi.

Student Senate – Jaben Parnell, Representative

It was reported that all Student Senate seats have been filled and that a new Public Relations chair has been elected. In addition, President Parnell has been attending KBOR meetings in Topeka and recently had breakfast with the Regents. On February 14th, SGA will also send 20 students to Topeka to participate in lobbying for higher education. In addition, SGA is revamping the Beyond the Classroom grant and will be providing information next semester. SGA also encouraged faculty to include inclement weather statements in their syllabi.

Unclassified Professional Senate – Greg Belcher, President

It was reported that the UPS continues to discuss the following: employee compensation, work conditions and employee well-being.

University Support Staff – Cindy VanBecelaere, President

No report.

Faculty Senate President – Rebeca Book, President

President Book provided a KBOR update along with several campus updates. See attachment to minutes for details.

Committee Reports

Academic Affairs – Norm Philipp, Chair

The committee met on December 8th to begin discussing an update to the required elements for a course syllabus. The committee reviewed several resources and noted that there are three different aspects to consider: 1) required by PSU, required by academic program, and recognized best practices. Academic Freedom as defined by the KNEA contract was also reviewed. The committee will survey students to get their feedback. A vendor solution for creating a shared template was also discussed.

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

No report.

Academic Honors – Jamie Wood, Chair

No report.

Honors College – Michelle Hudiburg, Chair

The Honors College committee met on November 29th to review interview questions for Honor College Interview Day. See agenda for additional details.

Writing Across the Curriculum – Lydia Bechtel, Chair

No report.

Diversity and Multicultural Affairs – Laura Washburn, Chair

No report.

Student-Faculty – David Weaver, Chair

No report.

All University Committee – Anna Beth Gilmore, Chair

No report.

Faculty Affairs – Jonathan Dresner, Chair

See agenda for committee update.

Constitution Committee –Mark Johnson, Chair

No report.

General Education Committee – TBD, Chair

No report.

Budget Committee – Mary Jo Goedeke, Chair

No report.

Academic Honesty – Norm Philipp, Chair

No report.

Unfinished Business

None.

New Business

None.

Open Forum

It was shared that faculty are welcome to participate in the first Martin Luther King Jr. Day of Service on Monday, January 15th by volunteering to assist a number of local organizations. In addition, faculty were reminded that the PSU Holiday Reception is scheduled for December 14th at the Bicknell Family Center for the Arts.

Meeting Adjourned Meeting adjourned Monday, December 11, 2023, at 4:22 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	X	x						
Norm Philipp, (President Elect)	X	X	X	x						
Jordan Backs, TWL	X	X	X	x						
Tim Bailey, HPSS	X		X							
David Boffey, HHPR		X	X							
Paige Boydston, PSYCH		X	X	x						
Susan Carlson, At-Large										
Kari Cronister, TCHL										
Marcus Daczewitz, TCHL	X	X	X							
Jonathan Dresner, HPSS		X	X	x						
Kristi Frisbee, At-Large		X	X	x						
Andrew George, BIOL	X	X	X	x						
Ram Gupta, CHEM			X	x						
Beth Hendrickson, Library	X	X	X	x						
Casie Hermansson, ENGML	X	X		x						
Ashleigh Heter, NURS	X	X		x						
Amy Hite, At-Large	X	X	X							
Ananda Jayawardhana, At-Large	X	X	X	x						
Karen Johnson, NURS	X	X	X							
Mark Johnson, At-Large	X		X	x						
Myriam Krepps, ENGML	X	X	X	x						
Joseph Labuda, MIL		X								
Kris Lawson, At-Large	X	X		x						
Janet Lewis, ART	X	X	X	x						
Kristen Livingston, COMM	X	X	X	x						
Kristen Maceli, KUSB	X	X	X	x						
Dan Maxwell, ETECH	X	X		x						
Barbara McClaskey, At-Large	X	X	X	x						
Ruth Monnier, At-Large	X		X	x						
Clifford Morris, At-Large	X	X	X	*						
David Pearson, PHYS	X	X	X	x						
Steve Polley, AUTO	X	X	X	*						
Jason Reid, TWL	X	X	X	x						
John Ross, MUSIC	X	X								
Kent Runyan, At-Large	X	X	X	x						
Ashley Shaw, TCHL	X	X								
Kyle Thompson, WGS	X	X	X	x						
Scott Thuong, MATH										
David Weaver, KUSB	X	X	X	x						
Gail Yarick, At-Large	X	X	X	x						
USS Senate Representative		X								
UPS Senate Representative			X	x						
Student Government Representative			X							
Student				x						

*Substitutes: 12/11/23, Brian Welch/Clifford Morris, Dave Ferguson/Steve Polley;

December 2023
PSU Faculty Senate Presentation

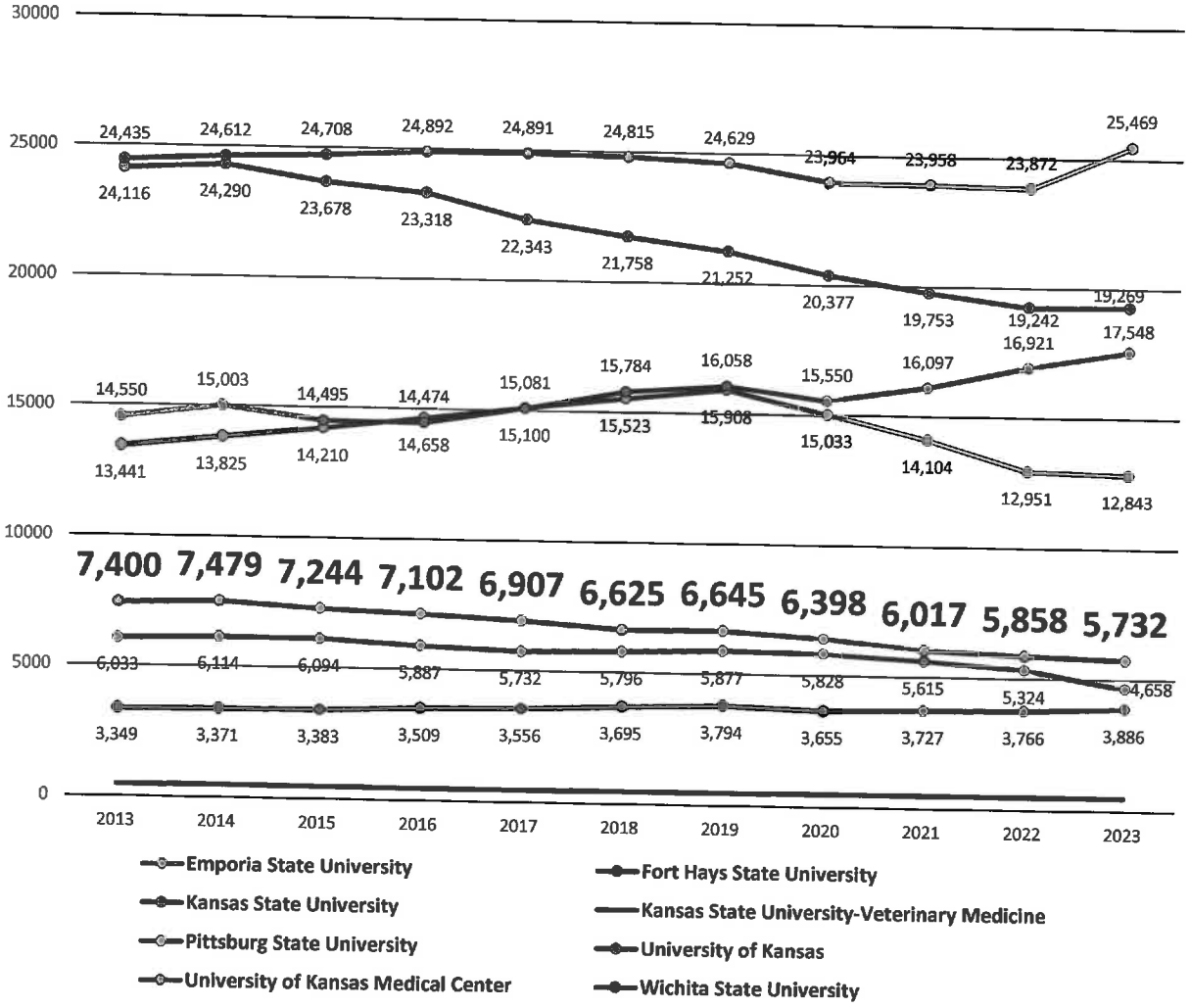
Funnel Discussion and Status
Domestic Freshmen (ZH)

December 11, 2023

Today's Agenda

- Brief Review of Fall Numbers
- Current Snapshot of Spring 2024 Enrollment
- Review of the Fall 2024 Admissions Funnel – Domestic ZH First Years

Kansas Regent Institutions – Total Enrollment



KU
1 yr – 6.7%
5 yr – 2.6%

KSU
1 yr – .1%
5 yr – (11.4%)

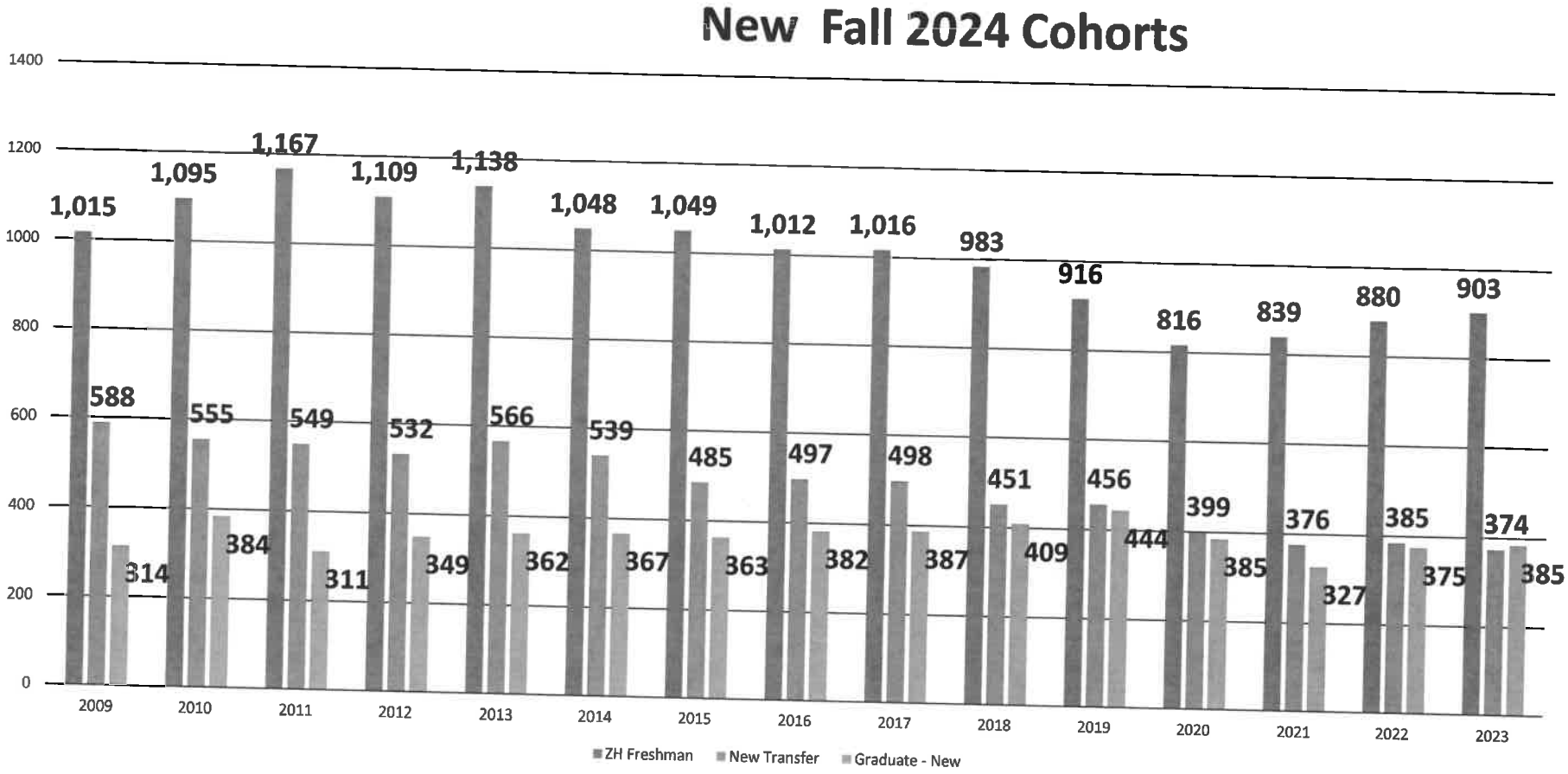
WSU
1 yr – 3.7%
5 yr – 11.2%

FHSU
1 yr – (.8%)
5 yr – (17.3%)

PSU
1 yr – (2.2%)
5 yr – (13.5%)

ESU
1 yr – (12.5%)
5 yr – (19.6%)

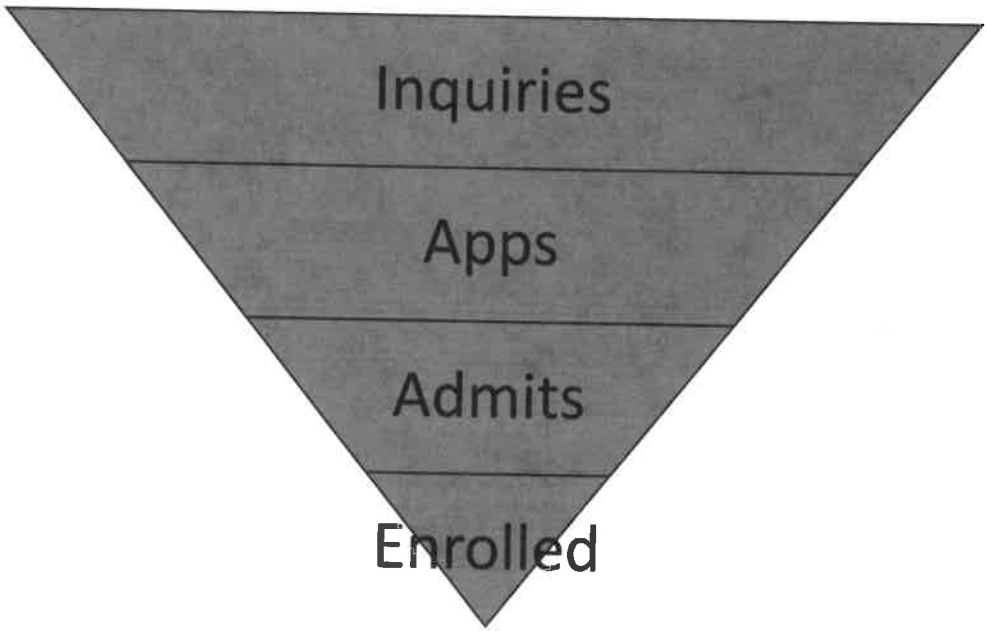
UK - MC
1 yr – 3.2%
5 yr – 5.2%

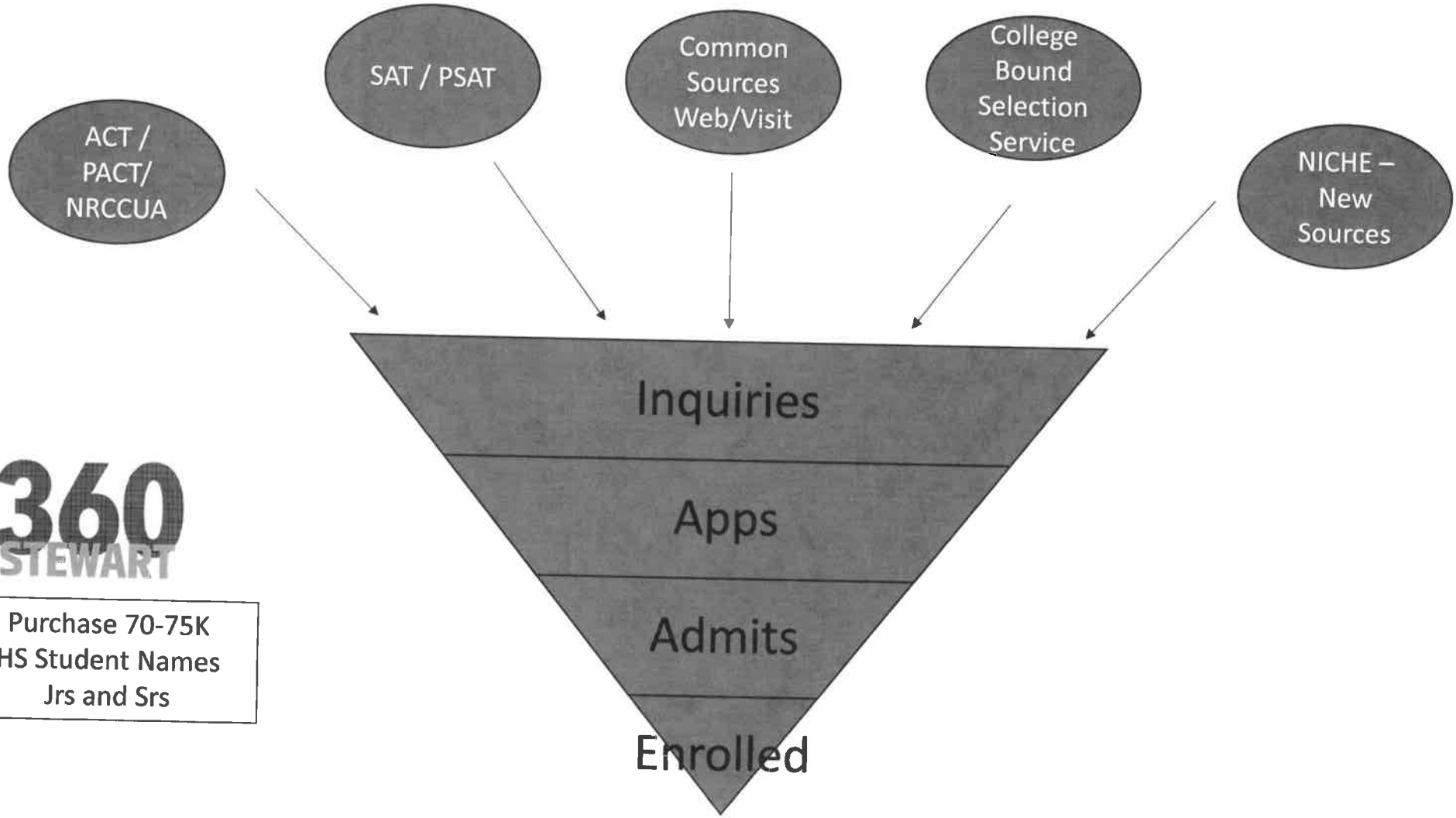

New Fall 2024 Cohorts
1400
1200
1000
800
600
400
200
0
1,015
588
314
1,095
555
384
1,167
549
311
1,109
532
349
1,138
566
362
1,048
539
367
1,049
485
363
1,012
497
382
1,016
498
387
983
451
409
916
456
444
816
399
385
839
376
327
880
385
375
903
374
385
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
ZH Freshman
New Transfer
Graduate - New

Pittsburg State University
Spring 2024 Enrollment Comparison Report
December 8, 2023, December 9, 2022 and December 10, 2021

	2022	2023	2024	Change	% change	2023-20th day
Undergraduate	3747	3673	3642	-31	-0.8%	4168
Graduate	1106	987	975	-12	-1.2%	1259
Total Enrollment	4853	4660	4617	-43	-0.9%	5427

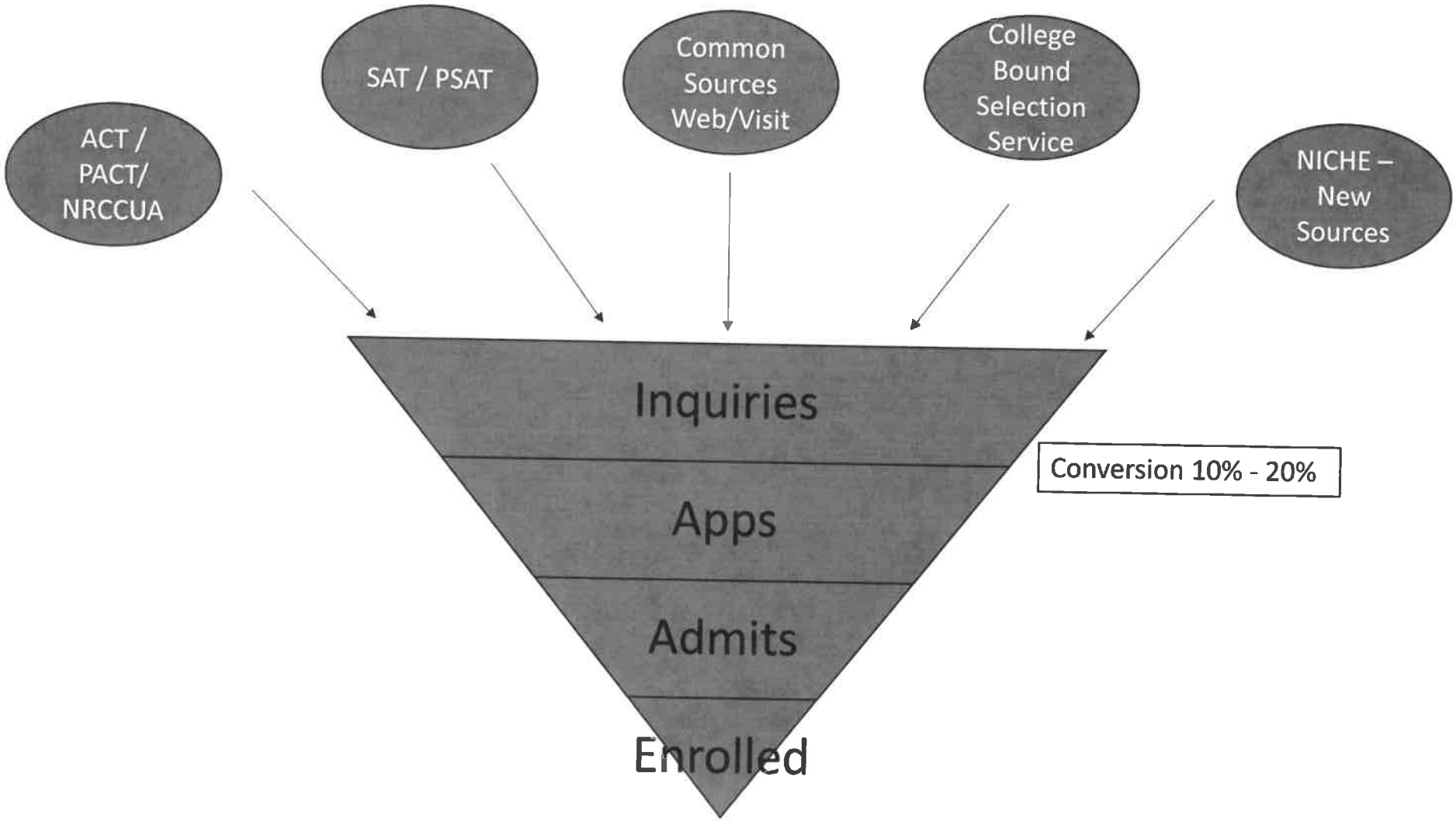
The Standard Admission Funnel

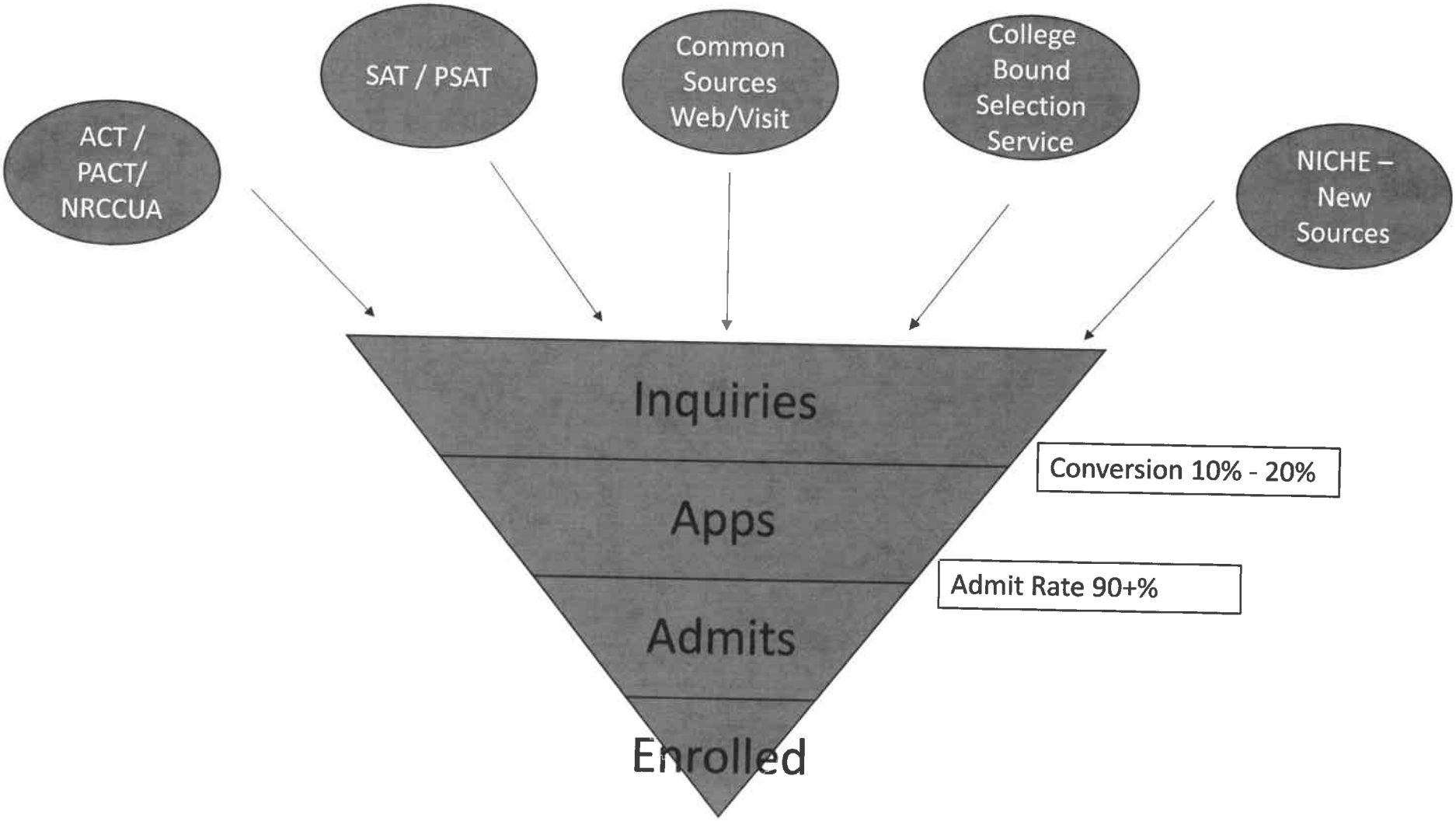




360 STEWART

Purchase 70-75K
HS Student Names
Jrs and Srs


ACT / PACT/ NRCCUA
SAT / PSAT
Common Sources Web/Visit
College Bound Selection Service
NICHE – New Sources
Inquiries
Apps
Admits
Enrolled
Conversion 10% - 20%


ACT / PACT/ NRCCUA
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Common Sources Web/Visit
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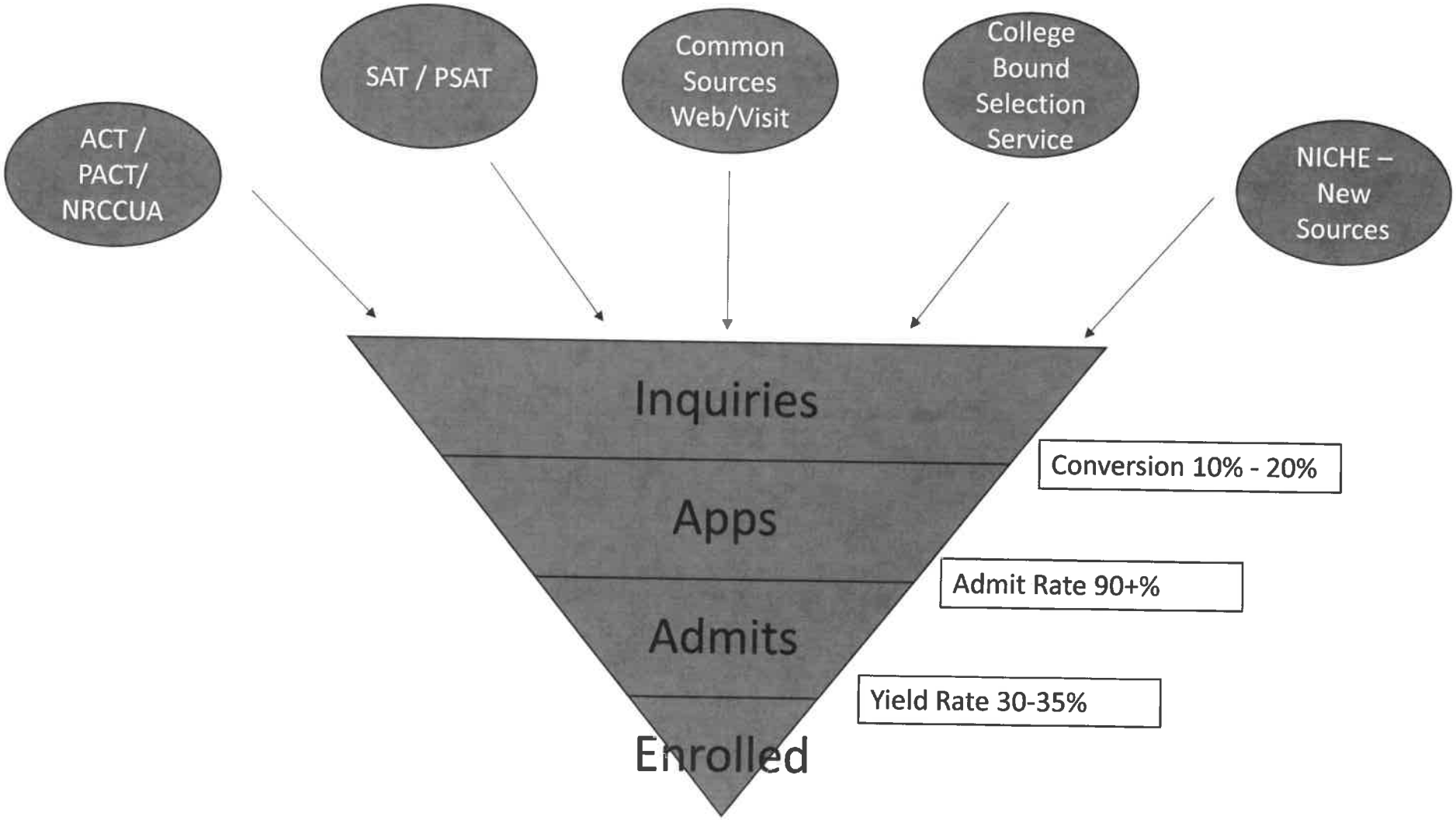
Inquiries
Apps
Admits
Enrolled
Conversion 10% - 20%
Admit Rate 90+%


ACT / PACT/ NRCCUA
SAT / PSAT
Common Sources Web/Visit
College Bound Selection Service
NICHE – New Sources
Inquiries
Apps
Admits
Enrolled
Conversion 10% - 20%
Admit Rate 90+%
Yield Rate 30-35%

Fall 2023 Domestic ZH Freshmen Funnel

Total	Fall 2023
Applicants	2,947

Fall 2023 Domestic ZH Freshmen Funnel

Total	Fall 2023
Applicants	2,947
Admit Rate	91.2%

Fall 2023 Domestic ZH Freshmen Funnel

Total	Fall 2023
Applicants	2,947
Admit Rate	91.2%
Admits	2,688

Fall 2023 Domestic ZH Freshmen Funnel

Total	Fall 2023
Applicants	2,947
Admit Rate	91.2%
Admits	2,688
Yield Rate	**33.6%**

Fall 2023 Domestic ZH Freshmen Funnel

Total	Fall 2023
Applicants	2,947
Admit Rate	91.2%
Admits	2,688
Yield Rate	**33.6%**
Domestic Enrolled	**903**

Fall 2023 Domestic ZH Freshmen Funnel

Total	Fall 2023
Applicants	2,947
Admit Rate	91.2%
Admits	2,688
Yield Rate	**33.6%**
Domestic Enrolled	**903**
	=
International Enrolled	**16**
Total Officially Enrolled	**919**

Domestic ZH Freshmen Funnel - Modeling

Total	Fall 2023	Fall 2024 Model A	
Applicants	2,947	+5%	3,094
Admit Rate (Constant)	91.2%	91.2%	
Admit Rate Change		-2% (89.2%)	
Admits	2,688	2,759	
Change / Yield Rate	**33.6%**	**0%**	**33.6%**
Domestic Enrolled	**903**	**927 (+2.7%)**	
	=	=	
International Enrolled	**16**	**16**	
Total Enrolled	**919**	**946**	

Domestic ZH Freshmen Funnel - Modeling

Total	Fall 2023	Fall 2024 Model A		Fall 2024 Model B	
Applicants	2,947	+5%	3,094	+5%	3,094
Admit Rate (Constant)	91.2%	91.2%		91.2%	
Admit Rate Change		-2% (89.2%)		-2% (89.2%)	
Admits	2,688	2,759		2,759	
Change / Yield Rate	**33.6%**	**0%**	**33.6%**	**+1%**	**34.6%**
Domestic Enrolled	**903**	**927 (+2.7%)**		**954 (+5.6%)**	
	=	=		=	
International Enrolled	**16**	**16**		**16**	
Total Enrolled	**919**	**946**		**970**	

Domestic ZH Freshmen Funnel - Modeling

Total	Fall 2023	Fall 2024 Model A		Fall 2024 Model B*		Fall 2024 Model C	
Applicants	2,947	+5%	3,094	+5%	3,094	+5%	3,094
Admit Rate (Constant)	91.2%	91.2%		91.2%		91.2%	
Admit Rate Change		-2% (89.2%)		-2% (89.2%)		-2% (89.2%)	
Admits	2,688	2,759		2,759		2,759	
Change / Yield Rate	**33.6%**	**0%**	**33.6%**	**+1%**	**34.6%**	**+2%**	**35.6%**
Domestic Enrolled	**903**	**927 (+2.7%)**		**954 (+5.6%)**		**982 (+8.7%)**	
	=	=		=		=	
International Enrolled	**16**	**16**		**16**		**16**	
Total Enrolled	**919**	**943**		**970**		**998**	

Domestic ZH Freshmen Current Funnel

Fall 2024 ZH Domestic First Year Apps by State

Applicants	Fall 2024	Change		Fall 2023
Female	1,395	18.7%	220	1,175
Male	853	-2.1%	-19	872
Blank	3	-	3	0
Total	2,251	10%	204	2,047

Fall 2024 ZH Domestic First Year Funnel

	Fall 2024	Change		Fall 2023
Applicants	2,251	+9.9%	204	2,047
Admits	2,247	+11.9%	239	2,008
Enrolled in CARES	NA	-	-	NA

Fall 2024 ZH Domestic First Year Funnel

	Fall 2024	Change		Fall 2023
Applicants	2,251	+9.9%	204	2,047
Admits	2,247	+11.9%	239	2,008
Enrolled in CARES	NA	-	-	NA

Month	Fall 2024	Change		Fall 2023
June	43	-2.3%	-1	44
July	84	180.0%	54	30
August	204	74.4%	87	117
September	410	10.2%	38	372
October	625	-31.8%	-291	916
November	825	81.3%	370	455
December (up to 12/10)	60	-46.9%	-53	113
Total	**2,251**	**9.9%**	**204**	**2,047**

Fall 2024 ZH Domestic First Year Apps by State

Applicants	Fall 2024	Change		Fall 2023
Female	1,395	18.7%	220	1,175
Male	853	-2.1%	-19	872
Blank	3	-	3	0
Total	2,251	10%	204	2,047

	Fall 2024	Change		Fall 2023
Kansas	1,365	14.7%	175	1,190
Missouri	510	-1.0%	-5	515
Arkansas	60	-57.4%	-81	141
Oklahoma	178	191.8%	117	61
Texas	33	6.5%	2	31

TOP 25 Academic Programs by Applications	Fall 2024 Program	Fall 2023 Program	+/-
UNDECLARED	285	289	-4
NURSING	280	248	32
BIOLOGY	243	204	39
PSYCHOLOGY	107	97	10
ELEMENTARY EDUCATION K-6	103	59	44
CONSTRUCTION MANAGEMENT	82	93	-11
MARKETING	74	57	17
EXERCISE SCIENCE	63	71	-8
COMMUNICATION	59	44	15
BUSINESS STUDIES	56	53	3
MANAGEMENT	55	60	-5
CRIMINAL JUSTICE	52	43	9
AUTOMOTIVE TECHNOLOGY	52	48	4
MECHANICAL ENGINEERING TECHNOLOGY	45	44	1
NON DEGREE SEEKING	44	1	43
ACCOUNTING	44	39	5
GRAPHIC COMMUNICATIONS	43	41	2
MUSIC	41	36	5
CHEMISTRY	39	30	9
FINANCE	36	27	9
FAMILY AND CONSUMER SCIENCES	30	13	17
ART	29	31	-2
COMPUTER SCIENCE	25	29	-4
ENGLISH	25	24	1
SOCIAL WORK	24	25	-1

Variables Impacting Yield

- Mix of applicants (Diversity, Profile, Geographic, Athletics)
- Financial Aid Process
  - FAFSA is delayed – December 31, February 1
  - PSU Scholarship Form is delayed – March 1
  - Considering new scholarship levels
- Campus Visit Traffic
- Marketing and Admission Staff Yield Performance
- Campus Engagement (visits and follow up)
- External
  - Economy
  - Competition

Thank you for your support.

-Questions-

desktop phone
quick reference guide
PSU Phone System
THE FUNDAMENTALS
Avaya 9508

Placing an Internal Call
-Dial a 4-digit extension of the User or press the **RIGHT** directional button to scroll through any programmed buttons if applicable until you see the user you want to call, then press the button next to the User's name. Names will only appear if the user has programmed User Busy Indicator buttons.You can also search for a User by utilizing the **CONTACTS** button.

Placing an External Call
-Lift handset if desired
-Press an Intercom button, then enter "8" plus the phone number or press a programmed auto-dial button

Answering a Call
-To answer the call using the handset, lift the handset
-To answer the call hands free, press the **SPEAKER** key
-If already on a call, press the slow flashing button of the ringing call

Hold a Call/Return to a Held Call
-Press the **Hold** soft key to put your current call on hold
-Press the intercom button with the fast-flashing lamp to return to a held call

Diverting a Ringing Call
-Press the **Ignore** soft key. The call will continue alerting but with no audible ring
-Press **To VM** soft key (if shown). The call will be redirected to your mailbox

Transfer a Call
-After answering the call:
-Press the **Transfer** soft key. The current call is put on hold
-Press an available intercom button, enter "8" plus a phone number for external, or the 4-digit extension number for internal
-Press the **Complete** soft key to complete or stay on the line to announce the caller, then hang-up to connect
-If the transfer destination does not answer or does not want to accept the call, press the **Cancel** soft key

Programming User Busy Indicator Button
-Press the **Features** soft key.
-Press the **Phone User** appearance button
-Press the **Self Administer** appearance button
-Use the up/down arrow keys highlight the new or existing button
-Press the **Replace** soft key.
-Use the up/down arrow keys to select **User BLF**
-Press the **Dir** soft key to select username/extension
-Press the **Save** soft key, then **Exit**.
-Press the **Back** soft key until **Exit** soft key

Do Not Disturb/Send All Calls
-Press Arrow Right button
-Press the **DND** button to activate feature (light on)
-Press the **DND** button again to deactivate feature (light off)

Call Pick Up
-Press the flashing **Pickup** button once
-Press the **Select** soft key to connect

Group Calls Enable/Disable
-Press a button for the group that you want to take calls (light on)
-Press the button again to disable calls for the group (light off)

CONFERENCE CALLS

While on an existing call:
-Press the **Conf** soft key.
-Call the party that you want to add to the conference
-If they answer and want to join the call, press the **Conf** soft key
-If they do not want to join the call or do not answer, press the **Drop** soft key and then press the intercom key of the held call

Adding a Call to a Conference:
- Press the **Conf** soft key to put the conference on hold. The other conference parties can continue talking to each other
-Dial the party that you want to add to the conference
-If they answer and want to join the call, press **Conf** again.
-If they do not want to join the call or do not answer, press the **Drop** soft key, then press the appearance key of the held call.

VIEWING THE CALL HISTORY

-Press the **CALL LOG** key to show your call records
-Use the left and right arrow keys to select which call log records to view: **All, Missed, Incoming and Outgoing**
-Use the up and down arrow keys to scroll through the records
-Pressing **OK** will make a call to the currently displayed record
-If this button is lit RED, this is an indication of a missed call. Pressing the button while lit, will take you directly to the Missed Calls list.

VIEW CONTACTS/DIRECTORY

-Press the **CONTACTS** key. Using the navigational direction buttons to select the appropriate type of contact.
-**All** (All directory entries)
-**External** (Entries stored in the system for all users to utilize)
-Groups (Names & numbers of hunt groups on the system)
-**Users** (Names & numbers of users on the system)
-**Personal** (Your own personal directory entries)

VISUAL VOICE MESSAGING (ENVELOPE BUTTON)

This button, as well as the top right corner of your phone will light RED when you have an unheard message or a group message. To get messages, simply press the **MESSAGE** button. Alternatively, you can press *17 to use the Intuity interface (full-featured).

Listen: Play the message
-Pause: Pause the message playback.
-Delete: Delete the message
-Save: Mark the message as a saved message.
-Call: Call the message sender (internal only)
-Copy: Copy the message to another mailbox (more options)

Message: Record & send a voicemail to another mailbox
Greeting: Change the main/active greeting to your mailbox
Password: Change mailbox password (Must have new password)

ADDING A NEW CONTACT

-Press the **CONTACTS** key
-Use the left and right arrow keys to select your Personal directory
-Press the **New** soft key. The menu now allows editing of the name and number. Enter the name & number as required
-Press the **Save** soft key

Updates:

1. **KBOR** – Will meet this week and on the agenda is:
   - Transfer & articulation
   - Systemwide General Education
   - Math pathways
   - Second reading for PSU – MS in Social Work
   - AI discussion
   - Future degree programs, initiatives, partnerships
   - National Institute for Student Success Playbook presentations – PSU is presenting next month
   - Reports for qualified admissions & academic affairs
   - Performance agreements
   - Looking for two replacements
   - Outstanding Faculty

2. Marketing –

- Contact information – Bookmarks Suggested
- Website is supposed to be finished

3. Upcoming Speakers –

- January – President Shipp, Jaime Dalton
- Feb. - IRP, Grants & Research
- March – Strategic Planning – Gorilla Rising, Prove-out, KBI
- April – Budget Discussion – Doug Ball, Program Review – KBOR
- May – Student Health Issues

4. New University Committee – Gathering information for course scheduling –

- Many factors to consider - students, building utilization, centralized advising, athletics, campus activities, labs, contract
  Will try to get representatives from different areas to discuss.

FACULTY SENATE MEMEBERSHIP (23-24) December 11, 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		
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		
Ruth Monnier, At-Large		
Clifford Morris, At-Large		Brian Welch
David Pearson, PHYS		
Steve Polley, AUTO		Dave Ferguson
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		
UPS Senate Representative		
Student Government Representative	Hannah + Other P/L	
Student		

Pittsburg State University
Faculty Senate Meeting

Date: Monday, December 11, 2023
Time: 3:00 p.m.
Location: Sunflower Room, Overman Student Center

Agenda

I. **Call to order**

II. **Speakers:**

A. **Dr. Karl Stumo – VP of Student Life and Enrollment – Enrollment & Recruitment Numbers**

B. **Tim Pearson – Campus Telephone Updates**

III. **Approval of November 27, 2023 Minutes**

IV. **Announcements**

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

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:**

Course Syllabi – Academic Affairs Committee
HLC Requirements – Notification for new programs, certificates & courses

VI. **New Business:**

VII. **Open Forum:**
Guest Speakers at next meeting: Dr. Dan Shipp – PSU President, Jaime Dalton – Gorilla Plan Software
Input needed for KBOR Search Committee

VIII. **Adjournment**

Academic Affairs –

Chair: Norm Philipp
Recorder: David Weaver
No report.

Undergraduate Curriculum –

Chair: MaryJo Goedeke
Recorder: Shelby Hutchens

UGCC Meeting 12/1/2023

	Voting Members Approval of Proposed Changes			
	Goedeke	Hutchens	McCay	Lawson
Present:	x	x	x	x
Dept: Undergraduate School of Business				
Revision to Major Form				
Name Change - Computer Information Systems to Data Science & Information Systems	x	x	x	x
Dept: SAET				
Revision to Certificate				
Changing 8 core hours and 4 elective hours - approved subject to:	x	x	x	x
MECET 323 - name is different for it on the certificate existing vs. new				
Double check the hours on the certificate (hours for MECET 323) - is 323 supposed to be a 2 hour course or a 3 hour course? A lab hour technically qualifies a course to still remain a 3 hour course.				
Course Revision Form				
Adding an hour to MECET 420 as evals suggest that lack of contact time contributes to low student success	x	x	x	x
MECET 323 - changing meeting format to a lecture/lab format - approved subject to making the revisions described above AND says the same name for each	x	x	x	x

Library Services –

Chair: Chris Labuda
Recorder: Beth Hendrickson
No report.

Online and Distance Learning –

Chair: Kelly Woestman
Recorder: Paige Boydston

Academic Honors –

Chair: Jamie Wood
Recorder: Jessica Jorgenson Borchert
No report.

Honors College –
Chair: Michelle Hudiburg
Recorder: Anuradha Ghosh

Honors College Committee
Meeting Date: November 29, 2023
Meeting Time: 3:30 PM
Attendees: Michelle Hudiburg, Rion Huffman, Steven Horner, Randy Winzer, Erik Jantz
Absent: Anu Ghosh, Hannah Eckstein

The Honors College Committee met on Wednesday, November 29 to refine and edit the personal interview questions for Honors College Interview Day on February 18, 2024.
No action requiring a vote was taken.
Submitted 12/4/23 by Michelle Hudiburg, Chair

Writing Across the Curriculum –
Chair: Lydia Bechtel
Recorder: Carol Meza-Bakke
No report.

Diversity and Multicultural Affairs –
Chair: Laura Washburn
Recorder: Kristen Maceli
No report.

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

All-University –
Chair: Anna Beth Gilmore
Recorder: Jason Reid

Faculty Affairs –
Chair: Jonathan Dresner
Recorder: Kevin Elliott
Faculty Affairs Committee Report
The Faculty Affairs committee met through Teams to address the following:
· The committee is currently reviewing applications.
· The committee continues discussing how to handle priority two, three, and non-tenure requests moving forward.
Submitted 12-4-23 by Kevin Elliott

Constitution –
Chair: Mark Johnson
Recorder: Beth Hendrickson
No report.

General Education –
Chair: Mark Johnson
Recorder: Lora Winters
No report.

Budget Committee –

Chair: MaryJo Goedeke
Recorder: Karen Johnson
No report.

Academic Honesty –

Chair: Norm Philipp
No report.

UGCC Meeting 12/1/2023

	Voting Members Approval of Proposed Changes			
	Goedeke	Hutchens	McCay	Lawson
Present:	x	x	x	x
Dept: Undergraduate School of Business				
Revision to Major Form				
Name Change - Computer Information Systems to Data Science & Information Systems	x	x	x	x
Dept: SAET				
Revision to Certificate				
Changing 8 core hours and 4 elective hours - approved subject to: MECET 323 - name is different for it on the certificate existing vs. new Double check the hours on the certificate (hours for MECET 323) - is 323 supposed to be a 2 hour course or a 3 hour course? A lab hour technically qualifies a course to still remain a 3 hour course.	x	x	x	x
Course Revision Form				
Adding an hour to MECET 420 as evals suggest that lack of contact time contributes to low student success	x	x	x	x
MECET 323 - changing meeting format to a lecture/lab format - approved subject to making the revisions described above AND says the same name for each	x	x	x	x

Faculty Senate Curriculum Change Form

Effective Date: FALL 2024 Submission Date:

Department: KUSB College: Business

Contact Person: Alex Binder Chair

Revision **Major**

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(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 apply the appropriate signatures, and send to your College Admin.

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.

1. Description of Change:

   Change the name of the 'Computer Information Systems' major to 'Data Science and Information Systems'.

2. Rationale for change, including changes to curriculum objectives:

   The current Computer Information Systems major name does not reflect the contents of the curriculum which are mainly information system oriented. Information systems curriculum across the nation is moving toward data science, and we would like to keep up with the trend so that our students would be competitive in the job market and be successful in the future.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   Yes, this name change will be accompanied by new course prefixes which will impact the Computer Science program. They will need to update their curriculum to include the replacement DSIS courses.

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

   No; this change does not affect any other programs at Regent universities.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   No

8. 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.

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

   None

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets =
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Computer Information Systems	Data Science and Information Systems
Curriculum: (Do not include GenEd)	Kelce Core Prerequisites CIS-130 Computer Information Systems ECON-200 Principles of Microeconomics ECON-201 Principles of Macroeconomics Kelce Core ACCTG-201 Financial Accounting ACCTG-202 Managerial Accounting MGT-101 Introduction to Business -or- MGT-105 Introduction to Entrepreneurship MGT-210 Business Professionalism CIS-420 Management Information Systems FIN-326 Business Finance MGT-330 Management and Organizational Behavior MGT-430 Legal and Social Environment of Business MGT-690 Business Strategy MKTG-330 Principles of Marketing MGT-310 Business Statistics MGT-320 Basic Quantitative Methods MGT-420 Quantitative Decision Analysis Notes *1: Plus 3 hours of ECON, 300-level or above Major Requirements CIS-230 Introduction to Programming CIS-240 Intermediate Programming CIS-380 Systems Analysis and Design CIS-430 Data Analytics: Business Intelligence CIS-440 Data Visualization CIS-460 Data Mining CIS-470 Network and Information Security CIS-615 Database Management Notes *2: One elective numbered 299 and above required	Kelce Core Prerequisites DSIS-130 Computer Information Systems ECON-200 Principles of Microeconomics ECON-201 Principles of Macroeconomics Kelce Core ACCTG-201 Financial Accounting ACCTG-202 Managerial Accounting BUS-101 Introduction to Business -or- MGT-105 Introduction to Entrepreneurship BUS-210 Business Professionalism DSIS-420 Management Information Systems FIN-326 Business Finance MGT-330 Management and Organizational Behavior MGT-430 Legal and Social Environment of Business MGT-690 Business Strategy MKTG-330 Principles of Marketing QBA-210 Business Statistics QBA-310 Business Analytics I QBA-410 Business Analytics II Notes *1: Plus 3 hours of ECON, 300-level or above Major Requirements DSIS-230 Introduction to Programming DSIS-240 Intermediate Programming DSIS-380 Systems Analysis and Design DSIS-430 Data Analytics: Business Intelligence DSIS-440 Data Visualization DSIS-470 Network and Information Security DSIS-615 Database Management DSIS-650 Data Mining Notes *2: One DSIS elective numbered 299 and above required

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 10/25/23 Signature, Chairperson: Alexander D. Binder Digitally signed by Alexander Binder Date: 2023.10.25 14:59:22 -05'00'

-Approved: College Curriculum Committee

Date: 11-06-2023 Signature, Committee Chair: Digitally signed by Mary Jo Goedeke Date: 2023.11.06 16:27:16 -06'00'

-Approved: Dean of College

Date: 11-07-23 Signature, Dean: Paul W. Grimes Digitally signed by Paul W. Grimes Date: 2023.11.07 07:39:14 -06'00'

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 12-01-2023 Signature, Committee Chair: Digitally signed by Mary Jo Goedeke Date: 2023.12.01 11:22:46 -06'00'

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(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.

Faculty Senate Course Form

Effective Date: Fall 2024 Submission Date: 10/6/23

Department: SAET College of: Technology

Contact Person: David 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 a **Revision** to Course: MECET 323

   As an upper-division class that falls late in the recommended sequence, there is very little face-to-face interaction required for this type of course, as the majority of the content is self-paced lab activity, which can be done by Junior/Senior level students without direct faculty over site. The total amount of time is required, but it can be utilized better as a 1+1 lecture/lab format instead of 3 hours of lecture.

2. Is this 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 course is only taken by MECET majors and by Mechanical CAD certificate students (which will be addressed in a subsequent revision form)

3. 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.

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

   N/A

5. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **Explain:**
   No. Content isn't changing, just the meeting format.

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:	Industrial Graphics	Industrial Graphics
Course Number:	MECET 323	MECET 323
Credits:	3 (lecture only)	1 hour lecture + 1 hour lab
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	Prerequisites: MECET 121 Engineering Graphics I or equivalent.	Prerequisites: MECET 121 Engineering Graphics I or equivalent.
Course Description	Computer aided drafting techniques, standards and tolerancing methods to prepare design layouts, assembly, detail and installation drawings. Emphasis on 2-D software and 2-D drawings.	Computer aided drafting techniques, standards and tolerancing methods to prepare design layouts, assembly, detail and installation drawings. Emphasis on 2-D software and 2-D drawings.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 10/3/23 Signature, Chairperson: _____

-Approved: College Curriculum Committee

Date: 10/26/2023 Signature, Committee Chair: _____

-Approved: Dean of College

Date: 11/02/2023 Signature, Dean: _____

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 12-01-2023 Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Pittsburg State University
Department of Engineering Technology
Mechanical ET Program
(Prepared by: J. Don Book, P.E., WF 23)

COURSE TITLE: MECET 323 Industrial Graphics

COURSE SCHEDULE: In-Person, TTH 12:30-1:45, W202 KTC

INSTRUCTOR: J. Don Book, P.E.
Phone: 620-235-4798/4350
E-mail: jbook@pittstate.edu
Office: W224B, KTC
Office Hours: Posted on Canvas

COURSE DESCRIPTION: MECET 323 Industrial Graphics. (3 hours lecture). Computer aided drafting techniques, standards and tolerancing methods to prepare design layouts, assembly, detail, and installation drawings. Emphasis on 2-D software and 2-D drawings. Prerequisites: MECET 226 Computer Aided Design.

TEXTBOOK/MATERIALS:

- Paid access to SolidProfessor, more information on this is in the Canvas Introduction Module
- Reference Text, Not required:
  Shih, Randy H., *Principles and Practice: An Integrated Approach to Engineering Graphics and AutoCAD 2023*, SDC Publications. ISBN: 978-1-63057-517-5
- Electronic data storage device or method (jump drive, Dropbox, Google Drive, etc.)

COURSE OBJECTIVES:

- Objective 1. Demonstrate knowledge and skills in modern engineering design and drafting tools and practice

COURSE TOPICS:

1. AutoCAD drafting tools
2. Layer control, annotations, line types
3. Multiview drawings – orthographic projections
4. Auxiliary and section views
5. Dimensioning & tolerancing
6. Assembly & working drawings

GRADING SYSTEM: Grades will be based on the following and proportional system scale:

Tasks	Weight	Scale	Grade
SolidProfessor Review Tests	50%	90-100	A*
SolidProfessor Part Drawings	45%	80-89	B
Attendance	5%	70-79	C
		60-69	D
		0 - 59	F

TENTATIVE SCHEDULE OF ACTIVITIES

Week	Date	Class Content	Assignments
1	08/22	Introduction to AutoCAD	SP Review Tests
	08/24	Basic Drawing Commands and Drafting Settings	SP Guided Exercises
2	08/29	Modifying & Organizing a Drawing	SP Review Tests
	08/31	Re-using Geometry	SP Guided Exercises
3	09/05	Annotations	SP Review Tests
	09/07	Working with Layout Tabs	SP Guided Exercises
4	09/12	Output a Drawing	SP Review Tests
	09/14	User Interface Essentials	SP Guided Exercises
5	09/19	Drawing in Model Space Essentials	SP Review Tests
	09/21	Geometric Dimensioning & Tolerancing w/ Homework	SP Guided Exercises
6	09/26	Drafting Settings Essentials	SP Review Tests
	09/28	Model Tab Essentials	SP Guided Exercises
7	10/03	Layout Tab Essentials	SP Review Tests
	10/05	Measuring Essentials	SP Guided Exercises
8	10/10	AutoCAD Block Essentials	SP Review Tests
	10/12	Threads & Fasteners w/ Homework	SP Guided Exercises
9	10/17	Drawing Template Essentials	SP Review Tests
	10/19	Title Block Essentials Project	SP Guided Exercises
10	10/24	Output a Drawing Essentials	SP Review Tests
	10/26	Real World Uses of GD&T	SP Guided Exercises
11	10/31	DWG Viewing Tools	SP Review Tests
	11/02	About AutoCAD User Certification	SP Guided Exercises
12	11/07	Basic Drawing Commands Exam Prep	SP Review Tests
	11/09	Spatial Visualization	SP Guided Exercises
13	11/14	Engineering Graphics Concepts	SP Review Tests
	11/16		SP Guided Exercises
14	**11/21**	**Thanksgiving Break – No Classes**	SP Review Tests
	11/23	**Thanksgiving Break – No Classes**	SP Guided Exercises
15	11/28	Additional Drawing Commands Exam Prep	SP Review Tests
	11/30	Manage & Organize a Drawing Exam Prep	SP Guided Exercises
16	12/05	Annotate & Plot Exam Prep	SP Review Tests
	12/07	Working with Blocks Exam Prep	SP Guided Exercises
17	**12/12 – 12/14**	**Finals Week – No Final**	

Pittsburg State University encourages students to take full advantage of campus resources. Information about the campus resources and other information, notifications, and policies (academic integrity, dead week, etc.) students should be aware of, can be found through the syllabus supplement link for the current semester that can be found on PSU's web site at … https://www.pittstate.edu/registrar/syllabus-supplement.html

GENERAL REQUIREMENTS

Attendance: The course meets for lecture one hour/15 minutes two times a week. Attendance is important to success in class and in the workplace; students are expected to attend every class meeting.

Class Participation: Students are encouraged to, and should, use SolidProfessor and complete tutorials before coming to class. Class time primarily will be used for completing end of module exercises, quizzes and answering questions.

Campus Closure / Inclement Weather: In-person courses may shift to online activities in the event of campus closure/inclement weather. Full participation in that event may require a webcam, microphone, and steady high-speed internet connection, as well as Respondus Lock-Down Browser. Attendance, quiz, and exam policies may require modification in such an event; check Canvas for additional requirements should this become necessary.

Projects/Exercises: The end of chapter exercises will be completed in class after notifying the instructor and under the supervision of the instructor. Students must do individual work on the exercises; however, the instructor may be consulted. NOTE: If the instructor finds any information indicating information associated with an exercise (project) has been borrowed, shared, copied, etc., all students involved will receive a zero grade on the exercise(s); multiple offenses may result in students being dropped, receiving an F course grade or other actions under PSU's academic integrity policies. Students will be expected to complete 50% of the end of chapter exercises in the week the material is assigned to demonstrate adequate progress in the class. (Students may complete work ahead of schedule if the exercises are completed under the supervision of the instructor and in the order specified in the schedule.) Failure to make adequate progress may result in the instructor dropping the student from the class; dropping a student for lack of progress is at the discretion of the instructor.

Tests: No test or exams will be given during this course.

Homework: Students will be expected to read all chapter material and complete all chapter tutorials and activities except the end of chapter "Exercises" outside of class as homework. Student should use a limited amount of scheduled class time for reading, completing tutorials, etc.

Final Examination: The scheduled final exam period may be used to complete no more than 10 Exercises.

Late Work: Not accepted.

Faculty Senate Course Form

Effective Date: Fall 2024 Submission Date: 10/6/23

Department: SAET College of: Technology

Contact Person: David 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 a **Revision** to Course: **MECET 420**

   Instructor and students (via Course Evaluations) regularly point to lack of contact time as a major reason for low student success. By adding an hour to the class, it will allow more contact time for examples and more in-depth instruction

2. Is this 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.*

   Only taken by students in SAET programs. Automotive and Manfuacturing faculty have seen and approved the change (see attached correspondence)

3. 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.

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

   N/A

5. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **Explain:**

   No. Only adding one hour to an existing course. Nothing new required.

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:	Kinematics	Kinematics
Course Number:	MECET 420	MECET 420
Credits:	2 hours lecture	3 hours lecture
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	Prerequisites: MECET 121 Engineering Graphics I or MFGET 160 Manufacturing Graphics and MECET 220 Statics or PHYS 220 Engineering Mechanics I-Statics.	Prerequisites: MECET 121 Engineering Graphics I or MFGET 160 Manufacturing Graphics and MECET 220 Statics or PHYS 220 Engineering Mechanics I-Statics.
Course Description	Motion, forces, and mechanisms that produce motion in a mechanical system. Calculation of displacement, velocity, and acceleration of machine elements using graphics, mathematical and computer assisted methods.	Motion, forces, and mechanisms that produce motion in a mechanical system. Calculation of displacement, velocity, and acceleration of machine elements using graphics, mathematical and computer assisted methods.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 10/3/23 Signature, Chairperson: _____

-Approved: College Curriculum Committee

Date: 10/26/2023 Signature, Committee Chair: _____

-Approved: Dean of College

Date: 11/02/2023 Signature, Dean: _____

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 12-01-2023 Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Pittsburg State University
Department of Engineering Technology
Mechanical Engineering Technology Program
(Prepared by: J. Don Book – WF22)

COURSE TITLE: MECET 420-01 Kinematics

COURSE SCHEDULE: In-Person, MW 8:00-8:50, Room W203, KTC

INSTRUCTOR: J. Don Book Office: W224B, KTC
Phone: 620-235-4798 E-mail: jbook@pittstate.edu
Office Hours: As posted on office door or by appointment

COURSE DESCRIPTION: MECET 420 Kinematics. (2 hours lecture). Motion, forces, and mechanisms that produce motion in a mechanical system. Calculation of displacement, velocity, and acceleration of machine elements using graphics, mathematical, and computer assisted methods. Prerequisites: MECET 121 Engineering Graphics I or MFGET 160 Manufacturing Graphics and MECET 220 Statics or PHYS 220 Engineering Mechanics I-Statics.

TEXTBOOK/MATERIALS REQUIRED:

- Myszka, David H. (2012). *Machines & Mechanisms: Applied Kinematic Analysis*, 4th Edition, Publisher: Pearson, ISBN: 978-0-13-215780-3
- Scientific calculator

COURSE OBJECTIVES:

- Objective 1. Develop knowledge and skills in constructing kinematic diagrams from practical mechanisms. (Outcome 1)
- Objective 2. Gain an understanding of the position, velocity, and acceleration analysis of practical mechanisms using analytical and graphical techniques. (Outcome 1)
- Objective 3: Develop skills with modern tools in the analysis and design of common mechanisms, including MS Excel, AutoCAD, and SolidWorks. (Outcome 2)

COURSE TOPICS:

- Kinematic Diagrams & Mobility
- Vectors
- Position, Velocity and Acceleration Analysis of Mechanisms
- Mechanism Design
- Computer-Aided Mechanism Analysis
- Cams, Gears, Chains and Belts

GRADING SYSTEM:

90 - 100%	A	Attendance	5%
80 - 89	B	Quizzes	20%
70 - 79	C	Projects	25%
60 - 69	D	Tests	30%
0 - 59	F	Final Examination	20%

TENTATIVE SCHEDULE OF ACTIVITIES

This schedule is tentative and subject to change.

Week	Date	Class Content	Reading	Assignments
1	08/22 08/24	Course Introduction, Kinematic Diagrams 4 Bar Mechanisms, Common Mechanisms	1.1-1.5 1.6-1.11	HW 1A HW 1B
2	08/29 08/31	Computer Aided Techniques Vector Analysis, Graphical and Analytical	 3.1-3.7	Project 1 HW 3A
3	**09/05** 09/07	**Labor Day – No Class** Vectors – Equations	 3.8-3.19	 HW 3B
4	09/12 09/14	Position and Displacement Analysis Limiting Positions	4.1-4.6 4.7-4.11	HW 4A HW 4B
5	09/19 09/21	**Exam 1 – Chapters 1, 3, 4** Linear and Angular Velocity	 6.1-6.4	 HW 6A
6	09/26 09/28	Relative Velocity Relative Velocity	6.5-6.6 6.7- 6.8	HW 6B HW 6C
7	10/03 10/05	Linear and Angular Acceleration Analytical Velocity and Acceleration	7.1-7.3	HW 7A Worksheet
8	10/10 10/12	Normal and Tangential Acceleration Relative Acceleration	7.4 7.5-7.7	HW 7B HW 7C
9	10/17 10/19	Review **Exam 2 – Chapters 6 and 7**		
10	10/24 10/26	Cams - Motion and Follower Schemes Cams - Design	9.1-9.5	HW 9 Project 2
11	10/31 11/02	Gears - Types and Terminology Gear Selection and Gear Trains	10.1-10.7 10.8-10.13	HW 10A, 10B Project 3
12	11/07 11/09	Belts Chains	11.1-11.4 11.5-11.7	HW 11A HW 11B
13	11/14 11/16	Screw Mechanisms Screw Kinematics, Forces and Torques	12.1-12.5 12.6-12.8	HW 12A HW 12B
14	**11/21** **11/23**	**Fall Break / Thanksgiving – No Class**		
15	11/28 11/30	**Exam 3 – Chapters 9, 10, 11, 12** Mechanism Design	 5.1-5.3	 HW 5A
16	12/05 12/07	Design of Mechanisms Review	5.4-5.8	HW 5B
17	**12/12**	**Final Exam: 8:00 – 9:50 AM**		

See the Syllabus page for the course in Canvas for additional information regarding policies, resources and other important general information.

Additional Details/Descriptions:

Attendance: The course meets for lecture 50 minutes two times a week. Attendance will comprise a portion of the grade, arriving late may incur a penalty. Classes missed due to documented illness or University Sponsored Activity will not be counted as absent, however students are responsible to make up missed material through reading and arranging possible make-up of assignments with the instructor.

Campus Closure: In-person courses may shift to online activities in the event of campus closure/inclement weather. Full participation in that event may require a webcam, microphone and steady high-speed internet connection, as well as Respondus Lock-Down Browser. Attendance, quiz and exam policies may require modification in such an event.

Classroom Etiquette: Students are strongly encouraged to participate in the lectures through early preparation and questions or comments in class but are asked not to monopolize the entire class period. Students are required to behave in a professional manner and respect the learning environment of others. If students must come in late or leave early, please notify the instructor beforehand and do so in a quiet, non-disruptive manner. Please silence and store all electronic devices and refrain from engaging in distracting activities on the computers. The instructor reserves the right to remove any device deemed to be causing a disruption, including cell phones, tablets, etc. Students are expected to follow the PSU COVID-19 related guidelines.

Homework: Homework will be assigned covering each major topic via pages in Canvas and will typically come from problems in the textbook. Homework problems will have answers provided, either in the back of the book or by the instructor. The student should work on the problem until they understand how to obtain the correct answer. This provides the student the opportunity to resolve problems on their own and avoid simple errors. Homework problems will not be submitted; however, homework quizzes will be administered. Homework sets will generally be divided into two parts, those available to be selected for homework quizzes, and additional problems. The student's primary focus should be on the quiz problems to be prepared for the homework quizzes. The additional problems are assigned to increase understanding and prepare for exams. Note, pages do not always show in the Canvas To-Do list on mobile device. Homework will be assigned nearly every day so check the course home page if you do not see it.

Homework Quizzes: Homework quizzes will consist of one or two of the homework problems with slight alterations. The only resource available to the student will be their own homework problem statements and solutions. It is therefore vitally important that the student include a complete problem statement and have a well-organized solution so that the modified problem can be solved quickly and easily. Grades for homework quizzes will have two parts, one for proper format and one for correct solution. Proper format includes the following five elements:

1) Specification of the problem, "Givens". These are often in the form of a diagram.
2) Statement of the required unknowns, "Find".
3) Description of the required procedure. This is typically in the form of the general equation being used without the known values.

4) Designation of the solution. The solution is clearly highlighted by a box or underlining. The solution also has units and a direction if necessary.
5) Legibility. "A" quality work includes "A" quality writing.

Correct solution may include a diagram, a correct value for the solution, and correct units and direction if applicable.

Content Quizzes: In addition to the homework quizzes, quizzes to ascertain comprehension of the material and its applications will be assigned. These may cover material discussed in class that day. These may also include less formal in-class problem solving.

Projects: Projects will be assigned at various times throughout the semester. These are intended to provide a more in depth understanding of some of the more central topics. These problems will be worked out in detail and documented as instructed in class. A scoring rubric will be provided. Students should create check cases to ensure that their projects are correct. If there are significant errors in the project, the student may be asked to correct and resubmit the project with a corresponding deduction. A substantial portion of the project grade will reflect the timeliness with which a correct project is submitted.

Tests: Tests will be given to evaluate the student's understanding of the course topics. All tests may include any previously covered material, to include prerequisite and related courses. Attendance on Test days is required. Tests will be open book with reference material provided.

Final Examination: The final exam for this course will be a classical exam given during the scheduled final exam period. The exam will be comprehensive, may include all course topics or prerequisite course topics, and will be closed book with reference material provided.

Missed and Late Work: No work will be accepted after the given due date unless due to a documented medical necessity or a documented school event. Except for documented emergencies, any provisions to make up quizzes or exams must be discussed in advance through email. One quiz will be dropped to cover unanticipated life events.

Academic Dishonesty: Submitting someone else's work as your own will not be tolerated in this class. Working together on homework assignments is encouraged, but EVERYONE must show ALL work for EVERY problem themselves. Examples of academic dishonesty include but aren't limited to: cheating on assignments or tests, submitting someone else's work as your own, giving your work to someone else, use of solution manuals/assignments from previous semesters, not citing sources on a writing assignment. Plagiarism includes copying from printed solution manuals, from other students, from the web, etc. Determination of what is or is not academic dishonesty is at the discretion of the instructor. If your work is found to be an act of academic dishonesty all parties involved will automatically receive a zero on that assignment. Your actions could also cause you to receive an 'F' in the course and could result in severe penalties, up to and including dismissal from the university.

CANVAS: The course will be administered using the CANVAS system. The site will maintain course materials and be used for communications, submissions, and grading. The site should be checked frequently.

Communication Policy: Students are encouraged to interact with the instructor outside of class in person, or over the internet. Questions sent via Canvas or email will typically be answered within 24 hours if received between 8:00am Mondays and 4:00pm Fridays; questions asked outside of the "normal business week" may result in longer response times.

Special Concerns: Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations; 7-10 days prior notice prior to an exam is appreciated to allow time to provide necessary materials to the Testing Center.

Re: Change to MECET 420

Jacob Lehman <jlehman@pittstate.edu>

Thu 9/21/2023 1:57 PM

To:David Miller <djmiller@pittstate.edu>;Greg Murray <gmurray@pittstate.edu>;John Thompson <john.thompson@pittstate.edu>

Dave,
I have no objections-- although it's been part of our curriculum, Kinematics has been removed from the MFGET curriculum (along with CAM II and a couple elective hours) for the Fall 2023-24 catalog to so we could offer the new Additive Manufacturing courses as part of our required content and still be at 120 hours.

Jacob

From: David Miller <djmiller@pittstate.edu>
Sent: Thursday, September 21, 2023 1:45 PM
To: Greg Murray <gmurray@pittstate.edu>; John Thompson <john.thompson@pittstate.edu>; Jacob Lehman <jlehman@pittstate.edu>
Subject: Change to MECET 420

All--
The MECET program faculty have been discussing a change to the credit hours of MECET 420 - Kinematics. It is currently a 2-hour lecture class, which isn't enough time to cover the breadth of material required for the subject (the instructor says that it's a regular issue brought up by students in Course Evals). We would like to legislate it to be a 3-hour lecture class starting in the Spring of '25 (not enough time to get it done in time for this Spring), but since this course is part of your programs, I wanted to give you a heads up and let you make any comments now.
Please get me your feedback as soon as possible because I would like to move forward with this change to coincide with the upcoming GenEd legislation, which will need to start by October or November to get through in time for the March deadline set by KBOR. If you're ok with the change, please let me know that as well.
Thanks.

--DM

Re: Change to MECET 420

John Thompson <john.thompson@pittstate.edu>
Mon 9/25/2023 3:34 PM

To:David Miller <djmiller@pittstate.edu>
Cc:Greg Murray <gmurray@pittstate.edu>;Jacob Lehman <jlehman@pittstate.edu>;Scott Norman <rnorman@pittstate.edu>;Randy Jones <crjones@pittstate.edu>;Kati Karleskint <kkarleskint@pittstate.edu>;Tim Dell <tdell@pittstate.edu>;Chauncey Pennington <cpennington@pittstate.edu>

David,
Thanks for the email. We certainly support whatever changes you need to make and appreciate being kept in the loop.

Dr. John Thompson, Ed.D.

Automotive Technology Program Manager
School of Automotive and Engineering Technology | College of Technology
909 E. Ford | Pittsburg, KS. 66762 | 620-235-6516

From: David Miller <djmiller@pittstate.edu>
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Thanks.

--DM

Faculty Senate Curriculum Change Form

Effective Date: FALL 2024 Submission Date: 10/6/23

Department: SAET College: Technology

Contact Person: David Miller Faculty

Revision **Certificate**

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(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 apply the appropriate signatures, and send to your College Admin.

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.

1. Description of Change:

   Changing to 8 core hours + 4 elective hours. Adding ETECH 350 - Design for Additive Manufacturing as an approved elective course. Name changes of MECET 226, MECET 323, MECET 528.

2. Rationale for change, including changes to curriculum objectives:

   Core credit hour change is because of change to MECET 323 - Industrial Graphics from 3 hours lecture to 1 hour lecture + 1 hour lab. Addition of ETECH 350 because of the significant CAD content in this class and to incentivize students to take both Certificates. Name changes are to update the curriculum to match respective courses in previous legislation.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   No. The majority of the curriculum is taught by ETECH faculty, and the changes to the core classes will not affect the courses outside SAET.

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

   No. This certificate is unique to PSU.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   No.

8. 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.

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

   N/A

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets =
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **No**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Yes**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Mechanical CAD Certificate	Mechanical CAD Certificate
Curriculum: (Do not include GenEd)	Required courses • MECET 121 - Engineering Graphics I (3hr) • MECET 226 - Computer Aided Design (3hr) • MECET 323 - Advanced Engineering Graphics (3hr) And 3 hours from: o MECET 528 – Computer Aided Modeling (3hr) o ETECH 401 – Approved Independent Study (3hr) o CMCET 133 – Construction Graphics (3hr) o AMMT 226 – CAD Architectural Product Development (3hr) o GT 360 – Computer Aided Drafting for Automated Systems (3hr)	Required courses • MECET 121 - Engineering Graphics I (3hr) • MECET 226 - Engineering Graphics II (3hr) • MECET 323 - Industrial Graphics (2hr) And minimum 4 hours from: o ETECH 350 – Design for Additive Manufacturing (3hr) o MECET 528 – Engineering Graphics III (3hr) o ETECH 401 – Approved Independent Study (1-4hr) o CMCET 133 – Construction Graphics (3hr) o AMMT 226 – CAD Architectural Product Development (3hr) o GT 360 – Computer Aided Drafting for Automated Systems (3hr)

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 10/03/2023 Signature, Chairperson: _____

-Approved: College Curriculum Committee

Date: 10/23/2023 Signature, Committee Chair: Byron McKay

-Approved: Dean of College

Date: 11/02/2023 Signature, Dean: _____

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 12-01-2023 Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(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.