



Pittsburg State University

Faculty Senate

Date: Monday, November 17, 2025

Time: 3:00 p.m.

Location: Sunflower, Overman Student Center

Agenda

- I. Call to Order**
- II. Campus Update(s):** None
- III. Approval of October 27, 2025 minutes**
- IV. Announcements**
 - a. Provost and Vice President of Academic Affairs – Dr. Susan Bon**
 - b. PSU/KNEA Remarks**
 - c. Student Senate Remarks**
 - d. Unclassified Professional Senate Remarks & University Support Staff Remarks – Co Presidents**
 - e. Graduate College Remarks**
 - f. Faculty Senate President’s Report**
- V. Committee Reports**
 - a. Academic Affairs Committee – Chair: Mandi Alonzo**
 - Undergraduate Curriculum Subcommittee – Chair – Byron McKay
 - Library Services/Leaming Resources Subcommittee - Chair: Philip Frank
 - Online and Distance Learning Committee - Chair: Beth Hendrickson
 - Academic Honors Subcommittee - Chair: Laurent Pretot
 - Honors College Subcommittee - Chair: Rion Huffman
 - Campus and Community Resource Subcommittee - Chair: Joanne Britz
 - b. Student-Faculty Committee - Chair: Serif Uran**
 - c. All-University Committee - Chair: Tracy Stahl**

- d. **Faculty Affairs Committee** - Chair: James Whitney
- e. **Constitution Committee** - Chair: Karen Johnson
- f. **General Education Committee** - Chair: Michele Barnaby
- g. **Budget Committee** - Chair: Stephen Zornes
- h. **Academic Honesty Committee** - Chair: Kristen Livingston
- i. **AI Committee** - Chair: Jorge Leon

VI. Unfinished Business:

- a. **FS Committees – total review** of the process – Combine, Eliminate, Add?
- b. **Athletics Student Success Request** – Update from Faculty/Student Committee

VII. New Business:

- a. **Faculty PD Travel Funds Task Force**

VIII. Open Forum

IX. Adjournment

- Next Faculty Senate Meeting: **Monday, December 8th, 3 PM**, in the Sunflower Room, OSC

Committee Reports:

Academic Affairs Committee

No Report

Undergraduate Curriculum Subcommittee

No Report

Library Services/Leaming Resources Subcommittee

Faculty Senate Committee Report

Library Services Committee

Pittsburg State University

October 29, 2025 - Axe 029

Members in attendance: Jorge León (Library), Lora Winters (CAS), Marcus Daczewitz (COE)(Zoom), Phillip Frank (COB), Rebeca Book (SAET), Barbara Pope (Library), Mary Larsen (CAS), and Beth Hendrickson(Library) . Dean Eric Deatherage as ex officio.

Discussed the five questions that were sent by the Faculty Senate President – see below.

1. Is this committee still relevant, and needed as currently described?

Yes. Jorge stated that the committee meets at least once per semester to address issues. Example issues are concerns about hours, guidelines, and downsizing collections.

2. Are there recommendations for changes to the tasks or action items as listed our bylaws for this committee, (keep as is, revise, delete)? One change. Barbara brought up to add “staff” to 3.a. to who is served by library services. Jorge and others also brought up that the committee should be referred to officially as “Library Services” and that the addition of “Learning Resources” be removed from records.

3. The composition of some committees are often difficult to fill due to very specific guidelines. Should changes be made to who this committee shall consist of? No, not unless there are significant changes to the number of committees overall. Barbara and Beth both brought up that few faculty senate committees require or allow library faculty on the committee unless they are “at-large.” Currently there are six library faculty that can serve, and the Library Services Committee is an opportunity for them to count as service. If the total number of committees are significantly decreased, say to below 10 or fewer, it would be possible to also require a representative from the library as well as from each college in the university.

4. Does any of the work on this committee overlap with the work of any of the other committees as listed in our bylaws. Not necessarily. There might be some with Online and Distance Learning Committee.

5. IF this committee HAD to merge with another committee, which one would this committee recommend that it merge with? The committee doesn't feel that it

would be for the best to merge because the library would lose the ability to have an advocate. The nearest committee might be Online and Distance Learning.

Eric brought up that the faculty senate is regarded by General Counsel as the legislative body and the administration as the executive. Unfortunately, a few years ago, a decision was made about extending hours for the library without any input or funding. Part of the committee is to be an advocate for the library and make sure that budget and funding issues are examined and brought to the university's attention to make sure there is adequate funding.

The committee agreed it needed to be more of an advocate for the library with the university and faculty senate. Also, as a conduit for reviewing the needs of databases, journal databases, computer systems as they are major costs for the library.

Online and Distance Learning Committee

No Report

Academic Honors Subcommittee

No Report

Honors College Subcommittee

No Report

Campus and Community Resource Committee

No Report

Student-Faculty Committee

Student-Faculty Committee (Fall 2025)

1. Every course to have a Syllabus that is available to students

This is very much needed to have a legal agreement between students and instructors. The KNEA contract XXIX below addresses this:

XXIX. FACULTY NOTIFICATION OF STUDENT ACADEMIC PROGRESS

A. Policy on Dissemination of Grades to Students Faculty will include a statement in their syllabi regarding how students may access course grades or course progress and will indicate when and how often students are to be notified of their grades or progress in the course.

B. Mid-term Grade Reports Faculty will provide mid-term grade reports to the registrar.

However, the wording is not clear and does not describe precisely what we are trying to achieve here. This committee believes a physical or electronic copy of the syllabus must be provided to the students at the beginning of the course. Syllabus should be provided on Canvas or provided to the department upon request. In addition, the syllabus should contain a clear late policy and attendance policy.

2. How grades are determined listed in syllabus

Course evaluation methods and their % contribution to course grade should be listed. [Example: Unit Exams (4) 100 points each, Homework (10) 20 points each, Quizzes (10) 10 points each, Final Exam (1) 300 points]

Course letter grade and scale need to be listed. Example:

Letter Grade Scale

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F < 60%

3. Timely submission of grades in Canvas

Grades should be provided to students for exams, homework assignments online quizzes, etc. Grades should be posted on Canvas in a timely manner; hopefully within two weeks of an assignment due date. Students must not rely on Canvas calculating the correct total course grade and need to keep their own gradebook.

4. Tentative semester calendar included in syllabus

Daily course outlines would be difficult to follow exactly. However, course outlines that list week numbers, dates, chapter/chapters covered, quizzes, homework, unit exams and final exam should be listed.

If there is any deviation from the weekly course outline, the students and faculty must communicate.

Week 1 Jan. 20-24 Introduction, Ch 1, online quiz

Week 2 Jan. 27-31 Chapter 2, online quiz

.....
Week 5 Feb 10-14 Chapter 5, Exam #1 Chapter 1-4

Below is an email that was sent from Provost's office to help us support improvement outside of the KNEA contract:

Limitations

It would be more involved than creating policy. It would have to be addressed in the PSU/KNEA contract. There is a section in the contract that addresses grades, see below. Adding or changing the grading requirement in the contract would have to happen during negotiations. If the administration determined this something they want to negotiate, the next time that will take place is during the spring of 2028. The only way we could negotiate a specific item between now and then would be by mutual agreement between administration and KNEA.

XXIX. FACULTY NOTIFICATION OF STUDENT ACADEMIC PROGRESS

A. Policy on Dissemination of Grades to Students Faculty will include a statement in their syllabi regarding how students may access course grades or course progress and will indicate when and how often students are to be notified of their grades or progress in the course.

B. Mid-term Grade Reports Faculty will provide mid-term grade reports to the registrar.

Opportunities

While options for a policy or change to the contract are limited, there are mechanisms we can use to encourage improvement:

1. Student Evaluations - If student feedback consistently reflects concerns about delayed or missing grades, chairs/directors may encourage improvements through conversations or goal setting as part of the faculty appraisal process.
2. Escalation to Dean/Provost - If there are repeated or widespread concerns about grade reporting within a department or a specific faculty member, these can be elevated to the Dean or Provost. They may choose to work with the department leadership to promote consistent or improved practices.

All-University Committee

No Report

Faculty Affairs Committee

No Report

Constitution Committee

No Report

General Education Committee

Kansas 3, Overman Student Center

Tuesday, November 4, 2025, 2pm

Members in attendance: Michele Barnaby, Donna Zerr, Janet Lewis, Mark Diacopoulos, Janis Schiefelbein, and Dwight Strong

The meeting was called to order by Committee Chair, Michele Barnaby, Michele Barnaby took minutes. The committee reviewed the following syllabi:

MUSIC 120 – Broadway

MUSIC 120 – Classical

MUSIC 120 – Jazz

MUSIC 120 – Rock & Roll

MUSIC 120 – TV, Film, Gaming

MUSIC 120 – World Music

MUSIC 121 – Intro to Music

MUSIC 321 – Music History I

MUSIC 322 – Music History II

The committee agreed to set the next meeting for December 2nd, at 2:00pm. Meeting adjourned at 2:45pm.

Budget Committee

No Report

Academic Honesty Committee

No Report

AI Ad Hoc Committee

PSU Fac Sen Gen AI Ad Hoc

Committee met October 15th

- Discussed the data from past surveys to help identify the PSU landscape. Using the faculty responses, the group is building a list of key findings and major themes. Big picture issues include:
 - Seeking policy and institutional guidance
 - Requests for more ethical use and framework for academic integrity
 - Additional training and professional development
 - Pedagogical support and curriculum integration
 - Resource Repositories and Tool Guidance
- Based on the big picture issues, the Ad Hoc is focusing on three areas
 - Goal 1. Create campus wide standardized language faculty should use to designate the degree of "acceptable AI use" in their course. And recommend that these are added to campus syllabi.
 - Goal 2. Create recommendations on where the "Acceptable AI use" designations can live to increase transparency for students and set expectations.
 - Goal 3. Help develop language to broaden and better define Academic Dishonesty.
- Group is looking at institutions that have shared their syllabus statements and best practice documents online at the moment.
- Goal - For the November meeting, deliver to Senate a short version of the report that outlines from the campus surveys the needs, the research, and the language recommendations based on best practices.

Undergraduate Curriculum Committee

Meeting Information

Meeting Date 10/30/2025
 Chair Byron McKay
 Recorder Jennifer Pursley
 Absent Voting Members Kristen Livingston

Approval & Comments of Proposed Changes

Item	Department/College	Type	Cook -COE	Livingston FS Pres Elect	McKay -COT	Neef -CAS	Pursley -COB	Decision	Comments
CMCET-333	CMCET	Notification							Reviewed by committee.
CMCET-530	CMCET	Notification							Reviewed by committee.
CMCET-631	CMCET	Notification							Reviewed by committee.
Computer Science	CS	Revision	X		X	X	X	Approved	No comments.
CS-235	CS	New	X		X	X	X	Approved	No comments.
CS-300	CS	Notification							Reviewed by committee.
CS-400	CS	Notification							Reviewed by committee.
CS-405	CS	Notification							Reviewed by committee.
CS-500	CS	Notification							Reviewed by committee.
Elementary Education PreK-6	COE	Revision	X		X	X	X	Approved	No comments.
HONOR-200	Honors	Revision	X		X	X	X	Approved	No comments.
HRD Minor	COT	Delete	X		X	X	X	Approved	No comments.
TM-501	COT	Reactivate	X		X	X	X	Approved	No comments.
Workforce Development	COT	Delete	X		X	X	X	Approved	No comments.

Faculty Senate Course Form

Effective Date: **Spring 2026**

Submission Date: 8/21/2025

Department: Honors College

College of: Arts & Sciences

Contact Person: Brian Moots

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **HONOR200**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

Changing title and course description because the previous Honors College Director taught the course with a specific topic. We need to revise the course topic to be able to continue to offer the course.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☒ Yes ☐ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes

☒ No

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

8. 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.

	Exsisting	New/Proposed
Title:	Power of Music	Great Books
Course Number:	HONOR 200	
Credits:	3	
Grading System:	A-F, IN	A-F, IN
Pre/Co-Requisite(s):		
Course Description:	The previous syllabus is unavailable since the instructor retired four years ago.	This is an Honors course. The primary goal is to become acquainted with the classic texts of Western Civilization from Antiquity to the Renaissance. These are classic texts because they have the most profound ideas that have shaped Western Civilization and Culture. Our secondary goal is to refine critical thinking and analysis skills through conversation and dialogue with and about the texts. There will be a crucial discussion rule that all opinions and conclusions must be grounded on evidence taken from the primary sources.

Authorization Sign-Off

Checklist: Check once verified.

☐
☐
☐

Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 9/9/2025

Signature, Chair/Director:

Susan C. Bon

-Approved: College Curriculum Committee

Date: 10/7/25

Signature, Committee Chair:

Christopher Childers

-Approved: Dean of College

Date: 10/7/25

Signature, Dean:

Christopher Childers

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10/31/25

Signature, Committee Chair:

Ryan

-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate:

Melinda Rutz

Originating Departments(s): After completing this form, 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 them to your College Administrator.

Honors 200 Great Books & Ideas

Learning Outcomes:

Global Understanding and Civic Engagement

Milestone II

- Interpret how various art forms respond to and influence society and culture.
- Analyze human organizational systems using a variety of disciplinary and interdisciplinary perspectives.
- Analyze the role of multiple worldviews and power structures in addressing significant global problems.
- Analyze the role and responsibilities of citizens at all levels.

Course Objectives:

1. Learn to apply material to improve thinking, problem solving and decision-making.
2. Develop skills in self-expression, both oral and written.
3. Analyze and critically evaluate ideas, arguments and points of view.
4. Acquire an interest in learning more by asking questions and seeking answers.

Honors 200 Great Books & Ideas

Assessments

Preparation and Participation: The class preparation and participation score accounts for 25% of the final grade. These points come from being well-prepared for class and participating actively in class discussions. Points may include homework assignments, readings, and group work and we may also have on-line or in-class quizzes based on the lectures and readings.

Writing Assignments: There will be a variety of short writing assignments on specific readings that are worth 20% of the final grade.

Essays: Three essays will be assigned. The essays call for analysis of assigned readings and are worth 45% of the final grade. The first essay will be 600 words and worth 10% of the final grade. The second essay will be 900 words and worth 15% of the final grade. The third essay will be 1200 words and worth 20% of the final grade. Specific information about the essay assignments will be distributed in class.

Final Exam: The final exam is worth 10% of the final grade. The final exam will consist of both objective and essay questions. Students are tested over lecture material and required readings.

General Education Course Amendment Form

(Undergraduate Course Numbers through 699)

Deadline: November 1

1. Please check only one:

- ☐ Add a general education course. (Complete 2 and 3 A through O below).
- ☒ Change current general education course. (Complete 2 and 3 A through O below).
- ☐ Delete current general education course. (Complete 2 and 3 A through J below).

2. Rationale: The previous Honors College faculty created the course with this specific topic. We need to change the title and topic to be able to continue to offer the course.

3. Add a course that is NOT listed in the current catalog and has NOT been legislated through PSU Faculty Senate and/or KBOR. (Complete A through O)

A. Submission date: August 20, 2025

B. Department/School: Honors College

C. College: Two or more Colleges

If two or more Colleges, please indicate which Colleges will be involved in teaching the course.

Honors faculty in any college may be qualified to teach the course.

D. Name of faculty member on record for the course (may be Coordinating Professor or Chair/Director):

Brian Moots

(As faculty of record, I verify all sections agree to address the Core or Essential Studies Element and corresponding Learning Outcome as indicated below)

E. Course prefix: HONOR

F. Course number: 200

G. Title of course: Power of Music

H. Is this a change in the title of the course? Yes

(If "Yes", a Revision to Course form will need to be completed and uploaded to the Preliminary Briefcase and will go through the legislation process.)

I. Credit hours: 3

J. Does this course include a co-requisite class: No

(If "Yes", please provide the co-requisite course name and number:

Click or tap here to enter text.

K. Prerequisite(s): Click or tap here to enter Text.

L. Will this course require a new course description? Yes

(If "Yes," please insert new course description here. A Revision of Course form will need to be completed and uploaded to the Preliminary Briefcase and will go through the legislation process)

This is an Honors course. The primary goal is to become acquainted with the classic texts of Western Civilization from Antiquity to the Renaissance. These are classic texts because they have the most profound ideas that have shaped Western Civilization and Culture. Our secondary goal is to refine critical thinking and analysis skills through conversation and dialogue with and about the texts. There will be a crucial discussion rule that all opinions and conclusions must be grounded on evidence taken from the primary sources.

M. Select the General Education Discipline area based on the identified Learning Outcome to be covered in the course (choose only one area):

(Refer to definitions, hierarchy, and rubrics in the General Education Objectives)

- ☐ 1. English Discipline
- ☐ 2. Communications Discipline
- ☐ 3. Mathematics and Statistics Discipline
- ☐ 4. Natural and Physical Science Discipline
- ☐ 5. Social and Behavioral Sciences Discipline
- ☒ 6. Arts and Humanities Discipline
- ☐ 7. Institutionally Designated Discipline

N. What is the highest anticipated level of student achievement for the stated learning outcome(s) common across all sections of the course? Milestone II

Note: Sample assessment strategies will be submitted on the representative syllabus.

(Refer to definitions, hierarchy, and rubrics in the General Education Objectives)

O. Please submit course syllabus as an attachment, highlighting the following items: course objectives related to Learning Outcome(s), assessment strategies (e.g. exams, course project, etc.), and assessment tool(s) (such as rubrics, assignments, grade-weighting, etc.) to be used to measure student achievement.

Legislative Process
Authorization and Notification Signatures
(Electronic signatures accepted)

Department/School Chairperson or Director.....Brian Moots.....Approved ☒ Not Approved ☐

Department/School Chairperson or Director Signature Brian Moots Date 8/20/2025

Faculty Senate General Education Committee Michele Barnaby Approved ☒ Not Approved ☐

Faculty Senate General Education Chairperson Signature Michele Barnaby Date 9-17-25

Faculty Senate.....Approved ☒ Not Approved ☐

Faculty Senate Recording Secretary Signature [Signature] Date 9-17-25

Note: Each College curriculum representative will notify their respective College and Department/School(s) of the completion of the approval process.

*Originating Department/School: Please complete the entire form, acquire the Chairperson's/Director signature, and save as GE.ABC123.Form. Save the syllabus to be attached as GE.ABC123.Syll. Email the completed form and attachments to bmoots@psu.edu no later than November 1.

Naming convention: GE.ABC123.Form
GE = General Education.
ABC123 = Course abbreviation and number

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: 9/5/2025

Department: Mathematics and Physics

College of: **Arts & Sciences**

Contact Person: Bobby Winters

Create New, Revise, Inactivate, or Reactivate: **New**

Course #: **CS 235**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

The need for a course to introduce students to the basic architecture of chips/processors and of programming chips/processors.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes

☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes

☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

8. 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.

	Exsisting	New/Proposed
Title:		
Course Number:		CS 235
Credits:		3
Grading System:	Select One	A-F, IN
Pre/Co-Requisite(s):		Pre-requisite CS-200 Computer Programming 1 or DSIS-230 Introduction to Programming
Course Description:		The course is to be taught at an introductory level. The course will introduce the student to the basics of the architecture of a particular chip or processor. The student will learn to program the chip or processor at a very basic level. The student will be taught about binary and hexadecimal numbers. The course assumes that the student is comfortable working with a computer.

Authorization Sign-Off

Checklist: Check once verified.

☒	Required fields completed.
☒	Syllabus attached for new courses
☒	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 9/5/25

Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 10/7/25

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 10/7/25

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

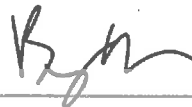
Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10/31/25

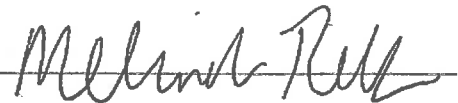
Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate: _____



Originating Departments(s): After completing this form, 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 them to your College Administrator.

CS 235 Introduction to Low-Level Programming

Student Learning Outcomes

1. Working with an appropriate Integrated Development Environment.
2. Basic chip/processor architecture, e.g. general purpose registers, special registers, arithmetic-logic processing unit, data bus, etc.
3. Working with basic operations in assembly language to:
 - a. Move bytes from one general purpose register to another.
 - b. Move bytes between general purpose registers and RAM using pointers.
 - c. Move bytes from program memory to general purpose registers using pointers.
4. Working with basic arithmetic operations in assembly language for:
 - a. Addition
 - b. Subtraction
 - c. Multiplication
 - d. Comparison
5. Introduction to branching operations such as
 - a. Jump
 - b. Various conditional branches
 - c. The calling of subroutines
6. Working with various quasi-peripheral devices such as but not limited to:
 - a. Shift-Registers
 - b. Analog to Digital Converters
7. Introduction to good practices in organizing code such as:
 - a. Creation of Modular Code
 - b. Eschewing of “Magic Numbers”

Assessment Strategies for Introduction to Low-Level Programming

1. Quizzes for concepts and vocabulary. This will be used to assess knowledge of architectural concepts, knowledge of hexadecimal numbers, etc.
2. Written assignments to document code. This will be done to test the understanding of the functioning of code.
3. Modifying code examples to achieve a new purpose. This will further test the understanding of the functioning of code.
4. Creation of macros in order to learn abstraction. This tests the ability to abstract from particular examples.
5. Team class projects in programming. This tests the ability to integrate knowledge of the material.

Faculty Senate Notification Form

Effective Date: Fall 2026

Submission Date: 9/5/25

Department: Mathematics and Physics

College of: Arts & Science



Contact Person: Tim Flood

Course/Program Name: CS-300 Web Application Development I

Notification Form – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

Add the option of CS-250 Computer Programming 2 as a prerequisite

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? Select One **If "yes", please provide documentation (ex. email).**

	Existing	New/Proposed
Modality of Program:	Select One	Select One
Admission Requirements:		
Pre/Co-Requisite(s):	CIS 240 Intermediate Programming	CIS 240 Intermediate Programming or CS-250 Computer Programming 2
Other:		

Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 9/5/25

Signature, Chairperson: Tim Flood

Digitally signed by Tim Flood
Date: 2025.09.05 14:58:21 -05'00'

-Approved: Dean of College

Date: 10/7/25

Signature, Dean: Christopher Childers

-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate: Melinda Rull

Originating Departments: 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.

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

Faculty Senate Notification Form

Effective Date: Fall 2026

Submission Date: 9/5/25

Department: Mathematics and Physics

College of: Arts & Science



Contact Person: Tim Flood

Course/Program Name: CS-400 Mobile Application Development

Notification Form – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

Add the option of CS-250 Computer Programming 2 as a prerequisite

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? Select One If "yes", please provide documentation (ex. email).

	Existing	New/Proposed
Modality of Program:	Select One	Select One
Admission Requirements:		
Pre/Co-Requisite(s):	CIS 240 Intermediate Programming	DSIS 240 Intermediate Programming or CS-250 Computer Programming 2
Other:		

Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 9/5/25

Signature, Chairperson: Tim Flood

Digitally signed by Tim Flood
Date: 2025.09.05 14:57:57 -05'00'

-Approved: Dean of College

Date: 10/7/25

Signature, Dean: Christopher Childers

-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate: Melinda Rell

Originating Departments: 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.

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

Faculty Senate Notification Form

Effective Date: Fall 2026

Submission Date: 9/5/25

Department: Mathematics and Physics

College of: Arts & Science



Contact Person: Tim Flood

Course/Program Name: CS-405 Principles of Software Architecture

Notification Form – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

Add the option of CS-250 Computer Programming 2 as a prerequisite

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? Select One If "yes", please provide documentation (ex. email).

	Existing	New/Proposed
Modality of Program:	Select One	Select One
Admission Requirements:		
Pre/Co-Requisite(s):	CIS 240 Intermediate Programming, CIS 380 Systems Analysis and Design	DSIS 240 Intermediate Programming or CS-250 Computer Programming 2, DSIS 380 Systems Analysis and Design
Other:		

Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 9/5/25

Signature, Chairperson: Tim Flood

Digitally signed by Tim Flood
Date: 2025.09.05 14:57:03 -05'00'

-Approved: Dean of College

Date: 10/7/25

Signature, Dean: Christopher Childers

-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate: Melinda Ruff

Originating Departments: 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.

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

Faculty Senate Notification Form

Effective Date: Fall 2026

Submission Date: 9/5/25

Department: Mathematics and Physics

College of: Arts & Science



Contact Person: Tim Flood

Course/Program Name: CS-500 Advanced Programming

Notification Form – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

Add the option of CS-250 Computer Programming 2 as a prerequisite

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? Select One **If "yes", please provide documentation (ex. email).**

	Existing	New/Proposed
Modality of Program:	Select One	Select One
Admission Requirements:		
Pre/Co-Requisite(s):	CIS 240 Intermediate Programming	DSIS 240 Intermediate Programming or CS250 Computer Programming 2
Other:		

Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 9/5/25

Signature, Chairperson: Tim Flood

Digitally signed by Tim Flood
Date: 2025.09.05 14:56:11 -05'00'

-Approved: Dean of College

Date: 10/7/25

Signature, Dean: Christopher Childers

-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate: Melinda Ruff

Originating Departments: 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.

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

Curriculum Revision Form

Effective Date: FALL 2026 Submission Date: 9/5/25

Department: Mathematics and Physics

College of: Arts & Sciences

Contact Person: Tim Flood

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

Bachelor of Science in Computer Science

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

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Add the option of CS 200 (already legislated) to the DSIS 230 requirement

Add the option of CS 250 (already legislated) to the DSIS 240 requirement

Add the option of CS 235 (currently submitted) to the EET 141 and 244 requirement

Adjust the number of General Electives for the change above

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

As the program grows, we have developed Computer Science course option to accommodate the increasing student demand

3. Will this change affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.*

☐ Yes ☒ No

4. If this change affects any other department on campus, please attach all email notifications between departments.

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

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.

- | | |
|-------------------------------------|--------------------------------------|
| ☒ | Program guide from current catalog. |
| ☒ | Academic Planning Excel attached. |
| ☒ | 120 Credit hours met. |
| ☒ | Course Id's match Course names. |
| ☒ | Course hours are correct. |
| ☐ | Listed courses are currently active. |
| ☒ | Needed Documentation attached. |

-Approved: Department Chair/Director

Date: 9/5/25

Signature: _____

[Signature]

-Approved: College Curriculum Committee

Date: 10/7/25

Signature: _____

Christopher Childers

-Approved: Dean of College

Date: 10/7/25

Signature: _____

Christopher Childers

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 10/31/25

Signature: _____

[Signature]

-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate: _____

Melinda Rell

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, 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.pdf" and uploaded as well.

Bachelor of Science in Computer Science

Degree: Bachelor of Science

Major: Computer Science

General Education Requirements

General Education requirements consist of 34-35 credit hours of course work.

Required Math Gateway Course, seek advisement.

MATH-113 College Algebra

Or

Math-110 College Algebra with Review

Core Requirements, 35 hours

- ☐ DSIS-230 Introduction to Programming (3 hours)
- ☐ DSIS-240 Intermediate Programming (3 hours)
- ☐ DSIS-380 Systems Analysis and Design (3 hours)
- ☐ DSIS-615 Database Management (3 hours)
- ☐ CS-405 Principles of Software Architecture (3 hours)
- ☐ EET-141 Introductory Electronics (3 hours)
- ☐ EET-244 Logic Circuits (3 hours)
- ☐ MATH-122 Plane Trigonometry (3 hours)
- ☐ MATH-212 Matrix Algebra (2 hours)
- ☐ MATH-326 Mathematics for Programming (3 hours)
- ☐ MATH-413 Introduction to Mathematical Structures (3 hours)
- ☐ MATH-626 Data Structures and Algorithms (3 hours)

Select 18 hours from:

- ☐ CS-300 Web Application Development I (3 hours)
- ☐ CS-305 Web Application Development II (3 hours)
- ☐ CS-400 Mobile Application Development (3 hours)
- ☐ CS-410 Introduction to Front End Frameworks (3 hours)
- ☐ CS-500 Advanced Programming (3 hours)
- ☐ EET-344 Microcomputer Systems (3 hours)
- ☐ EET-449 Programmable Logic Devices (3 hours)
- ☐ EET-549 Advanced Microcontrollers (3 hours)
- ☐ EET-647 Digital Signal Processing (3 hours)
- ☐ MATH-513 Discrete Structures (3 hours)
- ☐ PHYS-302 Scientific Programming with Python (3 hours)

**32-33 hours Electives, selected with
advisement, to meet 120 hour requirement.**

Revised: 08/12/2025

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026			
Major/Emphasis/Minor/Certificate -			
Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			32
DSIS	230	Introduction to Programming	
		OR	3
CS	200	Programming I	
DSIS	240	Intermediate Programming	
		OR	3
CS	250	Programming 2	
DSIS	380	Systems Analysis and Design	3
DSIS	615	Database Management	3
CS	405	Principles of Software Architecture	3
EET	141	Introductory Electronics	
		AND	
EET	244	Logic Circuits	
		OR (3 or 6 hours)	3
CS	235	Introduction to Low-Level Programming	
MATH	122	Plane Trigonometry	3
MATH	212	Matrix Algebra	2
MATH	326	Mathematics for Programming	3
MATH	413	Introduction to Mathematical Structures	3
MATH	626	Data Structures and Algorithms	3
Support Courses -			35
		General Electives (32 or 35 hours)	35
Emphasis Courses -			0
Elective Courses -			18
18 hours chosen from			
CS	300	Web Application Development I	
CS	305	Web Application Development II	
CS	400	Mobile Application Development	
CS	410	Introduction to Front End Frameworks	
CS	500	Advanced Programming	
EET	344	Microcomputer Systems	
EET	449	Programmable Logic Devices	
EET	549	Advanced Microcontrollers	
EET	647	Digital Signal Processing	
MATH	513	Discrete Structures	
PHYS	302	Scientific Programming with Python	
Total Credit Hours -			85
Minor -			
General Education, 34-35 hours -			35
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.

Curriculum Revisions REQUIRE a program guide from the current catalog, 24/25.

Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: August 5, 2025

Department: Teaching and Leadership

College of: Education

Contact Person: Dr. Jason Clemensen

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

Bachelor of Science in Education with a Major in Elementary Education (K-6)

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

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Changing the name of the major to : Bachelor of Science in Education with a Major in Elementary Education (PreK-6).

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

The change reflects the change in KSDE licensure.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.



Yes



No

4. If this change affects any other department on campus, please attach all email notifications between departments.

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

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.

☒	Program guide from current catalog.
☐	Academic Planning Excel attached.
☒	120 Credit hours met.
☒	Course Id's match Course names.
☒	Course hours are correct.
☒	Listed courses are currently active.
☐	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 8/15/25

Signature: _____



-Approved: College Curriculum Committee

Date: 9/30/25

Signature: _____



-Approved: Dean of College

Date: 9/30/25

Signature: _____



Susan Bon
Susan Bon (Oct 3, 2025 11:05:24 CDT)

Oct 3, 2025

-Approved: Council for Teacher Education (if applicable)

Date: 10/1/25

Signature: _____



-Approved: University Undergraduate Curriculum Committee

Date: 10/31/25

Signature: _____



-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate: _____



Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, 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.pdf" and uploaded as well.

Bachelor of Science in Education Degree with a Major in Elementary Education (K-6)

Degree: Bachelor of Science

Major: Elementary Education (K-6)

Additional Major Requirements, 7 hours

See notes *1

___ MATH-304 Mathematics for Education II (3 hours)

Elective from Bucket 4, 4 hours

Notes *1: - Course selection should be life or physical science, whichever was not completed for general education requirement.

Education, Psychology, and Laboratory Experiences

The following courses must be completed with a 2.75 GPA or higher and no grade lower than a "C" for admission to Professional Semester.

NOTE: Must meet basic skills requirement to enroll in any EDUC courses with the exception of EDUC 261 Explorations in Education, EDUC-261 Explorations in Education, and EDUC-321- Methods in Creative Expression.

___ EDUC-252 Children's Literature (3 hours)

___ EDUC-261 Explorations in Education (3 hours)

Note: Requires an additional 33 hours of field experience outside of class.

___ EDUC-307 Clinical Experience (1 hour)

Note: Requires an additional 33 hours of field experience outside of class.

___ EDUC-320 Developing Curriculum for Elementary Education (3 hours)

___ EDUC-321 Methods in Creative Experiences (3 hours)

___ EDUC-359 Elementary School Mathematics (3 hours)

___ EDUC-363 Elementary School Social Studies (3 hours)

___ EDUC-366 Science of Reading I (4 hours)

___ EDUC-371 Assessment and Evaluation for Elementary Education (3 hours)

___ EDUC-513 Inclusive Classroom Practices (3 hours)

___ EDUC-551 English Language Learners in the Classroom (3 hours)

___ FCS-690 Parent/Professional Relationships (3 hours)

___ HHP-341 Elementary School Physical Education and Health (3 hours)

___ PSYCH-263 Developmental Psychology (3 hours)

___ PSYCH-357 Educational Psychology (3 hours)

___ SPED-510 Overview of Inclusive Education (3 hours)

Note: Requires an additional 10 hours of field experience outside the classroom.

___ SPED-512 Characteristics of Students in Inclusive Settings (3 hours)

___ SPED-515 Positive Behavior Support in Inclusive Settings (3 hours)

Internship Semester

Admission to Teacher Education required before enrollment.

___ EDUC-345 Topics in () (1-3 hours)

___ EDUC-362 Elementary School Science (3 hours)

___ EDUC-365 Integrated Curriculum Studies (2 hours)

___ EDUC-367 Science of Reading II (3 hours)

___ EDUC-368 Effective Classroom Management (3 hours)

Professional Semester

___ EDUC-458 Methods and Curriculum (3 hours)

___ EDUC-475 Supervised Clinical Experience (9 hours)

General Education Requirements

English Discipline Requirements - 6 Total Hours

___ ENGL-101 English Composition (3 hours)

___ ENGL-299 Introduction to Research Writing (3 hours)

Communications Discipline Requirements - 3 Total Hours

___ COMM-207 Speech Communication (3 hours)

Mathematics & Statistics Discipline Requirements - 3 Total Hours

___ MATH-204 Mathematics for Education I (3 hours)

Natural & Physical Sciences Discipline Requirements - 4/5 Total Hours

___ BIOL-113 Environmental Life Science (4 hours)

Social & Behavioral Sciences Discipline Requirements - 6 Total Hours

___ PSYCH-155 General Psychology (3 hours)

Select additional 3 hours from:

___ ECON-200 Principles of Microeconomics (3 hours)

___ ECON-201 Principles of Macroeconomics (3 hours)

___ GEOG-106 World Regional Geography (3 hours)

___ POLS-101 U.S. Politics (3 hours)

Arts & Humanities Discipline Requirements - 6 Total Hours

___ HIST-201 American History to 1865 (3 hours)

or ___ HIST-202 American History from 1865 (3 hours)

Select additional 3 hours from:

- ___ ART-178 Introduction to the Visual Arts (3 hours)
- ___ ART-188 The Designed World (3 hours)
- ___ ART-217 Crafts I (3 hours)
- ___ ART-222 Jewelry/Metals I (3 hours)
- ___ ART-233 Drawing I (3 hours)
- ___ ART-244 Ceramics I (3 hours)
- ___ ART-266 Sculpture I (3 hours)
- ___ ART-277 Painting I (3 hours)
- ___ ART-288 Introduction to Art History I (3 hours)
- ___ ART-289 Introduction to Art History II (3 hours)
- ___ ART-311 Art Education (3 hours)
- ___ COMM-105 Performance Appreciation (3 hours)
- ___ COMM-205 Performance Studies (3 hours)
- ___ COMM-395 Theatre History (___) (3 hours)
- ___ ENGL-113 Literature and Culture (3 hours)
- ___ ENGL-114 General Literature (Genre) (3 hours)
- ___ ENGL-116 General Literature (Theme) (3 hours)
- ___ ENGL-117 Introduction to Fiction (3 hours)
- ___ ENGL-118 Introduction to Poetry (3 hours)
- ___ ENGL-120 Literature and Film (3 hours)
- ___ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- ___ ENGL-122 Introduction to Women's Literature (3 hours)
- ___ ENGL-123 The Citizen in Literature (3 hours)
- ___ ENGL-125 Introduction to Horror in Literature (3 hours)
- ___ ENGL-250 Introduction to Creative Writing (3 hours)
- ___ ENGL-315 Mythology (3 hours)
- ___ ENGL-320 Literature and Film (3 hours)
- ___ HHP-151 Dance Appreciation (3 hours)
- ___ HIST-101 World History to 1500 (3 hours)
- ___ HIST-102 World History from 1500 (3 hours)
- ___ HONOR-200 The Power of Music (3 hours)
- ___ MLL-124 French Language and Culture I (3 hours)
- ___ MLL-154 Spanish Language and Culture I (3 hours)
- ___ MUSIC-120 Music Appreciation (___) (3 hours)
- ___ MUSIC-121 Introduction to Music Literature (3 hours)
- ___ MUSIC-321 History of Music (3 hours)
- ___ MUSIC-322 History of Music (3 hours)
- ___ PHIL-103 Introduction to Philosophy (3 hours)
- ___ PHIL-105 Ethics (3 hours)
- ___ PHIL-112 Biomedical Ethics (3 hours)
- ___ PHIL-113 Business Ethics (3 hours)
- ___ PHIL-114 Environmental Ethics (3 hours)
- ___ PHIL-231 World Religions (3 hours)

**Institutionally Designated Requirements - 6
Total Hours**

___ UGS-150 Gorilla Gateway (2 hours)

1 credit hour class:

___ HHP-150 Lifetime Fitness Concepts (1 hour)

3 credit hour class:

___ EDTH-330 Technology for Teaching and Learning (3 hours)

Revised: 07/31/2025

Elementary Education PreK-6 100225

Final Audit Report

2025-10-03

Created:	2025-10-03
By:	Karen Lasota (KLASOTA@PITTSTATE.EDU)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvsF8ydN8gmpdg593QCm6sk7ktF_Dmm2Y

"Elementary Education PreK-6 100225" History

-  Document created by Karen Lasota (KLASOTA@PITTSTATE.EDU)
2025-10-03 - 2:02:10 PM GMT- IP address: 198.49.82.49
-  Document signing automatically delegated to Stephanie Swezey (sswezey@pittstate.edu) by Susan Bon (sbon@pittstate.edu)
2025-10-03 - 2:02:33 PM GMT
-  Document emailed to Stephanie Swezey (sswezey@pittstate.edu) for signature
2025-10-03 - 2:02:33 PM GMT
-  Document emailed to Susan Bon (sbon@pittstate.edu) for signature
2025-10-03 - 2:02:33 PM GMT
-  Email viewed by Stephanie Swezey (sswezey@pittstate.edu)
2025-10-03 - 2:08:48 PM GMT- IP address: 198.49.82.57
-  Document e-signed by Susan Bon (sbon@pittstate.edu)
Signature Date: 2025-10-03 - 4:05:24 PM GMT - Time Source: server- IP address: 198.49.82.57
-  Agreement completed.
2025-10-03 - 4:05:24 PM GMT



Adobe Acrobat Sign

Faculty Senate Notification Form

Effective Date: Fall 2026

Submission Date: 9/17/25

Department: School of Construction

College of: Technology

Contact Person: Don Colegrove

Course/Program Name: CMCET 333

Notification Form – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

The breakdown of the course is 2 hours lab & 2 hours lecture. We no longer have the need for the extra lab time due to equipment available and computer upgrades. Although this is in the course description, no other changes are needed. This change will better inform students of course expectations.

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? Select One If "yes", please provide documentation (ex. email).

	Existing	New/Proposed
Modality of Program:	Select One	Select One
Admission Requirements:		
Pre/Co-Requisite(s):		
Other:	2 hours lab & 2 hour lecture	3 hours lecture

Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 9/19/25

Signature, Chairperson:



-Approved: Dean of College

Date: 9/30/25

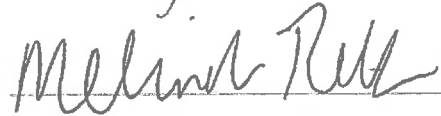
Signature, Dean:



-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate:



Originating Departments: 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.

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

Faculty Senate Notification Form

Effective Date: Fall 2026

Submission Date: 9/17/25

Department: School of Construction

College of: Technology

Contact Person: Don Colegrove

Course/Program Name: CMCET 530

Notification Form – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

The breakdown of the course is 2 hours lab & 2 hours lecture. We no longer have the need for the extra lab time due to equipment available and computer upgrades. Although this is in the course description, no other changes are needed. This change will better inform students of course expectations.

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? Select One If "yes", please provide documentation (ex. email).

	Existing	New/Proposed
Modality of Program:	Select One	Select One
Admission Requirements:		
Pre/Co-Requisite(s):		
Other:	2 hours lab & 2 hour lecture	3 hours lecture

Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 9/19/25

Signature, Chairperson:



-Approved: Dean of College

Date: 9/30/25

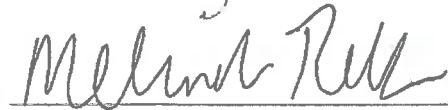
Signature, Dean:



-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate:



Originating Departments: 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.

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

Faculty Senate Notification Form

Effective Date: Fall 2026

Submission Date: 9/17/25

Department: School of Construction

College of: Technology

Contact Person: Don Colegrove

Course/Program Name: CMCET 631

Notification Form – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

The breakdown of the course is 2 hours lab & 2 hours lecture. We no longer have the need for the extra lab time due to equipment available and computer upgrades. Although this is in the course description, no other changes are needed. This change will better inform students of course expectations.

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? Select One If "yes", please provide documentation (ex. email).

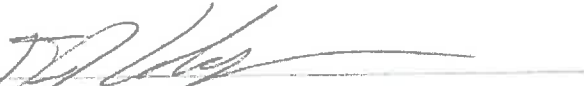
	Existing	New/Proposed
Modality of Program:	Select One	Select One
Admission Requirements:		
Pre/Co-Requisite(s):		
Other:	2 hours lab & 2 hour lecture	3 hours lecture

Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 9/19/25

Signature, Chairperson:



-Approved: Dean of College

Date: 9/30/25

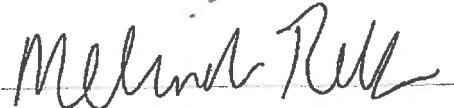
Signature, Dean:



-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate:



Originating Departments: 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.

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

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **9/1/25**

Department: **TWL**

College of: **Technology**

Contact Person: **Byron McKay**

Create New, Revise, Inactivate, or Reactivate: **Reactivate**

Course #: **TM501**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:
Reactivate and update for Technology Management program

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes

☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "College Curriculum Legislation" in SharePoint.

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
 If "yes," complete the Course Fee Form on the Faculty Senate website. It will need to gain approval of the President's Council.

☐ Yes ☒ No

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

8. 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:	TM501	
Course Number:	Work Measrmnt & Effency Met	
Credits:	3	
Grading System:	A-F, IN	Select One
Pre/Co-Requisite(s):		
Course Description:	This course explores the principles and practices of work measurement and efficiency methods used in industrial and service environments. Students will learn to conduct time studies, work sampling, motion analysis, and apply lean and ergonomic techniques to improve productivity and process flow. Emphasis is placed on real-world application through data-driven projects, process evaluation, and continuous improvement strategies.	

Authorization Sign-Off

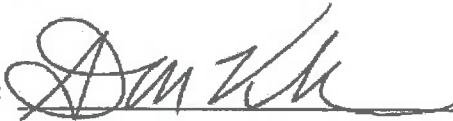
Checklist: Check once verified.

☐
☐
☐

Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 9/9/25

Signature, Chair/Director: 

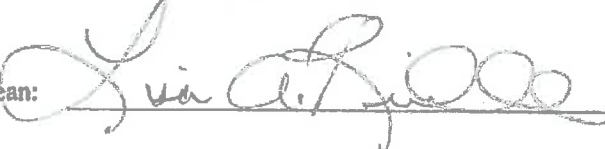
-Approved: College Curriculum Committee

Date: 10/3/25

Signature, Committee Chair: 

-Approved: Dean of College

Date: 10/7/25

Signature, Dean: 

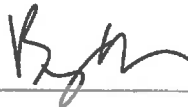
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

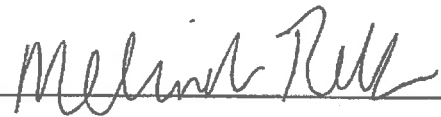
-Approved: University Undergraduate Curriculum Committee

Date: 10/31/25

Signature, Committee Chair: 

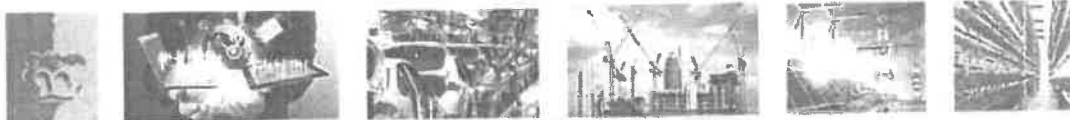
-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate: 

Originating Department(s): After completing this form, 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 them to your College Administrator.



**COLLEGE OF TECHNOLOGY
PITTSBURG STATE UNIVERSITY
2025**

Course Number: TM 501	Title: Work Measurement & Efficiency	
Credit Hours: 3	Course Time Schedule: Online	
Instructor: Dr. Trevor Maiserouille	email: trevor.maiserouille@pittstate.edu	
Office: S214	Office Phone: (620)-235-4425	
	Home Phone: (620)-249-1417 (Text Only)	

Office Hours:

Monday	Tuesday	Wednesday	Thursday
9:00a – 10:00a 1:00p – 2:30p	9:00a – 10:00a 1:00p – 2:00p	9:00a – 10:00a 1:00p – 2:30p	9:00a – 10:00a 1:00p – 2:00p

*There is a chance I might be in a meeting. If I miss you, please email me or write on the whiteboard located on my office door. I could also be in another room in the Crossland Technology Center. If I am, I will write that on my whiteboard.

COURSE DESCRIPTION

This course explores the principles and practices of work measurement and efficiency methods used in industrial and service environments. Students will learn to conduct time studies, work sampling, motion analysis, and apply lean and ergonomic techniques to improve productivity and process flow. Emphasis is placed on real-world application through data-driven projects, process evaluation, and continuous improvement strategies.

COURSE OBJECTIVES

Upon completion of the course, students should be able to:

1. Apply foundational work measurement techniques.
2. Develop and interpret process charts and motion studies
3. Implement lean manufacturing principles such as value stream mapping, waste reduction, and continuous improvement (Kaizen) to optimize production systems.
4. Analyze work environments for ergonomic risks and apply human factors principles to improve safety, comfort, and efficiency in workstation design.
5. Integrate data from work measurement tools and digital technologies (e.g., wearable sensors, time-tracking software) to support evidence-based decision making.
6. Communicate technical findings and process improvement recommendations clearly through reports, visualizations, and presentations tailored to industry audiences.

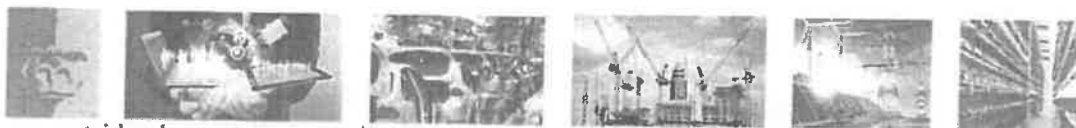
INSTRUCTIONAL RESOURCES

1. Periodicals and books in libraries: information sheets: other video presentations and visual aids

TEACHING STRATEGIES/METHODS

To achieve the instructional objectives of the course, the instructor will employ lecture, discussion, demonstrations, laboratory projects and student oral/written responses. In addition the instructor will rely on the PSU online CANVAS system to help supplement classroom instruction, and the instructor may also employ some combination of other instructional methods including but not limited to:

- in-class activities and worksheets
- problem solving/creative thinking
- video presentations



- outside-class computer assignments
- cooperative learning methods
- individual project/reports/presentations
- out-of-class readings, assignments & responses
- online course supplementation
- class presentations

REQUIREMENTS FOR COURSE

Successful completion of all class activities, assignments, individual projects, & final exam/capstone project.

COMMUNICATION

If students have questions or concerns, they may meet with the instructor at the designated office times located above. They may also email or call the office number of the instructor. There is also an option of texting the instructor. Do not call the personal cell number of the instructor. The instructor will not return personal phone calls. The instructor will respond within 24 hours of receiving the message. If a message is sent on the weekend, there are no guarantee there will be a response within 24 hours. Do not wait until last minute for urgent concerns because it is not guaranteed the instructor will respond within time. The instructor will not run AI/Plagiarism checks for you. It is your responsibility to be aware of what you are writing/submitting. For messages sent beyond 4:59 pm on Friday's, it may take longer than 24 hours to respond.

EVALUATION/ASSESSMENT STRATEGIES

Each class activity will be assigned a specific number of points. The total points during the semester will determine the final course grade. Missing or late assignments, quizzes and tests will receive "0" points. No incomplete grades will be given in this course. The following scale will be used when assigning grades.

Grading Scale: 100% - 89.5% = A
 89.49% - 79.5% = B
 79.49% - 69.5% = C
 69.49% - 59.5% = D
 59.49% - 0% = F

EVALUATION/ASSESSMENT STRATEGIES CRITERIA

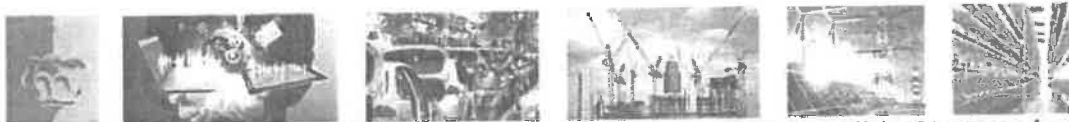
1. Assignments	15%
2. Quizzes.....	10%
3. Capstone Project.....	30%
4. Case Studies.....	10%
5. Mid-Term Exam	15%
6. Final Exam	15%
7. Supplemental Assignments.....	5%

TOTAL = 100 %

Grading: It is at the discretion of the instructor to round up final grades. Several items will be considered such as attendance, assignments completed, academic issues, and opportunities taken.

Notes on Instructor Policies:

1. **Assignments:** It is expected that assignments will be submitted on or before the specified due date. Incompletes for the course will only be assigned under extreme circumstances. You will notice on the



schedule (most) due dates are on Fridays at 11:59 pm. However, you have until 11:59 pm on the Sunday after (two days after that Friday) to submit your assignment. This largely comes from feedback from students. They wanted due dates on Fridays but also appreciate a 'buffer' time period. If you do not submit your work by 11:59 pm on the respective Sunday, it is late. **Absolutely no class work will be accepted at a later time or date.** If you email the instructor your assignment, it will not be accepted. All work must be submitted in the respective Canvas submission box. If work is not submitted in the file type requested (e.g., .doc, .pdf, etc.) it is considered late and will not be graded.

2. ***Virtual Meetings:*** Each week, there will be a designated meeting time for the course. We will meet via Zoom, which the instructor will send the meeting link in Canvas. These are not mandatory, but will not be recorded. So, if you decide to not attend, you will miss whatever is discussed in these meetings. No new material will be presented during these meetings, but rather an opportunity to gain feedback about assignments or help with questions you may have. Meetings will take place starting at 5:00 pm CST and will last approximately one hour.
3. ***Extra Credit Assignments:*** There is limited extra credit or "make-up" work available in this course. It is recommended that students take advantage of these opportunities. Students will have the opportunity to earn two (2) extra credit points by visiting the writing center to help them with their assignments in class (up to 10 total points). In order to get the Extra Credit, students must have the Writing Center send the instructor an email confirmation of attendance with the course (TM 501) in the confirmation as well as what was worked on during the appointment.

Extra credit will not be applied until the end of the course. It will be applied to the Capstone Project.

4. ***Quizzes and Tests:*** Quizzes and Tests for this course are done entirely on Canvas. Just because these are completed online, does not give the student the right to blatantly cheat by looking answers up online. The instructor does allow the use of notes and the book on the test. Instructors can see when you switch to a different screen on a quiz or test on Canvas. It is recommended that if you want to use PowerPoints for the test or quiz, you should print these off. Therefore, if a student has logged attempts at switching screens during a quiz or test, this will result in an automatic 20% deduction on the overall quiz or test grade. Quizzes and Tests are also timed in this course.
5. ***AI Usage:*** Artificial intelligence is an excellent resource to help garner ideas. However, it is considered cheating and plagiarism to use AI to write anything for you and turn it in as your own work. The instructor uses two different AI and plagiarism checkers in the course. If any assignment you turn in for a grade has a percentage of 30% or more showing plagiarized in either checker, the grade for the assignment will result in a zero. It will also be logged in the permanent file of the student and reported for academic dishonesty. In the past, students have used Grammarly to check for grammar usage, spelling, etc. It is not recommended to use this resource, as it will flag as AI usage. Utilizing the writing center on campus for help with anything related to your writing is recommended.

If work is found to be academically dishonest, all other work submitted by the student will be reassessed and re-graded accordingly.

6. ***Class Writing Policy:*** The PSU Writing Center is a service to all students enrolled in PSU courses. As you participate in the writing center, it is expected that you sign up for appointments many weeks prior to the due dates for assignments. **Your emergency is not the writing center's emergency** – therefore, do not wait until the day before or the week before your paper is due, and expect that you will be able to get an appointment with a writing center associate. Make all appointments well in advance of all due dates! You will also not use the excuse that you did not get an appointment in the writing center as an



excuse to turn in an assignment late – I do not accept late assignments! The writing center has notified me that if there has not been **SIGNIFICANT IMPROVEMENT, and/or major changes made on writing assignments after the initial visit, the student will not be able to use writing center services for the rest of the semester.** I will also expect to see changes and significant and/or major changes to the drafts when submitted for my review. All assignments **MUST** be the **BEST VERSION** of your writing! I will not review your paper if it is too difficult to read or understand because of grammatical or other errors. This is a graduate course, and I expect your work to be at a graduate level as a minimum expectation. All individual written assignments must be electronically submitted via Canvas as a Word.doc. Unless otherwise specified in the assignment requirements (as posted on Canvas), documents must be double-spaced and use Times New Roman, 12-point font. Use 1-inch margins. Do not right justify. Tab no more than one half inch for each new paragraph. Do not use a cover page and the name of the student will be listed on the first line. The second line will begin the assignment name. When submitting any response (be it an assignment, an essay, a homework answer, etc.) you must use complete sentences and proper spelling and grammar. Common errors include: misspellings, forgetting to capitalize the beginning of a sentence, forgetting to capitalize the letter “I” in reference to yourself, etc. You should always run a “spellcheck” and carefully review your response before submitting. You will lose 5-50% of the available points for writing errors.

7. For assistance with the basics of writing, please to go the PSU Writing Center. You can contact them at 620-235-4694 or schedule a visit at www.pittstate.mvwconline.com.

PSU Writing Center: 112 Axe Library

Email: writingcenter@pittstate.edu

Schedule an appointment: Monday – Thursday 9:00 a.m. – 6:00 p.m.

Walk-ins Welcome: Monday – Thursday 6:00 p.m. – 10:00 p.m.

University Policies: Relevant university policies will apply in this course. The Student Handbook provides information which will help you in your effort while at PSU. Items such as the drop/add policy, important dates, student services, campus organizations and many other topics can all be found at the following web site: <https://www.pittstate.edu/financial-aid/the-students-right-to-know.html> and <https://www.pittstate.edu/registrar/catalog/archive/2021-2022/student-rights-and-responsibilities.html>

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the University of his/her disability and to request accommodations. If any member of this class feels that he/she has a qualified disability and needs special accommodations, he/she should contact or visit the EO Office at 218 Russ Hall, or go to <https://www.pittstate.edu/officc/center-for-student-accommodations/documentation-policy-and-guidelines-for-students.html> and fill out a **Request for Accommodation** form.

Additional Information:

- Announcements, reminders, notifications, and grades will be posted on CANVAS regularly.
- **Cheating and plagiarism will not be tolerated. Students are expected to complete assignments individually and responses should be “in your own words”. Students failing to follow the guidelines of academic conduct may receive an F for the course. This includes the use of AI.** Plagiarism is defined as using ideas or writings of another and claiming them as one’s own. Copying any material directly (be it the work of other students, professors, or colleagues) or copying information from print or electronic sources (including the internet) without explicitly acknowledging the true source of the material is plagiarism. Plagiarism also includes paraphrasing other individuals’ ideas or concepts without acknowledging their work, or contribution. To avoid charges of plagiarism, students should



follow the citation directions provided by the instructor and/or department in which the class is offered.

- For more information regarding Academic Integrity, please refer to <https://studentlife.pittstate.edu/code-of-student-rights-and-responsibilities.html#undefined30>
- Additional semester information about (including the following Academic Integrity Policy link above and the Weapons and Concealed Carry Policy link below), campus resources, expectations, notifications, severe weather, grades, semester important dates, the approved Dead Week Policy, etc. can be found at https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-fall-2020-updated-7-17-20.pdf

Weapons and Concealed Carry Policy:

Weapons Policy website <https://www.pittstate.edu/police/policies.html#undefined1> & Concealed Carry Weapons Policy https://www.pittstate.edu/police/_files/documents/Concealed-Carry-Weapons-Policy.pdf

The handgun must be in the person's custody & control at all times with safety mechanism engaged. Handguns must be carried securely in a suitable carrier (backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items). The suitable carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carriers design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual.

Syllabus Supplement

The supplement is updated for each semester and the summer session and includes information for students about campus resources, notifications (including the required, aforementioned Academic Integrity Policy and the approved Dead Week Policy), expectations, grades, etc. Students can find more information on the syllabus supplement at the following link: [Microsoft Word - Syllabus Supplement Spring 2025](#)



TENTATIVE SCHEDULE ONLINE ASYNCHRONOUS

ONLINE ASYNCHRONOUS			
WEEK	TOPIC(S) <i>*These will be the topics covered over the course of the week</i>	READINGS	DUE –DATES <i>Remember! Due dates are Friday by 11:59 pm, but submissions are accepted until the following Sunday by 11:59 pm. Beyond that, it is considered LATE.</i>
1	Intro to Work Measurement and Productivity	Article: The Basics of Work Measurement	Quiz 1 Syllabus Acknowledgement Introduction Post
2	Principles of Motion Economy	Article: Motion Study and Motion Economy	Quiz 2
3	Process Charting & Operation Analysis	Article: Process Charting Tools	Quiz 3 Process Charting Activity
4-5	- Time Study Basics - Conducting a Time Study	Article: Time Study Techniques	Quiz 4 Time Study & Efficiency Project Part I
6	Work Sampling Techniques	Article: Statistical Work Sampling	Quiz 5 Time Study & Efficiency Project Part II
7	Predetermined Time Systems	Article: Predetermined Time Standards	Quiz 6 Work Sampling Practice Problems
MIDTERM EXAM –One Attempt – Covers all topics from weeks 1-7 – Three Hour Time Limit			
8	Methods Engineering & Work Simplification	Article: Work Design	Quiz 7 Time Study & Efficiency Project Part III
9	Lean Manufacturing Principles and Waste Elimination	Article: Foundations of Lean	Quiz 8
10	Ergonomics and Human Factors in Work Design	Article: Ergonomics in the Work Environment	Quiz 9 Time Study & Efficiency Project Part IV
11	Line Balancing & Workstation Design	Article: Line Balancing Methods	Quiz 10 Time Study & Efficiency Project Part V
12	Continuous Improvement: Kaizen & Six Sigma	Article: Tools for Industry Improvement	LAST DAY FOR EXTRA CREDIT TO BE LOGGED Quiz 11
13	Technology in Work Measurement	Article: Digital Work Measurement	Quiz 12 Time Study & Efficiency Project Part VI
14	Final Exam Review		
FINAL EXAM – Comprehensive –One Attempt – Three Hour Time Limit			

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: 8/26/25

Department: TWL

College of: Technology

Contact Person: Byron McKay

Minor Required? No

Deletion

Major/Minor/Emphasis/Certification Name:

BS Major in Workforce Development & all emphases

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

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum. effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

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

HRD moved from COT to COB.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.

☐

Yes

☒

No

4. If this change affects any other department on campus, please attach all email notifications between departments. **NO**

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

☐ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☐ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.

☐
☐
☐
☐
☐
☐
☐

- Program guide from current catalog.
- Academic Planning Excel attached.
- 120 Credit hours met.
- Course Id's match Course names.
- Course hours are correct.
- Listed courses are currently active.
- Needed Documentation attached.

-Approved: Department Chair/Director

Date: 9/9/25

Signature: 

-Approved: College Curriculum Committee

Date: 10/3/25

Signature: 

-Approved: Dean of College

Date: 10/7/25

Signature: 

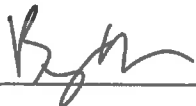
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

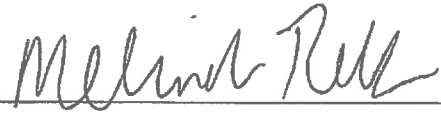
-Approved: University Undergraduate Curriculum Committee

Date: 10/31/25

Signature: 

-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate: 

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, 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.pdf" and uploaded as well.

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: 8/26/25

Department: TWL

College of: Technology

Contact Person: Byron McKay

Minor Required? No

Deletion

Major/Minor/Emphasis/Certification Name:

Minor in Human Resource Development

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

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum. effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

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3. Will this change affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.*

☐

Yes

☒

No

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

☐ Yes ☐ No

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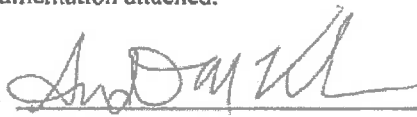
Authorization Sign-Off Sheet

Checklist: Check once verified.

☐	Program guide from current catalog.
☐	Academic Planning Excel attached.
☐	120 Credit hours met.
☐	Course Id's match Course names.
☐	Course hours are correct.
☐	Listed courses are currently active.
☐	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 9/9/25

Signature: 

-Approved: College Curriculum Committee

Date: 10/3/25

Signature: 

-Approved: Dean of College

Date: 10/7/25

Signature: 

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

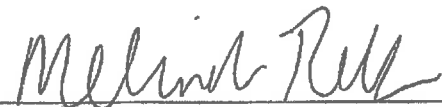
-Approved: University Undergraduate Curriculum Committee

Date: 10/31/25

Signature: 

-Approved: Faculty Senate

Date: 11-17-25

Signature, Recorder Faculty Senate: 

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, 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.pdf" and uploaded as well.