FACULTY SENATE MINUTES
September 24, 2012

The Pittsburg State University Faculty Senate met at 3:00 p.m. Monday, September 24, in room 102 Yates Hall with Dr. Peter Chung, President, presiding.

Dr. Chung opened the meeting seeking a friendly amendment to the agenda, an addition on the topic of social media presented by Chris Kelly, Associate Vice President of University Marketing and Communication.

Past Minutes
The minutes for May 7, 2012 were approved.

Announcements
Provost and Vice President of Academic Affairs – Dr. Lynette Olson
Dr. Olson advised that three things happened at BOR meeting prior week.
1) PSU’s opportunity to lead all councils this year. This responsibility rotates among the 6 Universities and Dr. Chung, at this initial meeting, did an excellent job representing Faculty Senate Presidents at BOR.
2) COPS, Council of Presidents will be led by Dr. Scott. Dr. Scott will also represent COCAO, as this group reports through COPS
3) COBO – Mr. Patterson will lead this group which also reports through COPS to the BOR.
Dr. Olson provided an overview of the four 2012-2013 goals adopted by the BOR at their September 2012 meeting. (see attached) She also advised that more information could be found on page 77 of the BOR website pertaining to the September agenda items. Goals include:
   1) The board has established a deadline of June 2013 to approve twelve general education courses for transfer throughout the higher education system, each with established cored outcomes. There will be a meeting in October in Manhattan to meet with colleagues and discuss further.
   2) Board will ask each university to develop a core strategy for distance learning as it pertains to outside of Kansas colleges.
   3) BOR to revise policy on geographic jurisdiction with focus on students and accessibility.
   4) BOR will work with the State Board of Education to establish an Education System Coordinating Council. The Council will be asked to identify and address one to three projects per year to improve coordination of the P-20 educational system (pre-Kindergarten through higher education).

Dr. Olson also referred to a recent MrBulke pertaining to General Education review. (see attached) A Critical Thinking Task Force is the next layer of review as it relates to General Education assessment. The groups’ report is due by March 15, 2013.

Mr. Chris Kelly began by advising that a team had been working for about a year on developing a standard practice for social media, ie. Facebook. The team is seeking feedback and thus far has established the following framework:
1) Instruction how to set up social media and the need for centralized data base. (Problems have been encountered when utilizing a student to set up the account and when the student departs, the department is no longer able to access the account because passwords were never shared).
2) Don’t tell secrets (Protect own privacy, be honest, respect co-workers and copyright laws).
3) Controversial or inaccuracy issues – recommendations would be if respondent is representing self and doing so in a respectful way, consider correcting and admitting when errors have occurred. If message is not obscene or degrading an individual, let it be – take a breath and do NOT remove. Consider the post and don’t rush with a response.

Mr. Kelly asks that you email him at cKelley@pittstate.edu with questions and he reminded the audience; don’t put something online, if you don’t want it on the front page of the paper. Be Smart, Be Respectful, Be Honest should be primary when considering social media.
The only question pertained to need for permission if posting online photographs from an event. Mr. Kelly advised that there was no expectation of privacy for students attending a public event, but it is always best to contact his office if there is reason to be concerned. It could depend on how the photograph was to be used.

**PSU/KNEA – Dr. Ananda Jayawardhana, President**

Dr. Jayawardhana reminded those present that negotiations last spring went well and group will be working on salary negotiations next spring. Look for information about a dinner in November. Dr. Jayawardhana asks you email him with any questions and he will retain and utilize them as they go through negotiations over next two years. Dr. Jayawardhana added that the KNEA president visited campus and had a good visit.

**Student Senate – Not Present**

No report.

**Unclassified Senate – Missy Kelly, President**

Mrs. Kelly was not present, but Dr. Chung read a prepared note from her that leaders from Unclassified, Classified, and Faculty Senate have met and plan to continue collaboration and increased cooperative spirit.

**Classified Senate – Tim Anderson**

Mr. Anderson’s father recently passed away and he was not present.

**Faculty Senate President – Dr. Peter Chung**

Faculty Senate presidents across the state continue to discuss intellectual property, absence of salary increase, professional development funds, and Transfer Articulation. Dr. Chung referred to page 23 of the BOR September agenda for a list of courses approved from the June minutes. (see attached) He advised each department should keep in mind as reviewing or adopting new courses what courses are on the approved list for transfer and articulation.

Under review proposed policy amendments to the Student and Faculty Sections of the Board’s Policy Manual there was a recommendation at the September BOR meeting to remove Faculty of the Year Award which was approved as it had only been awarded once since its history. It is still open for discussion at the October BOR meeting and Dr. Chung is seeking feedback. If the award is to continue, they will need to establish guidelines. Please email or contact Dr. Chung with your thoughts on the matter.

Regent Ed McKechnie asked FS presidents to examine the issue of student success. Per Dr. Chung, the Board is very proactive and involved and wants to invite faculty input and dialogue. Dr. Chung added we will want to hear from faculty and report on comments.

**Committee Reports**

**Undergraduate Curriculum – Justin Honey, Chair**

Dr. Chung noted this would be moved to unfinished business.

**Academic Affairs – Susan Schreinder, Chair**

Reported had met and elected Linden Daleckii as recorder.

**Information Systems – Morgan McCune, Chair**

Committee has not met, but plans to continue to discuss last year’s recommendations on line and library policy changes.

**Continuing Studies – Scott Norman, Chair**

Minutes of meeting provided (see attached.)

**Departmental Academic Honors – Barbara McClaskey, Initial Chair**

Justin Honey will be taking on role as chair and Denise Bertoncino as recorder. Committee had met earlier in the day and noted new changes – student applications to be reviewed by college and two colleges had begun the process while still waiting on two other colleges. October 8th is the deadline.
Honors College – Chris Spera, Chair
Committee had met and discussed what would need to happen this year.

Writing Across the Curriculum – Robert Lindsey, Initial Chair
Robert Lindsey elected as chair. Beginning to review WL materials and hope to have a report to the Provost early November.

Diversity and Multicultural Affairs – Tatiana Sildus, Chair
Jamie McDaniel (recorder) reported the group had discussed the report created last spring and the minutes were attached to the agenda.

Student Faculty – Phil Harries, Chair
The committee met a few weeks ago and nothing more to report at this time.

Faculty Affairs – Mark Johnson, Initial Chair
Dr. Johnson announced group had met and discussed summer enhancement grants, course re-design, and also noted the development funds would be the same as last year $70,000. He reminded faculty to apply and include supporting documents.

Constitution Committee – Darren Botello-Samson, Chair
Per Dr. Botello-Samson, committee had discussed multiple issues for review this year. Constitutional amendments may be needed pertaining to term limits language and representation of departments based on size of departments. Committee is seeking feedback if your department has an interest in the latter discussion.

General Education – Mark Johnson, Chair
Dr. Johnson advised a work group had met during the summer and looked at HLC recommendations. The group’s recommendations had been turned into the Provost. (See Provost’s webpage for full report – summary without supporting documents is attached) The recommendations included: 1) Need structure for review process. 2) Recommend hire a ½ time instructor/faculty with release load to serve as coordinator. 3) Develop infrastructure, similar to program review. It has been 7 years since last review. Suggest something more systematic. 4) Analyze assessment. 5) Process for review of general education program review for all General Education courses every three years. Every year 1/3 of courses would be reviewed. 6) External Consultation be hired to review General Education courses and make recommendation of process. 7) Consider another model at recommendation of FS and Dr. Olson.

Unfinished Business
Dr. Hazel Coltharp, chair of Undergraduate Curricular Summer Task Force took the floor to present and clarify the new legislative process that was developed based on last spring’s FS recommendation. The task force members were: Hazel Coltharp, Peter Chung, Karl Kunkle, John Iley, Jeanine VanBecelaere, Angie Simons, and Trish Peak. Based on events that transpired last year it became apparent that more review was needed. The committee began meeting in May and finished in July. They started by looking at other university websites, forms and procedures. The goal was to tighten up the process without making drastic changes. Initially the team developed a flow chart and consistent forms. A narrative and timeline were added along with color coding and the use of Zimbra’s briefcase.

The forms can be found on the Registrar’s (Forms/Legislative Process) and Faculty Senate (Legislative Process) web pages. The process was presented to the Dean and Chairs within each College. The plan is to test the workflow this year. Comments heard thus far relate to the length of time to process, but Dr. Coltharp points out the process has always been two months and now it is about 2 ½ months to allow for review by others, the difference being the dates are publicized and a timeline presented to better explain the process.

The folders are available for chairs and deans to review. Once on the FS webpage the proposed legislation is open to everyone. The more sets of eyes to review, the more informed all parties are, and vetted the proposal.
Recommendation is that if you have legislation, it would be wise to have a representative from your department attend the FS meeting to answer questions before taking to a vote. Color coding of the forms signify:
New course, major, minor – Green (if approved, will be for the following fall)
Revision of course, major, minor – Peach
Deleted course, major, minor – Purple

Dr. Coltharp then briefly reviewed the forms and appropriateness of attachments.

Dr. Chung stressed the importance of following the deadlines.

Dr. Joe Arruda pointed out that chairs have a lot of responsibility and wonder if faculty should be able to see the documents within Zimbra. Dr. Chung replied that chairs can certainly forward to faculty for input.

Motion to accept the new process and forms was made by Justin Honey. Mike Leiker seconded and motion passed unanimously.

New Business
None

Open Forum
PechaKucha Volume 6 to be held September 25th. Subjects vary from Peace Corps to Paraguay instruction with about half of the 12 presenters being new.

Dr. Olson announced the Final Report from the General Education Report was on the Provost’s webpage.

Meeting Adjourned
Motion to adjourn was approved at 4:12 p.m.

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Mark Johnson and Susan Schreiner attended the September meeting.
2. Adopt Board Goals for 2012-2013

Andy Tompkins,
President & CEO

Summary and Recommendations
At the 2012 retreat, the Kansas Board of Regents had in-depth discussions on several issues of importance to higher education in Kansas. From those discussions the Board identified the following goals for the 2012-13 academic year:

1. The Board will approve the following general education courses for transfer throughout the higher education system no later than its June, 2013 Board meeting:
   - ANT 1101 Introduction to Anthropology
   - BIO 1201 Anatomy & Physiology
   - COM 2101 Interpersonal Communication
   - HUM 1101 Introduction to Philosophy
   - POL 1101 Introduction to Political Science
   - MUS 1201 Music Appreciation
   - ART 1101 Art Appreciation
   - MAT 2101 Calculus I
   - HIS 1200 World Cultures to 1500
   - BIO 2201 Microbiology
   - SPA 1101 Spanish I
   - THT 1101 Theatre Appreciation

2. The Board believes that distance learning will be an essential delivery system for educating adults for years to come. Therefore, the Board will ask each university to develop a core strategy for distance learning that addresses the following:
   a. how the core strategy meets the unique mission of the university,
   b. identification of courses/programs that are in place or need to be developed to meet the core strategy,
   c. identification of which courses/programs do not meet the mission or strategy of the institution,
   d. the delivery mix that would be most appropriate, and
   e. the infrastructure in place or needed to implement the core strategy.

3. The Board will revise its policy on geographic jurisdiction with a focus on students and accessibility. The new policy will address service areas for each sector, mission differentiation, and an appeal process. Also, the policy will require that Board staff be made aware of all agreements reached between institutions under the policy.

4. The Board will work with the State Board of Education to establish an Education System Coordinating Council consisting of two Board of Education members, two Board of Regents members, the commissioner of education for KSDE, and the president and CEO of the Board of Regents. The Board will ask the Council to identify and address one to three projects per year that will improve coordination of the education system between preK-12 and higher education.
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<td>Cynthia Allen</td>
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<td>Sociology</td>
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<td><a href="mailto:cindy@pittstate.edu">cindy@pittstate.edu</a></td>
</tr>
<tr>
<td>Art</td>
<td>Rhona Shand</td>
<td><a href="mailto:rshand@pittstate.edu">rshand@pittstate.edu</a></td>
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<tr>
<td>Anthropology</td>
<td>N/A</td>
<td><a href="mailto:na@pittstate.edu">na@pittstate.edu</a></td>
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<tr>
<td>Discipline</td>
<td>Volunteering Faculty Member Office</td>
<td><a href="mailto:m_epstein@pittstate.edu">m_epstein@pittstate.edu</a></td>
</tr>
<tr>
<td>Courses for Review/Discussion</td>
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<tr>
<td>Courses Developing Outcomes</td>
<td></td>
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</tbody>
</table>
[MR. BULK-E] Critical Thinking Task Force Appointed

From: Trish Peak <tpeak@pittstate.edu>  
Mon, Sep 17, 2012 02:59 PM

Subject: [MR. BULK-E] Critical Thinking Task Force Appointed

To: lolson@pittstate.edu

A Mr. Bulk-E message to all PSU Employees:

September 17, 2012

Critical Thinking Task Force Appointed

Over the past three years, Pittsburg State University has invested considerable human and fiscal resources to develop assessment strategies for the Core of General Education. Now it is time to undertake the same for the remainder of General Education. Much of this process was framed by our participation in the Higher Learning Commission’s Assessment Academy. As the Assessment Academy Team’s work comes to a close, they have provided significant insights and recommendations for our continued efforts. These logically provide a framework for further discussions and strategic directions.

A General Education Work Group was appointed during the summer of 2012 to accomplish several tasks related to assessment in this area. One task was to “Establish the composition and charge for a Critical Thinking Task Force on the assessment of the University’s General Education Goal #2: ‘Students should be able to think critically.’” Based on the work of this group, a Critical Thinking Task Force is being established to begin its work immediately with completion to occur within the 2013 Academic Year. A final report should be submitted to the Provost before or on March 15, 2013.

The charge of the Critical Thinking Task Force is to examine the existing implementation of General Education Goal #2, specifically the nature of critical thinking instruction in the general education curriculum, and to propose an effective assessment process for documenting progress toward, and improving attainment of, Goal #2. Specific elements of the charge are:

1. Develop a working definition of critical thinking for general education at PSU.
2. Investigate critical thinking instruction models at other institutions.
3. Develop a critical thinking instructional model for PSU incorporating the needs of general education.
4. Consult with the Assessment Committee and Faculty Senate General Education Committee to develop an appropriate assessment plan to support the instructional model.
5. Ensure recommendations of the task force are consistent with current
developments in the assessment of critical thinking as a learner outcome defined by the Kansas Board of Regents. (Added note: assessment data regarding this learner outcome must be submitted for the first time in FY2014.)

6. Make necessary recommendations to the Faculty Senate General Education Committee for the developed assessment plan.

Membership of the Critical Thinking Task Force

Chair: Dr. Howard Smith, Dean of the College of Education
Department Chairs: Dr. Celia Patterson, English (also served on Writing Task Force); Mr. Tim Thomas, Engineering Technology
Faculty: Dr. Ananda Jayawardhana, College of Arts & Sciences; Dr. James McBain, College of Arts & Sciences; Ms. Mary Polfer, Kelce College of Business; Dr. Julie Allison, College of Education; Dr. Brian Sandford, College of Technology

Ex-Officio: Dr. Patricia Lindley, Director of Assessment; Dr. Barbara McClaskey, Faculty Senate General Education Committee; Mr. Earl Lee, Library Services

The Critical Thinking Task Force will appreciate your support and positive contributions over the next several months.

Lynette Olson
Provost and Vice President for Academic Affairs

Simple. Safe. Smart. You are receiving this email because you are a Pittsburg State University student, employee, or other University community member. If you have questions or concerns regarding the validity of this email, please contact the individual or department that sent this email, ITSecurity@pittstate.edu, or Gorilla Geeks at 620-235-4600.
Pittsburg State University
Suggested Social Media Guidelines for PSU Departments and Organizations

DRAFT

03/09/12

Purpose of Guidelines

Social media is one of the most influential and popular technologies of the 21st century. It has the ability to bring large groups of people together, improve understanding and allow share their experiences in an open and free arena. However, it also has the ability to intrude into the privacy of its users and bring disruption to their lives.

We want you to enjoy your experience with social media and have developed a short list of guidelines to help you get the most of your time online.

These guidelines are meant to guide the publication and commentary that is posted on social media platforms by employees on behalf of Pittsburg State University and its related divisions, offices, departments, and official organizations, clubs, committees, etc. ("PSU entities").

For the purposes of these guidelines, social media means any facility for online publication and commentary, including but not limited to: blogs; wikis; and social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube.

These guidelines are in addition to and complement any existing or future guidelines and policies regarding the use of technology, computers, e-mail and the internet.

PSU entities are encouraged to follow these guidelines when publishing or commenting via social media. PSU employees may be subject to these or other campus policies and/or guidelines on personal sites to the extent they identify themselves (either openly or inadvertently) as a PSU employee (other than as an incidental mention of place of employment in a personal blog on topics unrelated to PSU).

Publication and commentary on social media platforms carries similar obligations to any other kind of publication (including but not limited to such things as print media, radio and TV communications, etc.) or commentary.

Additionally, student organizations should take note of information concerning the Code of Student’s Rights and Responsibilities.
Remember the Three Do’s:
- Do be smart
- Do be respectful
- Do be professional

Setting up Social Media

Assistance in setting up social media accounts for the purpose of representing one or more aspects of PSU and the recommended settings for those accounts can be obtained from the office of University Marketing and Communication.

For official PSU entity sites, profile information (including such things as “look and feel” and/or use of PSU trademarked, copyrighted or branded logos and materials, etc.) should be obtained from the Office of University Marketing and Communication. Contact information for official department and office accounts should be consistent with PSU directory information.

The Office of University Marketing and Communication should be notified of the creation of non-personal social media accounts for PSU entities so that they can be properly documented and included in various directories, promotions, and other resources. Where possible, all official PSU entity social media site administrators should grant the Director of Web Marketing administrative rights or login credentials to the account in order to provide redundant access in the event the original creator is no longer available. PSU entities needing assistance with social media issues should contact the Office of University Marketing and Communication.

Don't Tell Secrets

It is perfectly acceptable to talk about your work and to have a dialog with the community, but it is not okay to publish confidential information. In many cases it can be illegal. Confidential information can include (but not limited to) things such as: student information; health records; employee information; details of current projects; financial information; and research and trade secrets.

Please refer to the policies and information on Student Conduct Code and Student Organization Handbook (pdf).

Protect your own privacy

Be mindful of posting information that you would not want the public to see. In addition, be cautious about disclosing personal details and be smart about protecting yourself and your privacy, as well as the privacy of others.
**Be Honest**

When posting on behalf of PSU, do not blog anonymously by using such things as pseudonyms or false screen names. PSU believes in transparency and honesty. Be clear who you are, and identify that you work for PSU. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, be clear about your viewpoint and interest. Remember that what you publish will be around for a long time, so consider the content carefully.

**Respect copyright laws**

It is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including PSU owned trademarks, copyrights and brands. Do not quote more than short excerpts of someone else’s work, and always attribute such work to the original author/source. It is good general practice to link to others’ work rather than to reproduce it.

Please refer to PSU policies concerning **copyrighted materials for additional information**.

Please refer to information concerning the use of PSU logos.

**Respect your audience, PSU, and your coworkers**

The public in general, and PSU’s employees, students, and constituents specifically, reflect a diverse set of customs, values and points of view. Do not be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory. Use your best judgment.

**Protect PSU students, employees, constituents, and business partners**

Students, employees, constituents, and business partners should not be cited or obviously referenced without their approval. Never identify a student, employee, constituent, or business partner by name without permission and never discuss confidential details on social media platforms. It may sometimes be acceptable to discuss general details about projects and to use non-identifying pseudonyms. The information provided should not violate any non-disclosure agreements that may be in place with the student, employee, constituent or business partner or make it easy for someone to identify them.

Please refer to the policies and information on [FERPA](#) and students’ rights to privacy.
Controversial Issues

If you see simple or general misrepresentations made about PSU on social networking platforms, you may point that out, but always do so with respect by using the correct facts. If you speak about others, make sure what you say is factual and that it does not disparage that party. Avoid arguments. Brawls and flame wars (heated online arguments) earn traffic, but no one wins in the end. Don’t try to settle scores or antagonize others into inflammatory debates.

In cases involving incorrect information being disseminated concerning PSU, especially related to current or high profile events, or in situations that may include delicate subject matter, or where you might otherwise be unsure about how best to correct the situation, you should notify University Marketing and Communication.

Be the first to respond to your own mistakes

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something that is improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly.

Removing others’ posted materials

Removing other individuals’ postings from a social media site that you control is often not advisable unless that information is highly defamatory or objectionable. PSU values the right to freedom of speech. At the same time, the University wants to portray a high level of professionalism and courtesy on its official sites. In many cases, the broader social media community that is following the site will provide a level of self-policing for the site. For questions concerning the removal of other individuals’ postings, please contact University Marketing and Communication.

Consider the Impact of Posts

Always consider the potential impact of your posts. Many prospective students, faculty members and donors first learn about Pittsburg State through the web and social media. A post made in the heat of the moment or in anger, may be the first (and likely last) impression they will have of our university.

Once again, it is all about using good judgment. The use of a personal blog to denigrate or embarrass PSU, our students, or your co-workers, is imprudent and ill-advised.

Disclaimers

Although it is not required, many social media users include on their personal accounts a
prominent disclaimer saying who they work for, but that they are not speaking officially. This is a good practice that can help avoid confusion and is encouraged. Don't rely on it to avoid trouble - it may not have much legal effect.

**Social Media Guidelines**

The following guidelines will contribute to successful use of social media.

The best way to be interesting, stay out of trouble, and have fun is to write about what you know.

Quality matters. Use a spell-checker. If you're not design-oriented, ask someone who is about the look of your blog, and take their advice on how to improve it.

The speed of being able to publish your thoughts is both the great feature and great downfall of social media. The time to edit or reflect must be self-imposed. If you are in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

**Contact information for the Marketing and Communication Dept:**

Questions about these guidelines? Setting up a social meeting site? Other? Feel free to email us at: socialmedia@pittstate.edu
course. The Core Outcomes Group is still working on the courses that do not have dates listed. Regent Logan moved to approve the list of courses and directed the list be posted on the KBOR website. Regent Edwards seconded, and the motion carried. The following general education transfer courses were approved:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Chemistry I and Lab</td>
<td>CHM 1101/1102</td>
<td>[spring 2003; 9/2004]</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAT 1101</td>
<td>[spring 2003; 9/2004]</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>SOC 1101</td>
<td>[spring 2003; 9/2004]</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>ECO 1101</td>
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<tr>
<td>Macroeconomics</td>
<td>ECO 1102</td>
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<td>Physical Science I and Lab</td>
<td>PSI 1101/1102</td>
<td>[spring 2003; 11/2004]</td>
</tr>
<tr>
<td>Physics I and Lab</td>
<td>PHY 1101/1102</td>
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</tr>
<tr>
<td>World Regional Geography</td>
<td>GEO 1101</td>
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</tbody>
</table>

UNDERSTANDING BETWEEN THE KANSAS BOARD OF REGENTS AND THE MISSOURI COORDINATION BOARD FOR HIGHER EDUCATION

Vice President Alexander stated staff has been working with the Missouri Coordination Board for Higher Education (CBHE) to develop a reciprocal understanding for the offering of online programs by public universities and colleges in Kansas and Missouri. Following discussion, Regent Emert moved to approve and authorize the President and CEO to execute the Understanding. Regent Edwards seconded, and the motion carried.

(Understanding filed with Official Minutes)

PERFORMANCE AGREEMENT REPORTS

Vice President Alexander stated the performance reports for calendar year 2011 were reviewed by the Board’s Academic Affairs Standing Committee. The Committee recommends the following:

Award 100% of new funding available to the following institutions:

Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas, University of Kansas Medical Center, Wichita State University, Allen Community College, Butler Community College, Cloud County Community College, Coffeyville Community College, Colby Community College, Cowley Community College, Dodge City Community College, Fort Scott Community College, Highland Community College, Hutchinson Community College, Independence Community College, Johnson County Community College, Kansas City Kansas Community College, Neosho Community College, Pratt Community College, Seward Community College, Flint Hills Technical College, Manhattan Area Technical College, North Central Kansas Technical College, Northwest Kansas Technical College, Salina Area Technical College, Wichita Area Technical College, Washburn University and its affiliate, Washburn Institute of Technology.

Award 80% of new funding available to the following institutions:
To: Continuing Studies Committee
From: Susan Schreiner
Date: 9/24/2012
Re: September 5, 2012

Present: R. Scott Norman, Leo Hudson, Susan Schreiner. Guest: Dr. Pawan Kahol
Absent: Susan Knell

There is no old business being carried forward from last year. The committee is starting fresh this year with the new leadership, Dr. Pawan Kahol, in the Continuing Studies Office.

Function and Purpose: Continuing Studies Committee. (See Article IV.B.) This committee shall include one faculty member from each of the four colleges/schools, one faculty member from Axe Library staff, two faculty from the Faculty Senate membership, and two students. The Dean of Continuing Studies shall serve as an ex-officio member. This committee shall:
  a. Serve as a communications link between organizational units and the Division of Continuing Studies in regard to continuing education courses, policies and issues.
  b. Help recruit faculty and other appropriate resource persons to participate in Continuing Studies activities.
  c. Participate in the formation, development and implementation of guidelines and procedures utilized in carrying out functions of the Division of Continuing Studies.
  d. Identify areas/methods by which the Office of Continuing Studies can increase services to the University. (Adopted 12/14/87 Amended 3/20/89 Amended 5/11/98)

Most of the meeting centered around a visit from Dr. Kahol, the new Dean for Graduate and Continuing Studies. After introductions we discussed the role of the committee which is to work with the Office of Graduate and Continuing Studies to promote and support the Office. (See above for committee description from the Constitution of the Faculty Senate.) This Office is, to quote Dr. Kahol, responsible for education and “anything that is non-traditional,” including off-campus and online education.

The past year the committee was not active, however all of the faculty present were very enthusiastic about working with the Office to created new programs and educational opportunities that would expand our offerings both to the Pittsburg community and to the faculty and staff at PSU. Discussion continued around various continuing education programs available at former schools members taught for or attended.
Dr. Kahol is interested in new ideas and new opportunities, but is also aware that limitations might be placed on what the Office can offer. To begin a more in-depth discussion on this manner it was determined that members of the committee would go back to their departments to ask fellow faculty and staff if they would be interested in a program that would a.) allow them to take continuing education courses on a variety of topics and b.) if they would be interested in teaching a non-traditional course or seminar on a topic in which they were interested.

In addition, to help determine if the off-campus/online requirement is a PSU or a Regents rule, each of the faculty members in attendance is going to research a different campus to see what kind of continuing education/lifetime learning courses they offer. Scott will take KU, Leo will take KSU and Susan will take WSU and each will report back at the next meeting on the 10th.

Dr. Kahol also discussed certificate programs he is interested in establishing at PSU. He is thinking about 12 – 18 unit programs that promote the professional careers of some people. Examples were Homeland Security, TSA programs, and Innovation Technology.

Scott Norman was elected Chair and Susan Schreiner was elected Recorder.

Next Meeting: Wednesday, October 10, 2012 at 2pm in the Varsity Room of the Student Center.
August 22, 2012

TO:  Dr. Lynette Olson, Provost
     Dr. Peter Chung, Faculty Senate President

FROM: Summer 2012 General Education Work Group

RE:  Final Report

The General Education Work Group met various times during Summer 2012 to discuss the issues raised in your letter dated May 29, 2012. That letter contained four charging statements. The deliverable for the first statement, to establish the composition and charge for a Critical Thinking Taskforce, was completed and submitted in mid-July, ahead of the August 1 deadline. This memo involves the second deliverable reflecting discussion and recommendations for charges two, three, and four.

Included with this cover memo are four attachments, each providing a detailed discussion and/or set of recommendations for issues we were asked to consider. The first attachment is a summary and review of data generated by a Spring 2012 survey of general education course coordinators (or relevant Department Chairs) regarding assessment of Goal #3 in general education courses beyond the core. The second document provides our detailed recommendation for an alternative approach and supportive infrastructure for assessing whether general education courses are meeting their designated General Education Program goals and objectives. The third document provides discussion supporting our recommendation for a campus-wide conversation leading to significant revision of the General Education Program at Pittsburg State University. The last attachment provides a justification for our recommendation concerning an external consultant assisting us in implementing our general education assessment process.

While each attachment provides some detail and specific endorsements, here is an “executive summary” of findings and recommendations regarding assessment of General Education, particularly assessment of Goal #3 in courses beyond the core:

**Recommendations Regarding Current General Education Assessment at Pittsburg State University**

1) Goal 3 neither is universally acknowledged nor well assessed in general education courses beyond the core.

2) Pittsburg State needs to do a better job linking general education goals and objectives with student learning outcomes in specific general education courses.
Recommendations Regarding Development of Infrastructure and Oversight for General Education Assessment-

3) A General Education Program Coordinator position should be created to oversee and facilitate the General Education Program. This Coordinator should be a faculty member who receives adequate compensation in workload and reports to the Associate Provost for Enrollment Management and Student Success.

4) Pittsburg State should develop infrastructure for expected assessment of general education learning objectives by providing structured oversight of the process and assistance with assessment techniques.

5) Analysis of assessment data should be used by departments/units to make needed course revisions to better meet selected general education goals and objectives. Departments should be provided assistance with analyzing assessment data and connecting this analysis to course revisions to better meet selected General Education goals and objectives.

6) In Attachment Two, the work group provides detailed and specific recommendations for a proposed assessment oversight process for general education courses. These recommendations include offering guidance and assistance to departments and the Faculty Senate General Education Committee when developing assessment plans as well as suggesting the Faculty Senate General Education Committee provides an annual report of assessment activities to the University Assessment Committee including aggregated data so the Assessment Committee can evaluate the overall effectiveness of the general education curriculum.

7) An external consultant should be brought to campus to assist the Faculty Senate General Education Committee, the General Education Program Coordinator, individual course coordinators, and other administrators with developing assessment plans and techniques. This consultant also should advise stakeholders on the use of gathered assessment data to measure overall general education program effectiveness.

Recommendations Regarding Future Reconsideration of General Education at Pittsburg State University-

8) A campus-wide conversation should be initiated and on-going regarding the purpose and structure of General Education in light of the Pittsburg State University mission and various general education models available in contemporary higher education. This conversation should not only focus on the purpose of General Education, but also consider unique characteristics of the students we serve.

9) This conversation should include KBOR core competencies and directions for General Education.

10) The work group believes a leaner General Education Program could provide both a better model for creating the generally educated person as well as a more manageable structure for assessing whether or not approved goals and objectives are being met.
Please contact either Dr. Johnson or Dr. Kunkel, the work group co-chairs, if you have any questions or need additional information.

Dr. Mark Johnson, Co-Chair

Dr. Maeve Cummings

Dr. Karl Kunkel, Co-Chair

Dr. Patricia Lindley

Mr. James Oliver

Dr. John Oppliger

Dr. Janet Smith

Dr. Bobby Winters
Pittsburg State University
Faculty Senate Agenda

Date: Monday, September 24, 2012
Time: 3:00 p.m.
Location: 102 Yates Hall

AGENDA

I. Call to order

II. Approval of Minutes from May 7, 2012 meeting

III. Announcements

A. Provost and Vice-President of Academic Affairs- Dr. Lynette Olson

B. PSU/KNEA Remarks- Dr. Ananda Jayawardhana

C. Student Senate Remarks- Ms. Lara Ismert

D. Unclassified Senate Remarks- Ms. Missi Kelly

E. Classified Senate Remarks- Mr. Tim Anderson

F. Faculty Senate Report- Peter Chung

IV. Committee Reports (Reports from committees will begin with Undergraduate Curriculum Committee followed by Academic Affairs)

A. Academic Affairs Committee- Chair, Susan Schreiner, Recorder, Linden Dalecki
   1. Undergraduate Curriculum Subcommittee- Chair, Justin Honey
   2. Library Services Subcommittee- Initial Chair, Morgan McCune
   3. Information Systems Subcommittee- Initial Chair, Chuck Blatchley
   4. Continuing Studies Subcommittee- Chair, Scott Norman, Recorder, Susan Schreiner
   5. Departmental Academic Honors Subcommittee- Initial Chair, Barbara McClaskey
   6. Honors College Subcommittee- Chair, Chris Spera, Recorder, Jeremy Wade, report: minutes attached
   7. Writing Across the Curriculum Subcommittee- Initial Chair, Robert Lindsey
   8. Diversity and Multicultural Affairs Subcommittee- Chair, Tatiana Sildus, Recorder, Jamie McDaniel, report: minutes attached

B. Student Faculty Committee- Chair, Phil Harries

C. All University Committee- Initial Chair, Maeve Cummings
D. Faculty Affairs Committee- Initial Chair, Mark Johnson

E. Constitution Committee- Chair, Darren Botello-Samson, Recorder, Hazel Coltharp

F. General Education Committee- Initial Chair, Mark Johnson

G. Budget Committee- Initial Chair, Paul Herring

All University Committees or Other Appointments

V. Unfinished Business

A. Report to Senate from Undergraduate Curriculum Summer Task Force, Hazel Coltharp, report: see attached

VI. New Business

VII. Open Forum

VIII. Adjournment- Next Meeting- Monday, October 22, 2012, 102 Yates Hall
Minutes of the Honors College Subcommittee, 9/14/2012

Craig Fuchs, John Franklin, Chris Spera, and Jeremy Wade in attendance.

John Franklin, chair from the previous year, called the meeting to order at 3:00 pm.

Chris Spera was elected chair.

Jeremy Wade was elected recorder.

Craig Fuchs provided an overview of the function of the Honors College. He highlighted changes made in the Honors College in previous year, as well as changes that he hoped to enact this year. Among these were more inter-disciplinary gen-ed courses for Honors College students, an increase of emphasis on undergraduate research, and encouraging Honors College students to apply for national scholarships.

Craig Fuchs provided information on the process for application into the Honors College, and the committee members' role in the process. There was some discussion on the essay prompts in the application materials.

The meeting was adjourned around 3:30.
Diversity and Multicultural Affairs Subcommittee Meeting
September 4, 2012

Members Present: Julie Dainty, Jean Dockers, Jamie McDaniel, Tatiana Sildus, and Serif Uran

Members Absent: Paul Herring and Kristen Maceli

Prof. Sildus called the meeting to order. After introductions, Prof. Sildus said that Prof. Maceli will be unable to serve on the committee and that Faculty Senate President Peter Chung will notify the Committee of her replacement.

Prof. Sildus made two opening remarks. First, due to the lack of adequate meeting time in December and May, Prof. Sildus suggested that the Committee should not hold a meeting in those months. The Committee agreed with Prof. Sildus’s suggestion. Second, she told the Committee about the Tilford Conference on Diversity and Multiculturalism to be held October 29th and 30th at Kansas State University. Conference registration is paid for through the Provost’s Office, and opportunities exist for carpooling and room sharing at the conference. Prof. Sildus hopes to attend with some other members of the Committee. She also asked the Committee to share this opportunity with other faculty members.

The Committee then reviewed its function and purpose and decided to pick up where last year’s committee left off. Prof. McDaniel said that he would send the report that he and Prof. Browyn Conrad wrote last year; the report summarizes the findings of a faculty survey conducted by the Diversity Committee a year ago. Prof. Sildus suggested that the Committee use the survey findings to help create a list of available campus materials and resources addressing diversity and multiculturalism issues. Prof. Dockers recommended contacting Axe Library to see what resources they have and how they might help in organizing such a list. Prof. Dainty also recommended inviting the librarian in charge of these kinds of resources to the Committee’s next meeting. Prof. Sildus said that she would find out the appropriate contact at Axe and contact the Center for Teaching, Learning, and Technology to see what kind of help they might provide.

Prof. Uran recommended that TED Talks are a good resource for diversity topics. He also suggested that the Committee should invite appropriate student organizations to one of the Committee meetings.

The next two meetings of the Committee will be Tuesday, October 2nd, and Tuesday, November 6th, at 3:15 in Hughes 223.

Respectfully submitted,

Jamie L. McDaniel
I move that the Faculty Senate appoint a special committee for the purpose of clarifying and updating the curriculum legislative process. I would request that this committee include in its membership the following and complete this process by July 31 reporting to the Faculty Senate at the September, 2012 meeting:

The Faculty Senate President
The 2011-2012 Faculty Senate Undergraduate Curriculum Committee
A representative from the 2011-2012 Graduate Council
The chair of the 2011-2012 Library Services Committee
A representative from the Academic Deans
A representative from the Department Chairs
A representative from the Registrar’s Office
A representative from the Degree Checking office
A representative from the Provost’s office
*****Forms for the legislative process of undergraduate curriculum items can be found on the Registrar’s website, under “Forms” on the left tab and then under “Legislative Process for Undergraduate Curriculum Items.” There will also be a link on the Faculty Senate website, on the left tab, linking to the “Legislative Process for Undergraduate Curriculum Items” webpage.

All items for legislative consideration will be: **Posted, by the department chair, in the Zimbra Briefcase, “Undergraduate Curriculum Legislation”** in the appropriate college “Preliminary Legislation” folder (members of this group to include: Academic Deans, Dean of Library Services, all departmental chairs, all departmental administrative assistants/specialists/officers of colleges and departments, the Director of Teacher Education, the Director of Assessment, the Teacher Education Administrative Specialist, the Registrar’s Office’s Administrative Specialist, the Degree Checking Office Administrative Specialist, the Vice President of Academic Affairs and Provost, and the Administrative Specialist in the Office of the Vice President of Academic Affairs), by the **second Monday (1)**. Any concerns during this two-week posting should be addressed to the originating department chair with a cc to the appropriate College Administrative Specialist/Officer and the Registrar’s Office’s Administrative Specialist. Originating departments shall address these concerns, and, if needed, resubmit the legislation to Zimbra as “original file name.version n+1.”

Each College Administrative Specialist/Officer will post the final version of the legislation on the last Monday of Month (1) for the College Curriculum Committee (in each college’s College Curriculum Committee Zimbra Folder) and will notify department chairs of the date/time of the College Curriculum Committee meeting. The College Curriculum Committees should meet by end of the first week of Month (2). A member of each department, submitting legislation, will be present to address questions.

Each College Administrative Specialist will send all approved legislation (from the College Curriculum Committee, Teacher Education Council, and/or General Education Committee), with appropriate signatures, to the Registrar’s Administrative Specialist by the third Wednesday of Month (2). (Note: all legislation involving Teacher Education Council and/or General Education Committee must return to the appropriate College Administrative Specialist before the PDF version with appropriate signatures is emailed to the Registrar’s Administrative Specialist.) All items eligible to proceed (items with no concerns or items with concerns addressed with resubmissions uploaded) will be posted, by the Registrar’s Administrative Specialist, on the Faculty Senate Web page on the third Friday of Month (2). This will allow ten calendar days for interested parties, campus-wide, to view the legislation. Any concerns during this 10-day posting should be addressed to the originating department chair with a cc to the Administrative Specialist in the Registrar’s Office.

The Faculty Senate University Undergraduate Curriculum Committee will receive all legislation, from the Registrar’s Office, by the first Monday of Month (3) and will meet by the end of the second week of Month (3). Faculty Senate University Undergraduate Curriculum Committee meeting times will be posted on the Faculty Senate webpage. A member of each department, submitting legislation, will be present to address questions.
Following approval by the Faculty Senate University Undergraduate Curriculum Committee, legislation will be presented to the Faculty Senate, for approval, at the regular meeting as posted on the Faculty Senate webpage (e.g. the **fourth Monday** of the month).

Active Date will be the term following FS approval.

**Important Reminders:**

- This is at least a two-to-three month process.
- The first legislation, in the academic year, will be considered at the November Faculty Senate meeting (dates of all Faculty Senate meetings are posted on the Faculty Senate Web Page).
- Due to the constraints of the Kansas Board of Regents’ timeline, **NEW DEGREES/MAJORS SHOULD BE PRESENTED TO THE FACULTY SENATE BY THE NOVEMBER FACULTY SENATE MEETING** if approval and implementation is expected for the FOLLOWING ACADEMIC YEAR.
- All items to be presented to the KBOR, must include completion of their forms as well as the PSU form. These actions include Concentration/Minor/Emphasis creation and revision legislation and Degree creation and revision legislation.

1 The number in parentheses indicates the month of the process (1) for first month of the process, (2) for second month, etc. of the process.
Curriculum Legislation Flowchart

Course Legislation

New Courses
Revision to Courses
Deletion of Courses

Minor/Concentration/Emphasis Legislation

New Minor/Concentration/Emphasis
Revision to Minor/Concentration/Emphasis
Deletion of Minor/Concentration/Emphasis

Major Legislation

New Major
Revision to Major
Deletion of Major

Curriculum Legislation Timeline

Legislative Process Calendar 2012-2013

SEPTEMBER LEGISLATION
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10th</td>
<td>Preliminary draft of proposed curricular items due in College Curriculum &quot;Preliminary Legislation&quot; Zimbra folder posted by department chair. Preliminary legislation items submitted after this date will be moved to the next month's preliminary legislation folder.</td>
</tr>
<tr>
<td>September 24th</td>
<td>Final draft of Preliminary Legislation due in College Curriculum Committee Zimbra folder posted by each College.</td>
</tr>
<tr>
<td>October 17th</td>
<td>Approved College Curriculum Legislation with appropriate signatures due by email to the Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td>October 19th</td>
<td>10-day posting by Registrar's Administrative Specialist on Faculty Senate web page for university-wide viewing of curricular items.</td>
</tr>
<tr>
<td>November 5th</td>
<td>Curricular items sent to Faculty Senate University Undergraduate Curriculum Committee by Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td>November 26th</td>
<td>Faculty Senate Meeting</td>
</tr>
</tbody>
</table>

**OCTOBER LEGISLATION**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 8th</td>
<td>Preliminary draft of proposed curricular items due in College Curriculum &quot;Preliminary Legislation&quot; Zimbra folder posted by department chair.</td>
</tr>
</tbody>
</table>
Preliminary legislation items submitted after this date will be moved to the next month's preliminary legislation folder.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 29th</td>
<td>Final draft of Preliminary Legislation due in College Curriculum Committee Zimbra folder posted by each College.</td>
</tr>
<tr>
<td>November 21st</td>
<td>Approved College Curriculum Legislation with appropriate signatures due by email to the Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td>November 21st</td>
<td>10-day posting by Registrar's Administrative Specialist on Faculty Senate web page for university-wide viewing of curricular items.</td>
</tr>
<tr>
<td>December 3rd*</td>
<td>Curricular items sent to Faculty Senate University Undergraduate Curriculum Committee by Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td>December 10th</td>
<td>Faculty Senate Meeting</td>
</tr>
</tbody>
</table>

*Items will not be approved until the January Faculty Senate meeting.

**NOVEMBER LEGISLATION**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>November 12th</td>
<td>Preliminary draft of proposed curricular items due in College Curriculum &quot;Preliminary Legislation&quot; Zimbra folder posted by department chair. Preliminary legislation items submitted after this date will be moved to the next month's legislative folder.</td>
</tr>
</tbody>
</table>
### LEGISLATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November 26th</strong></td>
<td>Final draft of Preliminary Legislation due in College Curriculum Committee Zimbra folder posted by each College.</td>
</tr>
<tr>
<td><strong>December 19th</strong></td>
<td>Approved College Curriculum Legislation with appropriate signatures due by email to the Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td><strong>December 21st</strong></td>
<td>10-day posting by Registrar's Administrative Specialist on Faculty Senate web page for university-wide viewing of curricular items.</td>
</tr>
<tr>
<td><strong>January 7th</strong></td>
<td>Curricular items sent to Faculty Senate University Undergraduate Curriculum Committee by Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td><strong>January 23rd</strong></td>
<td><strong>Preliminary Legislation</strong> Final draft due to the College Curriculum Committee. Curr. items must be submitted by January 23rd.</td>
</tr>
<tr>
<td><strong>January 25th</strong></td>
<td>Final draft of Preliminary Legislation due in College Curriculum Committee Zimbra folder posted by each College.</td>
</tr>
<tr>
<td><strong>January 28th</strong></td>
<td>Approved College Curriculum Legislation with appropriate signatures due by email to the Registrar's Administrative Specialist.</td>
</tr>
</tbody>
</table>

### DECEMBER LEGISLATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>December 10th</strong></td>
<td>Preliminary draft of proposed curricular items due in College Curriculum &quot;Preliminary Legislation&quot; Zimbra folder posted by department chair. Preliminary legislation items submitted after this date will be moved to the next month's preliminary legislation folder.</td>
</tr>
<tr>
<td><strong>January 7th</strong></td>
<td>Final draft of Preliminary Legislation due in College Curriculum Committee Zimbra folder posted by each College.</td>
</tr>
<tr>
<td><strong>January 23rd</strong></td>
<td>Approved College Curriculum Legislation with appropriate signatures due by email to the Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td><strong>January 25th</strong></td>
<td>10-day posting by Registrar's Administrative Specialist</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>February 4th</td>
<td>Curricular items sent to Faculty Senate University Undergraduate Curriculum Committee by Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td>February 25th</td>
<td>Faculty Senate Meeting</td>
</tr>
</tbody>
</table>

### JANUARY LEGISLATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14th</td>
<td>Preliminary draft of proposed curricular items due in College Curriculum &quot;Preliminary Legislation&quot; Zimbra folder posted by department chair. Preliminary legislation items submitted after this date will be moved to the next month's preliminary legislation folder.</td>
</tr>
<tr>
<td>January 28th</td>
<td>Final draft of Preliminary Legislation due in College Curriculum Committee Zimbra folder posted by each College.</td>
</tr>
<tr>
<td>February 20th</td>
<td>Approved College Curriculum Legislation with appropriate signatures due by email to the Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td>February 22nd</td>
<td>10-day posting by Registrar's Administrative Specialist on Faculty Senate web page for university-wide viewing of curricular items.</td>
</tr>
<tr>
<td>March 4th</td>
<td>Curricular items sent to Faculty Senate University Undergraduate Curriculum Committee by Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td>March 25th</td>
<td>Faculty Senate Meeting</td>
</tr>
</tbody>
</table>

### FEBRUARY LEGISLATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 11th</td>
<td>Preliminary draft of proposed curricular items due in College Curriculum &quot;Preliminary Legislation&quot; Zimbra folder posted by department chair. Preliminary legislation items submitted after this date will be moved to the next month's preliminary legislation folder.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>February 25th</td>
<td>Final draft of Preliminary Legislation due in College Curriculum Committee Zimbra folder posted by each College.</td>
</tr>
<tr>
<td>March 20th</td>
<td>Approved College Curriculum Legislation with appropriate signatures due by email to the Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td>March 20th</td>
<td>10-day posting by Registrar's Administrative Specialist on Faculty Senate web page for university-wide viewing of curricular items.</td>
</tr>
<tr>
<td>April 1st</td>
<td>Curricular items sent to Faculty Senate University Undergraduate Curriculum Committee by Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td>April 22nd</td>
<td>Faculty Senate Meeting</td>
</tr>
</tbody>
</table>

**MARCH LEGISLATION**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 11th</td>
<td>Preliminary draft of proposed curricular items due in College Curriculum &quot;Preliminary Legislation&quot; Zimbra folder posted by department chair. Preliminary legislation items submitted after this date will be moved to the next month's preliminary legislation folder.</td>
</tr>
<tr>
<td>March 25th</td>
<td>Final draft of Preliminary Legislation due in College Curriculum Committee Zimbra folder posted by each College.</td>
</tr>
<tr>
<td>April 10th*</td>
<td>Approved College Curriculum Legislation with appropriate signatures due by email to the Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td>April 12th*</td>
<td>10-day posting by Registrar's Administrative Specialist on Faculty Senate web page for university-wide viewing of curricular items.</td>
</tr>
<tr>
<td>April 22nd*</td>
<td>Curricular items sent to Faculty Senate University Undergraduate Curriculum Committee by Registrar's Administrative Specialist.</td>
</tr>
<tr>
<td>May 6th</td>
<td>Faculty Senate Meeting</td>
</tr>
</tbody>
</table>

*Dates moved up for the purpose of May 6th Faculty Senate meeting.*
## APRIL LEGISLATION

<table>
<thead>
<tr>
<th>April 8th</th>
<th>Preliminary draft of proposed curricular items due in College Curriculum &quot;Preliminary Legislation&quot; Zimbra folder posted by department chair. Preliminary legislation items submitted after this date will be moved to the next month's preliminary legislation folder.</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 29th</td>
<td>Final draft of Preliminary Legislation due in College Curriculum Committee Zimbra folder posted by each College.</td>
</tr>
<tr>
<td>May 15th</td>
<td>Approved College Curriculum Legislation with appropriate signatures due by email to the Registrar's Administrative Specialist. Items will be held for September 20th 10-day posting.</td>
</tr>
<tr>
<td>September 20th</td>
<td>10-day posting by Registrar's Administrative Specialist on Faculty Senate web page for university-wide viewing of curricular items.</td>
</tr>
<tr>
<td>September 30th</td>
<td>Curricular items sent to Faculty Senate University Undergraduate Curriculum Committee by Registrar's Administrative Specialist.</td>
</tr>
</tbody>
</table>
Request for New Course Template
(Undergraduate Course Numbers through Course Number 699)

Department: _____ College: _____ Date of Submission to the Department: _____

Contact Person: _____ ☐ Faculty member ☐ Chair

Title of Course: _____ Credit Hours: _____

Course Number: _____ Hegis Number: _____

Date first offered: _____
(Semester/Year)

To be Offered: ☐ Fall ☐ Spring ☐ Summer Estimated Enrollment: _____
(check all that apply)

Prerequisite(s): _____

This course is: ☐ Required ☐ Elective

If this course is “required,” which major(s) will require it? _____

Course Description: _____
(as it will appear in the catalog)

Purpose/Justification for Course: _____

Objectives/Student Learning Outcomes: _____

Assessment Strategies (e.g. exams, projects, university rubrics, etc.): _____

PLEASE ATTACH SYLLABUS

Additional Resources Required (e.g. library or multimedia resources, technology, space, major expense, etc.): _____

Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? ☐ Yes ☐ No

If “yes,” please realize that it will need to gain approval of the President’s Council.
Is this course to be considered for General Education?  □ Yes  □ No

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

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

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

If “yes,” please realize that it will need to have the approval of the Teacher Education Council.

Will this course be submitted for Departmental Academic Honors?  □ Yes  □ No

If “yes,” please realize that it will need to have the approval of the Faculty Senate Departmental Academic Honors Committee.

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

Will this course impact any other department/college/unit’s curricula or programs?  □ Yes  □ No

If “yes,” have relevant discussions occurred?  □ Yes  □ No

Documentation of these discussions (e.g. copies of e-mails, memos, etc.) is required to be attached.

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

Please print the final version of this form, apply the appropriate signature, and forward to the Office of the Registrar.
**Signatures:**

☐ Approved: Department Chairperson  
  Date ______ Signature, Department Chairperson  
  ________________________________

☐ Approved: College Curriculum Committee  
  Date ______ Signature, College Curriculum Committee Chair  
  ________________________________

☐ Approved: Dean of College  
  Date ______ Signature, Dean  
  ________________________________

☐ Approved: General Education Committee (if applicable)  
  Date ______ Signature, General Education Committee Chair  
  ________________________________

☐ Approved: Teacher Education Council (if applicable)  
  Date ______ Signature, Teacher Education Council Chair  
  ________________________________

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

☐ Approved: Faculty Senate  
  Date ______ Signature, Recording Secretary, Faculty Senate  
  ________________________________

---

**Please Note**  
This is a two-to-three-month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate Undergraduate Curriculum Committee may result in an additional month added to the process.
Request for Revision to Course Template
(Undergraduate Course Numbers through Course Number 699)

Department: _____ College: _____ Date of Submission to the Department: _____

Contact Person: _____ □ Faculty member □ Chair

Title of Course: _____ Credit Hours: _____

Course Number: _____ Hegis Number: _____

Revision Effective: _____ Offered: □ Fall □ Spring □ Summer
(Semester/Year)
(check all that apply)

Type of Modification:
□ Course Title □ Course Number □ Course Description □ Course content/objectives
□ Credit Hour □ Prerequisite Change □ Other

Current listing: _____

Modification (as it will appear in the next catalog): _____
Please highlight the change in the proposed listing

Purpose/Justification for Revision of Course: _____

Is this course approved for General Education? □ Yes □ No

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

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

Is this course required of any education majors? □ Yes □ No

If “yes,” please realize that it will need to have the approval of the Teacher Education Council.

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

Will this revision impact any other department’s/college’s/unit’s curricula or programs? □ Yes □ No

If “yes,” have relevant discussion occurred: □ Yes □ No

Documentation of these discussions (e.g. copies of e-mails, memos, etc.) is required.
Originating Department: Please complete this form and upload to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved as “original file name.version2.docx” (e.g. MATH 343.version 2.docx) and uploaded as well.

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

Signatures:

☐ Approved: Department Chairperson
   Date ______ Signature, Department Chairperson ________________________________

☐ Approved: College Curriculum Committee
   Date ______ Signature, College Curriculum Committee Chair ________________________________

☐ Approved: Dean of College
   Date ______ Signature, Dean ________________________________

☐ Approved: General Education Committee (if applicable)
   Date ______ Signature, General Education Committee Chair ________________________________

☐ Approved: Teacher Education Council (if applicable)
   Date ______ Signature, Teacher Education Council Chair ________________________________

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

☐ Approved: Faculty Senate
   Date ______ Signature, Recording Secretary, Faculty Senate ________________________________

Please Note
This is a two-to-three-month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.
Request for Deletion of Course Template
(Undergraduate Course Numbers through Course Number 699)

Department: _____  College: _____  Date of Submission to the Department: _____

Contact Person: _____  ☐ Faculty member  ☐ Chair

Title of Course: _____  Credit Hours: _____

Course Number: _____  Hegis Number: _____

Deletion Effective: _____  (Semester/Year)

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

This course is currently: ☐ Required  ☐ Elective

If this course is “required,” which majors require it? _____

Justification for Deleting this Course: _____

Was this course a part of the General Education package? ☐ Yes  ☐ No

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

Please realize that the General Education Committee should be notified.

Was this course required of any education majors? ☐ Yes  ☐ No

If “yes,” please realize that this will need to have the approval of the Teacher Education Council.

Will deleting this course impact any other department/college/unit’s curricula or programs?  ☐ Yes  ☐ No

If “yes,” have relevant discussions occurred? ☐ Yes  ☐ No

Documentation of these discussions (e.g. copies of e-mails, memos, etc.) is required.
Signatures:

☐ Approved: Department Chairperson
   Date ______ Signature, Department Chairperson ________________________________

☐ Approved: College Curriculum Committee
   Date ______ Signature, College Curriculum Committee Chair ________________________________

☐ Approved: Dean of College
   Date ______ Signature, Dean ________________________________

☐ Approved: General Education Committee (if applicable)
   Date ______ Signature, General Education Committee Chair ________________________________

☐ Approved: Teacher Education Council (if applicable)
   Date ______ Signature, Teacher Education Council Chair ________________________________

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

☐ Approved: Faculty Senate
   Date ______ Signature, Recording Secretary, Faculty Senate ________________________________

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

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

Please Note
This is a two-to-three month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.
### Request for New Concentration or Minor or Emphasis Template

Department: _____  
College: _____  
Date of Submission to the Department: _____

Contact Person: _____  
☐ Faculty member  
☐ Chair

New:  
☐ Concentration  
☐ Minor  
☐ Emphasis

Name of Proposed Concentration/Minor/Emphasis: _____

Major in Which Concentration/Minor/Emphasis is to be located: _____  
Associated Major’s CIP Number: _____

#### Information for Proposed New Concentration/Minor/Emphasis

Name of Major: _____ (if different from above)

Please provide the course information as *you wish it to appear in the catalog*:

<table>
<thead>
<tr>
<th>Course Names</th>
<th>Course Numbers</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Total:

Date first offered:  
Fall, _____  
(Year)

Additional Resources Required *(e.g. library or multimedia resources, technology, space, major expense, etc.)*: _____

Will any additional student fees be required *(e.g. equipment, clothing, travel, licensing, etc.)*?  
☐ Yes  
☐ No

*If “yes,” please realize that it will need to gain approval of the President’s Council.*
Will this concentration/minor/emphasis affect any education majors?  □ Yes  □ No

If “yes,” please realize that it will need to have the approval of the Teacher Education Council.

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

Will this course impact any other department/college/unit’s curricula or programs?  □ Yes  □ No

If “yes,” have relevant discussions occurred?  □ Yes  □ No

Documentation of these discussions (e.g. copies of e-mails, memos, etc.) is required to be attached.
## Legisitative Process

### Authorization/Notification Sign-Off Sheet

<table>
<thead>
<tr>
<th>Approval Step</th>
<th>Date</th>
<th>Signature, Department Chairperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved: Department Chairperson</td>
<td>_______</td>
<td>_______________________________</td>
</tr>
<tr>
<td>Approved: College Curriculum Committee</td>
<td>_______</td>
<td>_______________________________</td>
</tr>
<tr>
<td>Approved: Dean of College</td>
<td>_______</td>
<td>_______________________________</td>
</tr>
<tr>
<td>Approved: Teacher Education Council (if applicable)</td>
<td>_______</td>
<td>_______________________________</td>
</tr>
<tr>
<td>Approved: Faculty Senate University Undergraduate Curriculum Committee</td>
<td>_______</td>
<td>_______________________________</td>
</tr>
<tr>
<td>Approved: Faculty Senate</td>
<td>_______</td>
<td>_______________________________</td>
</tr>
<tr>
<td>Final approved Packet Forwarded to Provost’s office.</td>
<td>_______</td>
<td>_______________________________</td>
</tr>
</tbody>
</table>

### Approvals at Kansas Board of Regents levels:

<table>
<thead>
<tr>
<th>Approval Step</th>
<th>Date</th>
<th>Signature, Department Chairperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>COCAO</td>
<td>_______</td>
<td>_______________________________</td>
</tr>
</tbody>
</table>

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

### Originating Department(s):

After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved “original file name.version2.docx” and uploaded as well.

### Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signature, and forward to the Office of the Registrar.

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

This is at least a two-to-three-month process, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process before it is sent to the Kansas Board of Regents for approval.

Please complete the following forms for the KANSAS BOARD OF REGENTS; most of the information required by KBOR may be copied and pasted from above.
APPLICATION FOR APPROVAL OF NEW MINOR/CONCENTRATION/EMPHASIS

PITTSBURG STATE UNIVERSITY
(NAME OF INSTITUTION)

1701 South Broadway – Pittsburg, KS 66762
(ADDRESS)

620-235-4113 (Office of the Provost – PSU)
(TELEPHONE)

NEW Minor/Concentration/Emphasis:

____________________________________________________________________________

(Title and CIP)

___ New

___ Derived from Existing Program

___________________________
(DATE SUBMITTED)

___________________________
(Signature of Vice-President/or Provost)
I. Indicate major in which concentration will be located:

____________________________________________________________________

II. Give the name and describe the purpose of the proposed concentration/emphasis:

Name:_________________________________________________________________

Description of Purpose/Rationale________________________________________
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III. Provide curriculum for the major and indicate courses required for each concentration/emphasis:

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<th>Name of Major</th>
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<th>Course Name &amp; Number</th>
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<td>Core Courses:</td>
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</table>

(Name of Concentration/Minor/Emphasis)

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<th>Course Name &amp; Number</th>
<th>Credit Hours</th>
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<tr>
<td>New Concentration or Emphasis:</td>
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Note: By Board of Regents definition, concentrations are established within existing programs and are:

1. 24 hours or less at the undergraduate level
2. 12 hours or less at the master’s level
3. 18 hours or less at the doctoral level

Faculty resources:
A. Number of FTE faculty who teach in the major, including all concentrations/emphasis: 

B. Rank of faculty: Instructors: ______; Assistant Professors: ______; Associate Professors: ______; Professors: ______; GTAs: ______

C. Preparation of faculty (indicate level of degrees): Bachelors._______; Masters_______; Doctors_______

D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors):
Request for Revision to Concentration or Minor or Emphasis Template

Department: _____  College: _____  Date of Submission to the Department: _____
Contact Person: _____  □ Faculty member  □ Chair

Revision of a:  □ Concentration  □ Minor  □ Emphasis

Type of Modification:
□ Name  □ Course Number  □ Course Description  □ Credit Hour  □ Prerequisite Change  
□ Course content/objectives

Major in Which Concentration/Minor/Emphasis is to be located: _____

Information from Existing Concentration/Minor/Emphasis

Name of Major: _____
Associated Major’s CIP Number: _____

Name of Existing Concentration/Minor/Emphasis: _____

Please provide the course information as it currently appears in the catalog:

<table>
<thead>
<tr>
<th>Course Names</th>
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<th>Credit Hours</th>
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Total:

Rationale for Change: _____
Information for Proposed New Concentration/Minor/Emphasis

Name of Major: _____ (if different from above)
Associated Major's CIP Number: _____

Name of Proposed Concentration/Minor/Emphasis: _____

Please provide the course information as you wish it to appear in the catalog:

<table>
<thead>
<tr>
<th>Course Names</th>
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Total: _______

Date first offered: Fall, ______ (Year)

Additional Resources Required (e.g. library or multimedia resources, technology, space, major expense, etc.): ______

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

Will this concentration/minor/emphasis affect any education majors? ☐ Yes ☐ No
If “yes,” please realize that it will need to have the approval of the Teacher Education Council.

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

Will this revision impact any other department’s/college’s/unit’s curricula or programs? ☐ Yes ☐ No
If “yes,” have relevant discussion occurred: ☐ Yes ☐ No

Documentation of these discussions (e.g. copies of e-mails, memos, etc.) is required
The Provost’s Office will notify the department, college and Registrar of completion of the approval process.

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, “Undergraduate Curriculum Legislation” (within the appropriate College folder, “Preliminary Legislation”), to allow for review and questions. Any modifications should be saved “original file name.versioan2.docx” and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signature, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.
Please Note
This is at least a two-to-three month process, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process before it is sent to the Kansas Board of Regents for approval.

Please complete the following forms for the KANSAS BOARD OF REGENTS; most of the information required by KBOR may be copied and pasted from above.
January 4, 2007

Kansas Board of Regents

APPLICATION FOR CHANGES TO AN EXISTING MINOR/CONCENTRATION/EMPHASIS

PITTSBURG STATE UNIVERSITY
(NAME OF INSTITUTION)

1701 South Broadway – Pittsburg, KS 66762
(ADDRESS)

620-235-4113 (Office of the Provost – PSU)
(TELEPHONE)

Concentration/Minor/Emphasis:

____________________________________________________________________________
(Title and CIP)

____ New

____ Derived from Existing Program

_______________________________
(DATE SUBMITTED)

_______________________________
(Signature of Vice-President/or Provost)
CHANGE TO AN EXISTING MINOR/CONCENTRATION/EMPHASIS

Kansas Board of Regents

Submitted by: PITTSBURG STATE UNIVERSITY

College of ________________________________

Division of: Office of the Provost - PSU

I. Indicate major in which concentration is located:

______________________________________________________________________

II. Give the name and describe the purpose of the existing concentration/minor/emphasis:

Current Name: _______________________________________________________

New Name (if applicable): _____________________________________________

Description of Purpose/Rationale for Change: ____________________________

______________________________________________________________________

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III. Provide curriculum for the current AND the new emphasis and indicate courses required for each concentration/emphasis:

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<tr>
<th>Name of Major</th>
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<td><strong>CURRENT</strong></td>
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<td><strong>Course Name &amp; Number</strong></td>
<td><strong>Credit Hours</strong></td>
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<td>(Name of Concentration/Minor/Emphasis)</td>
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<td><strong>Course Name &amp; Number</strong></td>
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</table>
Request for **Deletion** of Concentration, Emphasis, or Minor Template

Department: _____  College: _____  Date of Submission to the Department: _____

Contact Person: _____  [ ] Faculty member  [ ] Chair

Deletion of a:  [ ] Concentration  [ ] Minor  [ ] Emphasis

Major in Which Concentration/Minor/Emphasis is located: _____

Associated Major’s CIP Number: _____

Name of Existing Concentration/Minor/Emphasis: _____

Rationale for Deletion: _____

Does this deletion affect any education majors?  [ ] Yes  [ ] No

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

Will deleting this concentration/emphasis/minor impact any other department/college/unit’s curricula or programs?  [ ] Yes  [ ] No

**If “yes,” have relevant discussions occurred?  [ ] Yes  [ ] No**

**Documentation of these discussions (e.g. copies of e-mails, memos, etc.) is required.**
LEGISLATIVE PROCESS
AUTHORIZED/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
Date _______ Signature, Department Chairperson ________________________________

☐ Approved: College Curriculum Committee
Date _______ Signature, College Curriculum Committee Chair _______________________

☐ Approved: Dean of College
Date _______ Signature, Dean ________________________________

☐ Approved: Teacher Education Council (if applicable)
Date _______ Signature, Teacher Education Council Chair __________________________

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

☐ Approved: Faculty Senate
Date _______ Signature, Recording Secretary, Faculty Senate _______________________

☐ Final approved Packet Forwarded to Provost’s office
Date _______ Signature, Recording Secretary, Faculty Senate _______________________

Approvals at Kansas Board of Regents level:

☐ COCOA Date: _____

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

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

Following final College Curriculum Committee approval, please print the final version of this form and a memo on department letterhead, apply the appropriate signature, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND the MEMO TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.
Please Note
This is at least a two-to-three-month process and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process before it is sent to the Kansas Board of Regents for informational purposes.
Request for **New Major Template**

**Department(s): _____**  **College(s): _____**  **Date of Submission to the Department: _____**

**Contact Person: _____**  **☐ Faculty member  ☐ Chair**

**Title of Proposed Major: _____**  **Credit Hours: _____**

**Delivery Method:**  **☐ Face-to-Face  ☐ On-line  ☐ Hybrid**

If face-to-face/hybrid, location offered: _____

**Purpose/Justification for Major: _____**

(include unique and distinguishing features of the proposed major, such as its faculty, facilities, resources, and history)

**Date first offered: _____**  **Estimated Enrollment: _____**

(Semester/Year)

**Major Description: _____**

(as it will appear in the catalog)

Please provide the course information as **you wish it to appear in the catalog:**

<table>
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<tr>
<th>Course Names</th>
<th>Course Numbers</th>
<th>Credit Hours</th>
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**Total:**

**Additional Resources Required** (e.g. library or multimedia resources, technology, space, major expense, etc.):

_____
<table>
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<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?</td>
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<td><strong>If “yes,” please realize that it will need to gain approval of the President’s Council.</strong></td>
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<tr>
<td>Will this major have specific General Education courses required?</td>
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<td><strong>Please realize that it will need to gain approval of the General Education Committee.</strong></td>
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<tr>
<td>Will this major affect any education majors?</td>
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<td><strong>If “yes,” please realize that it will need to have the approval of the Teacher Education Council.</strong></td>
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<td><strong>Documentation of these discussions (e.g. copies of e-mails, memos, etc.) is required to be attached.</strong></td>
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PITTSBURG STATE UNIVERSITY

LEGISLATIVE PROCESS

AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
Date ______ Signature, Department Chairperson ________________________________

☐ Approved: College Curriculum Committee
Date ______ Signature, College Curriculum Committee Chair ____________________________

☐ Approved: Dean of College
Date ______ Signature, Dean ________________________________

☐ Approved: Teacher Education Council (if applicable)
Date ______ Signature, Teacher Education Council Chair ________________________________

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

☐ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate ________________________________

☐ Final approved Packet Forwarded to Provost’s office.
Date ______ Signature, Recording Secretary, Faculty Senate ________________________________

Approvals at Kansas Board of Regents levels:

☐ COCAO (First Reading): Date: _____

☐ COCAO (Second Reading) Date: _____

☐ COPS Date: _____

☐ KBOR Date: _____

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

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

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

(MUST BE ENTERED INTO KBOR PI/CIP SYSTEM AT TIME OF SUBMISSION TO KBOR).

FORMS TO ACCOMPANY PROPOSAL

There are SEVEN ITEMS that will be prepared and submitted with the proposal:
  a. PSU Request for New Major Form (preceding)
  b. PSU Legislative Process Authorization/Notification Sign-off Sheet (preceding)
  c. KBOR Application for New Program (following)
  d. KBOR Program Proposal Narrative (following)
  e. KBOR New Degree Request (following)
  f. KBOR Curriculum Outline (following)
  g. KBOR Fiscal Summary for Proposed Academic Program (following)

Please Note

This is at least a six-month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Undergraduate Curriculum Committee may result in an additional month added to the process, which may result in another year’s delay in implementation, before it is sent to the Kansas Board of Regents for approval.

IMPORTANT

New majors should be submitted to the Faculty Senate no later than the November meeting to allow for KBOR review and approval and implementation for the following fall semester.
Name of Submitting Institution: PITTSBURG STATE UNIVERSITY

Address: 1701 SOUTH BROADWAY – PITTSBURG, KS 66762

Contact Person: 

CIP: 

Approved by Faculty Senate: 

Date 

Approved by Graduate Council: 

Date
PROGRAM PROPOSAL NARRATIVE

The New Program Proposal shall include a section entitled "Program Proposal Narrative" and include responses to the following questions and requests for information:

a. Program Need and Student Characteristics. Program proposals shall establish clearly the need for the proposed program. Need for a proposed program shall be judged on the basis of the following criteria:

(1) Is the program central to the mission of the institution?
   • The proposed program shall be centrally related to the Board approved Mission Statement of the institution.
   • The proposed program shall be included in the list of programs identified for development in the institution's statement of aspiration as approved by the Board in February, 1993, or the proposal shall discuss the rationale for amending the Statement of Aspiration.

(2) What is the student demand for the program?
   • The volume of student demand for the proposed program shall be demonstrated through some form of disciplined survey analysis.
   • Student demand shall be demonstrated to be at a sufficient volume to justify the program. Normally three years after inception of the program, doctoral programs should have five students, master’s programs should have 20 students, and baccalaureate programs should have 50 students.

(3) What is the demand for graduates of this program?
   • The proposal shall demonstrate specific job opportunities including labor market demand data at both the local and state level. The proposal shall also demonstrate other post-collegiate experiences for graduates of this program. (6-27-07)

(4) What are the locational and comparative advantages of this program?
   • The proposal shall discuss and compare similar programs in other institutions in the Regents system and related programs in the same institution.
   • The proposal shall discuss and compare similar programs in the region and compare their quality with the program under consideration.
   • The proposal shall demonstrate why the program should be located at the proposing institution.
   • The proposal shall consider and demonstrate the advantages and disadvantages of program being a freestanding, cooperative or joint program including collaborative degree options. (6-27-07)
   • The proposal shall state where the institution ranks the proposed program in its list of priorities. The proposal shall state how this determination has been made.
   • The proposal shall state the importance of establishing this particular program vis-à-vis other program alternatives.

(5) What are the characteristics of the students who will participate in this proposed program?
   • The characteristics of the pool from which students of this proposed program will be drawn shall be described.
   • The specific procedures and criteria for admission into this proposed program shall be described.
   • The specific opportunities for student interaction shall be described.

b. Curriculum of the Proposed Program. Program proposals will be expected to describe the curriculum of the proposed program. The curriculum of the proposed program shall be judged on the basis of the following criteria:

(1) What is the curriculum of the proposed program?
   • Describe the more important academic objectives of the proposed program, including the range of skills and knowledge future graduates will possess.
   • The course work required of all students who major in this program shall be described. Attachment I, the curricular outline form, shall be completed.
   • Internships and practica required of students in this program shall be described.

c. Program Faculty. Program proposals shall establish clearly the requirements, costs and quality of the faculty for the program.

(1) What is the quality of the faculty?
   • The instructional staff shall consist of a sufficient number of permanent faculty appropriately qualified for the level of instruction. Three years after their inception, programs should be staffed according to the following guidelines:
     Bachelors Program - 3 with Ph.D. or appropriate terminal degree; Masters Program 3 additional faculty with Ph.D. or
appropriate terminal degree; Specialists and Doctoral Programs two additional faculty with Ph.D. or appropriate terminal degree.

- The proposal shall differentiate core faculty from others who teach in the program.
- The instructional staff shall consist of faculty whose academic specializations are appropriate to the new degree program.
- The instructional staff shall consist of faculty whose academic, instructional and scholarly accomplishments suggest that the proposed program will be of high quality and appropriate to the institution’s mission, role and aspirations.
- Identify other teaching requirements outside the proposed program assigned to core faculty. Also identify the proportion of their assignments devoted to the proposed program.
- The number, qualifications and rank of proposed new faculty shall be identified.
- The cost of proposed new faculty shall be identified, along with expected timelines for their employment by the institution.
- The proposal shall include curriculum vitae of all faculty delivering courses for the proposed major. How many graduate assistants will serve the program?
- The proposal shall identify any necessary graduate positions and budgeted salaries.

d. Academic Support. Program proposals shall establish clearly the requirements, costs and quality of the academic support services for the program.
   (1) What are the academic support services for this program?
   • The advising services, library, audio-visual and academic computing resources shall be of sufficient volume and quality to support the program effectively.

   (2) What new library materials and other forms of academic support are required beyond normal additions?
   • The expected number of library acquisitions shall be identified with anticipated costs.
   • New or enhanced forms of academic support shall be identified with the anticipated costs.

   (3) What new supporting staff will be required beyond normal additions?
   • The proposal shall list support staff requirements and budgeted salaries.

e. Facilities and Equipment. Program proposals shall establish clearly the requirements, costs and quality of the facilities and equipment for the program.
   (1) What are the anticipated facilities requirements (existing, renovated or new)?
   • Space requirements shall be sufficient to the instructional and laboratory needs of the program. The facilities needed for the delivery of a high quality program shall be itemized.
   • Renovated or new facilities shall carry a fiscal note, identifying necessary work and additional costs.
   • Sources of funding for renovation and new construction shall be identified.

   (2) What new equipment will be required beyond normal additions?
   • Equipment requirements shall be sufficient to the instructional and laboratory needs of the program. A statement shall be made about the equipment needed for the delivery of a high quality program.
   • The proposal shall itemize available inventory, including equipment condition and life span.
   • The proposal shall itemize new equipment needs.

f. Program Review, Assessment and Accreditation. Program proposals shall establish clearly the institution’s plan to monitor, maintain and enhance the quality and effectiveness of the program.
   (1) What program review process or evaluation methods will be used to review the program?

   (2) What student learning outcomes measures will be used to assess the program's effectiveness?

   (3) What are the institution’s plans regarding program accreditation?
   • The program shall identify the specialized accrediting agency where applicable.
   • The proposal shall identify institutional plans to have the program accredited, including timelines and projected costs of achieving and maintaining accreditation.
### Criteria | Program Summary
--- | ---

#### 1. Program Identification

CIP

#### 2. Academic Unit

#### 3. Program Description

#### 4. Demand/Need for the Program

#### 5. Comparative/Locational Advantage

#### 6. Curriculum

#### 7. Faculty Profile

#### 8. Student Profile

#### 9. Academic Support

#### 10. Facilities & Equipment

#### 11. Program Review, Assessment, Accreditation

#### 12. Costs, Financing
CURRICULUM OUTLINE
NEW DEGREE PROPOSALS
Kansas Board of Regents

I. Identify the new degree:

___________________________________________________________________________

II. Provide courses required for each student in the major:

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td></td>
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</tbody>
</table>
Fiscal Summary for Proposed Academic Programs

Institution: ___________________________ Proposed Program: ________________________________

<table>
<thead>
<tr>
<th>Part I. Anticipated Enrollment</th>
<th>Implementation Year</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-Time</td>
<td>Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>A. Full-time, Part-time</td>
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</tr>
<tr>
<td>Headcount:</td>
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<tr>
<td>B. Total SCH taken by all</td>
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<td></td>
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<tr>
<td>students in program</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Part II. Program Cost Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. In implementation year one,</td>
</tr>
<tr>
<td>list all identifiable General</td>
</tr>
<tr>
<td>Use costs to the academic unit(s)</td>
</tr>
<tr>
<td>and how they will be funded.</td>
</tr>
<tr>
<td>In subsequent years, please</td>
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<tr>
<td>include only the additional</td>
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<tr>
<td>amount budgeted.</td>
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</table>

<table>
<thead>
<tr>
<th>Base Budget</th>
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</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>Implementation Year</td>
</tr>
<tr>
<td>OOE</td>
<td></td>
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<tr>
<td>Total</td>
<td></td>
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</tbody>
</table>

Indicate source and amount of funds if other than internal reallocation:

____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Revised: September, 2003

Approved: _________________
Request for Revision to Major Template

Department: _____  College: _____  Date of Submission to the Department: _____

Contact Person: _____  [ ] Faculty member  [ ] Chair

Brief Description of Change: _____

Type of Modification:
[ ] Name  [ ] Credit Hour  [ ] Course content/objectives  [ ] Prerequisite Change  [ ] Other

Rationale for Change: _____

Information from Existing Major

<table>
<thead>
<tr>
<th>Name of Existing Major: _____</th>
<th>Current CIP Number: _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Names</td>
<td>Course Numbers</td>
</tr>
<tr>
<td>_____</td>
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</table>

Total: _____
### Information for Proposed Modified Major
(as it will appear in the next catalog)

<table>
<thead>
<tr>
<th>Name of Modified Major: ____</th>
<th>CIP Number: ____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Names</td>
<td>Course Names</td>
</tr>
<tr>
<td>_____</td>
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<tr>
<td>Total:</td>
<td></td>
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</tbody>
</table>

**Date first offered:** Fall, _____
(Year)

**Additional Resources Required** (e.g. library or multimedia resources, technology, space, major expense, etc.):
_____

**Will any additional student fees be required** (e.g. equipment, clothing, travel, licensing, etc.)? [ ] Yes [ ] No

If “yes,” please realize that it will need to gain approval of the President’s Council.

**Will this modification affect any education majors?** [ ] Yes [ ] No

If “yes,” please realize that it will need to have the approval of the Teacher Education Council.

**What additional costs will be required for this modification** (e.g. staffing, equipment, etc.)? _____

**Will this revision impact any other department’s/college’s/unit’s curricula or programs?** [ ] Yes [ ] No

If “yes,” have relevant discussion occurred: [ ] Yes [ ] No

**Documentation of these discussions (e.g. copies of e-mails, memos, etc.) is required**
PITTSBURG STATE UNIVERSITY

LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
Date ______ Signature, Department Chairperson ________________________________

☐ Approved: College Curriculum Committee
Date ______ Signature, College Curriculum Committee Chair __________________________

☐ Approved: Dean of College
Date ______ Signature, Dean ________________________________

☐ Approved: Teacher Education Council (if applicable)
Date ______ Signature, Teacher Education Council Chair __________________________

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

☐ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate __________________________

☐ Final approved packet forwarded to Provost’s office.
Date ______ Signature, Recording Secretary, Faculty Senate __________________________

Approval at Kansas Board of Regents level:

☐ COCAO: Date: _____

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

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

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signature, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.
Please Note
This is at least a two-to-three month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.
January 4, 2007

Kansas Board of Regents

APPLICATION FOR CHANGES TO AN EXISTING MAJOR

PITTSBURG STATE UNIVERSITY
(NAME OF INSTITUTION)

1701 South Broadway – Pittsburg, KS 66762
(ADDRESS)

620-235-4113 (Office of the Provost – PSU)
(TELEPHONE)

MAJOR:

____________________________________________________________________________
(Title and CIP)

____ New
____ Derived from Existing Program

____________________________________________________________________________
(DATE SUBMITTED)

____________________________________________________________________________
(Signature of Vice-President/or Provost)
# CHANGE TO AN EXISTING MAJOR

**Kansas Board of Regents**

Submitted by: PITTSBURG STATE UNIVERSITY

College of ______________________________

Division of: Office of the Provost - PSU

## I. Give the name and describe the purpose of the existing major:

Current Name:__________________________________________________________

New Name (if applicable): ____________________________________________

Description of Purpose/Rationale for Change: ____________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________
II. Provide curriculum for the current major AND indicate proposed course changes:

<table>
<thead>
<tr>
<th>Name of Major</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### CURRENT

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses:</td>
<td></td>
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<tr>
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</tbody>
</table>

| Electives:           |              |
|                      |              |
|                      |              |

| Research:            |              |
|                      |              |
|                      |              |

| Practica:            |              |
|                      |              |
|                      |              |

Total: __________

### PROPOSED

<table>
<thead>
<tr>
<th>(Name of Major)</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concentration/Emphasis:</td>
<td></td>
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<td></td>
<td></td>
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</tbody>
</table>

Total: __________
Department: _____  College: _____  Date of Submission to the Department: _____

Contact Person: _____  ☐ Faculty member  ☐ Chair

Name of Existing Major: _____

Rationale for Deletion: _____

Does this major affect any education majors? ☐ Yes  ☐ No

If “yes,” please realize that it will need to have the approval of the Teacher Education Council.

Will deleting this major impact any other department/college/unit’s curricula or programs? ☐ Yes  ☐ No

If “yes,” have relevant discussions occurred? ☐ Yes  ☐ No

Documentation of these discussions (e.g. copies of e-mails, memos, etc.) is required.
PITTSBURG STATE UNIVERSITY

LEGISLATIVE PROCESS

AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
   Date _____ Signature, Department Chairperson

☐ Approved: College Curriculum Committee
   Date _____ Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
   Date _____ Signature, Dean

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

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

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

☐ Final approved Packet Forwarded to Provost’s office
   Date _____ Signature, Recording Secretary, Faculty Senate

Approvals at Kansas Board of Regents level:

☐ COCAO
   Date: _____

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

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

Following final College Curriculum Committee approval, please print the final version of this form and a memo on department letterhead, apply the appropriate signature, and forward to the Office of the Registrar.

   Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND the MEMO TO THE OFFICE OF THE PROVOST
   (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.
Please Note
This is at least a two-to-three-month process and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process before it is sent to the Kansas Board of Regents for informational purposes.
21. FACULTY OF THE YEAR AWARD

In order to recognize and encourage excellence in teaching, research, and service, the Board will, on an annual basis, present an award to one tenured and one non-tenured but tenure track faculty member at each state educational institution and the University of Kansas Medical Center. To assist the Board in identifying appropriate recipients for the award, the Faculty Senate of each state educational institution and the University of Kansas Medical Center shall adopt criteria by which each Faculty Senate shall annually select two faculty members to recommend to the Board for recognition. The criteria shall seek to identify faculty members whose teaching, research, and service over the preceding academic year have exemplified excellence and commitment to the mission of the institution. The criteria may be adopted and amended at any time in accord with the governance procedures of the individual Faculty Senates but shall be submitted to and subject to final review and approval by the President and CEO of the
Board. Nominations shall be submitted to the Board in adequate time for review and approval or rejection at the Board’s annual August retreat. Recipients shall be called before the Board for recognition at the September Board meeting by invitation of the Board Chair. (4-10-03)