Pittsburg State University
Faculty Senate Agenda

Date: Monday, February 24, 2014
Time: 3:00 p.m.
Location: S102 Kansas Technology Center

AGENDA

I. Call to order

II. Approval of Minutes from January 27 meeting

III. Announcements
   A. Provost and Vice-President of Academic Affairs- Dr. Lynette Olson, Associate Vice President of Enrollment Management and Student Success – Lee Young
   B. PSU/KNEA Remarks- Dr. Browyn Conrad
   C. Student Senate Remarks- Ms. Bailey Peak
   D. Unclassified Senate Remarks- Dr. Andrew Myers
   E. Classified Senate Remarks- Dacia Clark
   F. Faculty Senate Report- Justin Honey

IV. Committee Reports (Reports from committees will begin with Undergraduate Curriculum Committee followed by Academic Affairs)
   A. Executive Committee – Justin Honey
   B. Academic Affairs Committee- Chair, Greg Murray, Recorder, Hazel Coltharp (Samuels, Schreiner)
      1. Undergraduate Curriculum Subcommittee- Chair, Mike Carper (Dainty, Thompson)
      2. Library Services Subcommittee- Chair, Barbara Pope (Thompson)
      3. Information Systems Subcommittee- Chair, Khamis Siam
      4. Continuing Studies Subcommittee- Chair, Susan Schreiner
      5. Departmental Academic Honors Subcommittee- Chair, Akram Taghavi-Burris (Carper, Butler)
      6. Honors College Subcommittee- Chair, Doug Younger (Daley, Wade)
      7. Writing Across the Curriculum Subcommittee- Chair, Greg Murray (Covert, Zepernick, Hooey)
      8. Diversity and Multicultural Affairs Subcommittee- Chair, Carol Werhan (Bachner, Dainty)
   C. Student Faculty Committee- Chair, Josh Letner (Nicklaus)
   D. All University Committee- Chair, Rebeca Book (Kehle, Samuels)
E. Faculty Affairs Committee- Chair, Jamie McDaniel (Johnson, Schreiner)

F. Constitution Committee- Chair, Mark Johnson (Kehle, Botello-Samson)

G. General Education Committee- Chair, Mark Johnson (Meats, Peterson)

H. Budget Committee- Chair, Rebecca Butler (Thompson)

All University Committees or Other Appointments

V. Unfinished Business

VI. New Business

VII. Open Forum

VIII. Adjournment- Next Meeting- Monday, March 24, 2014 - S102 Kansas Technology Center
Undergraduate Curriculum Committee  
Wednesday, February 12, 2014  
8:00am

Attendees: 
Mike Carper (Chairman), Chris Anderson, David O’Bryan, John Thompson, Julie Dainty.

Committee Actions:  
The Undergraduate Curriculum Committee met and reviewed the following legislation:

1. The Department of Modern Languages and Literatures submitted a REQUEST FOR DELETION of:  
   - B.A. in French  
   - B.A in Spanish  
   Approved

2. The Department of Graphics and Imaging submitted the following legislation.  
   - REQUEST FOR REVISION to courses GIT 531 and GIT 532 to remove GIT 350 Printing Technologies as a pre-req for those courses. No changes in course content.  
   - DELETION OF A COURSE for GIT 560 Graphics Cost Analysis. The course has been replaced by GIT 562 which has already been approved through the legislation process.  
   Approved.

3. The Department of Technology and Workforce Learning submitted for a NEW MINOR/CONCENTRATION/EMPHASIS to offer a Technical Teacher Certificate. Currently, individuals seeking to fulfill state certification requirements come to PSU for the classes as PSU is the only institution in Kansas to meet the KSDE requirements for technical education certificates. However, these individuals are not degree seeking so it appears that TTED has a high drop-out rate. Offering the certificate program will remedy the appearance of a high drop-out rate within the department.  
   (Julie Dainty represented the legislation.)  
   Approved.

4. REQUEST FOR NEW COURSE for ETECH 670 Professional Certification Seminar. The course will be for seniors only and is intended to assist in student’s preparation of a certification exam.  
   Approved.

5. The Department of Art submitted a REQUEST FOR REVISION TO CURRICULUM in order to “open up the choice of courses related to art history. Removal of the upper division requirement”.  
   Approved.

6. REVISION TO COURSE for ETECH 502 Engineering Economy. As it currently stands, the course could be taken for 2 or 3 credits but they no longer want to offer it for 2 hours credit. The submitted changes will make the course a 3 hour course only.  
   Approved.
7. The **Department of Technology and Workforce Learning** submitted a **REQUEST FOR A REVISION TO CURRICULUM** for their **Human Resource Development** Major/Minor/Emphasis area to add “courses that can be selected for HRD minor.”
   - **Approved**

8. The **Department of History, Philosophy, and Social Sciences** submitted a **REQUEST FOR A REVISION TO CURRICULUM** for the “removal of JUST 538 from the Political Philosophy requirement”.
   - **Approved**

9. The **Department of History, Philosophy, and Social Sciences** submitted a **REQUEST FOR A REVISION TO CURRICULUM** for the “Change is Coursework Requirements for Pre-Law Emphasis” regarding POLS 562. The committee noted that the legislation is marked “Yes” in relation to whether it affects another department/college/unit’s curricula but no documentation was submitted as required. **Motion to approve the legislation pending documentation from the affected department/college/unit’s curricula.** Approved

10. The **Department of Technology and Workforce Learning** submitted for a **REVISION TO CURRICULUM** for the **Workforce Development** emphasis. The proposed legislation would make it easier for students who have not completed an associate’s degree but have completed 64 hours of college credit and all or most of the required general education foundation courses to complete an online Bachelors of Science degree.
    
    *(John Iley attended the meeting to represent the legislation.)*

    **Motion to table the legislation with the recommendation that it be reviewed by the Gen.Ed. Committee prior to coming back to the Undergraduate Curriculum Committee for a vote.** Approved.

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Next meeting is set for March 12th at 8:00am.
Meeting adjourned at 9:30.
Request for Revision to Curriculum

Revision for: ☐ Major  ☒ Minor  ☐ Concentration  ☐ Emphasis

Department: Art  College: Arts & Sciences

Submission Date: 10.14.13  Revision Effective: Fall, 2014

Contact Person: Rhona Shand  ☐ Faculty member  ☒ Chair

Name of Existing Major or Minor/Concentration/Emphasis: Art (Non-Teacher Certification Minor)

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

Description of Change: Open up the choice of courses related to art history. Removal of the upper level requirement.

Rationale for Change (include changes to curriculum objectives): Allows minors to select courses in art history that would best fit their reasons for being an general art minor. Removal of the upper level requirement allows students to base their art minor in a broad context.

Is this revision related to, and/or may affect, any degree program or minor/concentration/emphasis at any other Regent university?
☐ Yes  ☒ No

Whether a “yes” or “no” response, please provide an explanation.
The general art minor is traditional offered at other regent universities. PSU student would be the demographic taking the minor.

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

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

Existing Major or Minor/Concentration/Emphasis

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

- Required Courses (21 hours)
  - ART-100: Art Foundations I: 2D Visual Thinking (3 hours)
  - ART-200: Art Foundations II: 3D Visual Thinking (3 hours)
  - ART-233: Drawing I (3 hours)
  - ART-288: Western Art History I (3 hours)
  - ART-289: Western Art History II (3 hours)
- Electives in upper level studio courses (6 hours)

Proposed Major or Minor/Concentration/Emphasis:

Request for Revision to Curriculum- Major or Minor/Concentration/Emphasis- Revised Summer 2013
List below, the proposed curriculum as you wish it to appear in the online catalog:

- **Required Courses (21 hours)**
  
  - ART-100: Art Foundations I: 2D Visual Thinking (3 hours)
  - ART-200: Art Foundations II: 3D Visual Thinking (3 hours)
  - ART-233: Drawing I (3 hours)

  **Art History (6 hours)**

  - ART-288: Western Art History I (3 hours)
  - ART-289: Western Art History II (3 hours)
  
or

  - ART-688: History of Modern Art (3 hours)
  - ART-689: Contemporary Issues in Art (3 hours)

- **Two Electives in studio courses (6 hours)**
Additional Questions

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

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

3. Will this revision have specific General Education courses required? □ Yes  ❌ No
   Please realize that it will need to gain approval of the General Education Committee.

4. Will this revision affect any education majors? □ Yes  ❌ No
   If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 11/13/12
   Signature, Department Chairperson

☑ Approved: College Curriculum Committee
   Date 12/15/12
   Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 12/15/12
   Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 02/19/13
   Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the 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" and uploaded as well.

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

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

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

Revision for:  ☑ Major  □ Minor  □ Concentration  □ Emphasis

Department: HPASS  College: Arts and Sciences

Submission Date: November 11, 2013

Contact Person: Darren Botello-Samson

Revision Effective: Fall, 2014 (Year)

Name of Existing Major or Minor/Concentration/Emphasis: Bachelor of Arts Degree with a Major in Political Science

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

Description of Change: Removal of JUST 538 from the Political Philosophy Requirement

Rationale for Change (include changes to curriculum objectives): JUST 538: Philosophy of Law engages students in the field of jurisprudence. While this is a worthwhile pursuit and shares many concepts with political philosophy, jurisprudence is not regarded as central to the core of political philosophy, and jurisprudence scholars are generally not found on the major field test in political science nor regarded as central to the curriculum in political science graduate programs. While JUST 538 will remain a political science elective, its continued presence in the political philosophy requirement produces students with very limited exposure to the core concepts and writers of political philosophy.

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

☐ Yes  ☑ No

Whether a “yes” or “no” response, please provide an explanation.
The political philosophy requirement of the political science program is not connected to any program at any Regent university.

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

☑ Yes  ☐ No

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
While this does involve a course from the justice studies program the effect on that program will be negligible.

Zimbra dbotello-samson@pittstate.edu

Poli Sci curriculum

From: Kathleen Cameron <kcameron@pittestate.edu>
Subject: Poli Sci curriculum
To: Darren Botello-Samson <dbotello-samson@pittstate.edu>
Fri, Oct 18, 2013 10:54 AM
Darren,

I appreciate the opportunity to dialogue about the Political Science core requirements. Before you brought it to my attention, I was unaware that my Philosophy of Law course was included in the core for Political Science majors. As I understand it, when we include an option in the core requirements, the courses must be equivalent. The content of Philosophy of Law is not at all similar to the content of Political Philosophy, so on that criteria alone, it does not belong in the core options. However, I think it is good fit as a core requirement in the Pre-Law emphasis and certainly works well as an elective in the Political Science curriculum.

Best regards,

Kathleen

Existing Major or Minor/Concentration/Emphasis

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

Bachelor of Arts Degree with a Major in Political Science

Professors: Paul Zagorski
Associate Professor: Darren Botello-Samson
Assistant Professor: Mark J. Peterson
Instructor: Daniel Betti

The political science major is an excellent liberal arts background for students preparing for careers in which critical thinking and writing skills as well as an understanding of politics and government are either essential or desirable. To promote their career goals, students often combine their political science major with a minor or major in business, international studies, justice studies, communications, biology, geography, economics or foreign languages. Political Science provides valuable insights into the functioning of government and politics (locally, nationally and globally) which also serve as excellent preparation for further graduate or professional education.

The Political Science program at Pittsburg State University offers courses in American Politics and Government, Constitutional Law and Judicial Process, Political Philosophy, International Relations, and Comparative Politics.

The political science major must (1) complete the university’s General Education requirements; (2) meet the distribution and hour requirements (33) in political science; (3) take either MATH 143 Elementary Statistics (substitutes for MATH 113 College Algebra in the university’s General Education requirements) or SOSC 188 Social Research Analysis; (4) take ECON 201 Introduction to Macroeconomics as a cognate requirement (meets the university’s General Education requirement in the economics area of the Producing and Consuming category); (5) select a minor; and (6) take at least 45 upper division hours of classes listed at the 300 level or above; and (7) complete at least 27 hours of upper division political science classes.

Core (12 hours)
- POLS-101: U.S. Politics (3 hours)
- POLS-220: Introduction to Political Science (3 hours)
- POLS-324: Introduction to Comparative Politics (3 hours)
- POLS-686: Senior Seminar in Political Science (3 hours)

International (3 hours)
- POLS-530: International Relations (3 hours)
- OR POLS-530: International Political Economy (3 hours)
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Political Philosophy (3 hours)
- POLS-450: Political Philosophy (3 hours)

Requests for Revision to Curriculum- Major or Minor/Concentration/Emphasis- Revised Summer 2013

2
OR JUST-538: Philosophy of Law (3 hours)
OR POLS-578: Democratic Theory and Public Opinion (3 hours)

Political Science electives (15 hours)

- POLS-301: State and Local Government and Politics (3 hours)
- POLS-412: Law in Film and Literature (3 hours)
- POLS-450: Political Philosophy (3 hours)
- POLS-492: Directed Readings in Political Science (1-3 hours)
- POLS-512: Environmental Politics (3 hours)
- POLS-516: Political Parties and Elections (3 hours)
- POLS-517: U.S. Congress (3 hours)
- POLS-524: European Politics (3 hours)
- POLS-525: Politics and War in the Middle East (3 hours)
- POLS-526: Latin American Politics (3 hours)
- POLS-530: International Relations (3 hours)
- SOC-534: Political Sociology (3 hours)
- JUST-538: Philosophy of Law (3 hours)
- POLS-562: Law and Politics (3 hours)
- POLS-571: Political Studies-Selected Topics (1-3 hours)
- POLS-578: Democratic Theory and Public Opinion (3 hours)
- POLS-587: U.S. Foreign Policy (3 hours)
- POLS-604: The American Presidency (3 hours)
- POLS-609: Administrative Law (3 hours)
- POLS-616: Interest Groups and Social Movements (3 hours)
- POLS-630: International Political Economy (3 hours)
- POLS-640: African Politics (3 hours)
- POLS-660: Political Science Internship (1-3 hours)
- POLS-661: Constitutional Law I (3 hours)
- POLS-662: Constitutional Law II (3 hours)
- POLS-680: War: The Politics of Violence (3 hours)

Statistics Requirement (3-4 hours)

- MATH-143: Elementary Statistics (3 hours)
- OR SOSCI-388: Social Research Analysis (4 hours)

All Political Science majors (including those in the pre-law emphasis area) are required to take MATH 143 Elementary Statistics, 3 hours, or SOSCI 388 Social Research Analysis, 4 hours.

MATH 143 can be used as a General Education substitute for MATH 113 College Algebra.

Cognate Requirement (3 hours)

- ECON-201: Introduction to Macroeconomics (3 hours)

Can be used to meet a General Education requirement in the Producing and Consuming category.

**Proposed Major or Minor/Concentration/Emphasis:**
List below, the proposed curriculum as you wish it to appear in the online catalog:
Bachelor of Arts Degree with a Major in Political Science

Professors: Paul Zagorski
Associate Professor: Darren Botello-Samson
Assistant Professor: Mark J. Peterson

Request for Revision to Curriculum- Major or Minor/Concentration/Emphasis- Revised Summer 2013
Instructor: Daniel Betti

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- Core (12 hours)
  - POLS-101: U.S. Politics (3 hours)
  - POLS-320: Introduction to Political Science (3 hours)
  - POLS-324: Introduction to Comparative Politics (3 hours)
  - POLS-686: Senior Seminar in Political Science (3 hours)

- International (3 hours)
  - POLS-530: International Relations (3 hours)
  - OR POLS-630: International Political Economy (3 hours)

- Political Philosophy (3 hours)
  - POLS-450: Political Philosophy (3 hours)
  - OR POLS-578: Democratic Theory and Public Opinion (3 hours)

Political Science electives (15 hours)
- POLS-301: State and Local Government and Politics (3 hours)
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- POLS-517: U.S. Congress (3 hours)
- POLS-524: European Politics (3 hours)
- POLS-525: Politics and War in the Middle East (3 hours)
- POLS-526: Latin American Politics (3 hours)
- POLS-530: International Relations (3 hours)
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- POLS-562: Law and Politics (3 hours)
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MATH 143 can be used as a General Education substitute for MATH 113 College Algebra.

Cognate Requirement (3 hours)
ECON-201: Introduction to Macroeconomics (3 hours)

Can be used to meet a General Education requirement in the Producing and Consuming category.
**Additional Questions**

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

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

3. Will this revision have specific General Education courses required? □ Yes  ☒ No
   Please realize that it will need to gain approval of the General Education Committee.

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

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
   None
Approved: Department Chairperson  
Date 01/31/13  Signature, Department Chairperson  

☑️  Approved: College Curriculum Committee  
Date 02/13  Signature, College Curriculum Committee Chair  

☑️  Approved: Dean of College  
Date 02/13  Signature, Dean  

☑️  Approved: General Education Committee (if applicable)  
Date  Signature, General Education Committee Chair  

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

☑️  Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 02/13  Signature, Undergraduate Curriculum Committee Chair  

☑️  Approved: Faculty Senate  
Date  Signature, Recording Secretary, Faculty Senate  

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

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

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost’s administrative officer at X4113.

Originating Department(s): After completing this form, in its entirety, please upload it to the 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” and uploaded as well.

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

Following Faculty Senate Approval, SUBMIT (if required) SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL). Please check with the Provost’s administrative officer at X4113 if unsure.

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

Request for Revision to Curriculum: Major or Minor/Concentration/Emphasis: Revised Summer 2013
Request for Deletion of Curriculum

Deletion of:  ☒ Major    ☐ Minor    ☐ Concentration    ☐ Emphasis

Department: Modern Languages and Literatures  College: Arts and Sciences

Submission Date: November 4, 2013  Revision Effective: Fall, 2013

Contact Person: Dr. Judy Berry-Bravo  Faculty member    ☒ Chair

Name of Existing Major or Minor/Concentration/Emphasis: Bachelor of Arts in French

Rationale for Deletion: The Program Review process determined this degree program should be discontinued.

Will this deletion affect any other department’s/college’s/unit’s curricula or programs at Pittsburg State University?  ☒ Yes    ☐ No

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.  There are various other programs on-campus that have relationships with this degree program. The announcement of the program review process to delete the B.A. in French is widespread, including to the Faculty Senate, so all units should be aware of this outcome and the rationale behind this request to delete the major.

Will this deletion involve specific General Education courses?  ☐ Yes    ☒ No

If “yes,” please realize that it will need to gain approval of the General Education Committee.

Will this deletion affect any education majors?  ☐ Yes    ☒ No

If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 11/5/13  Signature, Department Chairperson

☐ Approved: College Curriculum Committee
Date 11/13  Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
Date 12/13  Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 11/21  Signature, Undergraduate Curriculum Committee Chair

☐ Approved: Faculty Senate
Date 12/13  Signature, Recording Secretary, Faculty Senate

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

Notification to COCAO/Kansas Board of Regents:
Date:

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

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 as “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 signatures, 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)

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

Deletion of:  □ Major  □ Minor  □ Concentration  □ Emphasis

Department: Modern Languages and Literatures  College: Arts and Sciences

Submission Date: November 4, 2013  Revision Effective: Fall, 2013

Contact Person: Dr. Judy Berry-Bravo  (Year)

Name of Existing Major or Minor/Concentration/Emphasis: Bachelor of Arts in Spanish

Rationale for Deletion: The Program Review process determined this degree program should be discontinued.

Will this deletion affect any other department’s/college’s/unit’s curricula or programs at Pittsburg State University?  □ Yes  □ No

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

There are various other programs on-campus that have relationships with this degree program. The announcement of the program review process to delete the B.A. in Spanish is widespread, including to the Faculty Senate, so all units should be aware of this outcome and the rationale behind this request to delete the major.

Will this deletion involve specific General Education courses?  □ Yes  □ No

If “yes,” please realize that it will need to gain approval of the General Education Committee.

Will this deletion affect any education majors?  □ Yes  □ No

If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
  Date 11/5/13 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 12/13 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 12/13 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 01/14 Signature, Undergraduate Curriculum Committee Chair

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

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

Notification to COCAO/Kansas Board of Regents:

Date: ______

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

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 as "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 signatures, 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)

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process, before it is sent to the Kansas Board of Regents for informational purposes.
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: Engineering Technology  
College: College of Technology
Submission Date: 10/31/13

Contact Person: Tim Thomas  
☐ Faculty member  ☒ Chair

Revision Effective: SU14, WF14 (Semester/Year)

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

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

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies
of e-mails, memos, etc.) that have occurred.
The required course is for all BSET programs. The course is not required by any other program but could be taken by any
student as an elective or minor associated with ETECH program.

Purpose/Justification for Revision to Course: The two hour option was credited to support the CMCET students. The
School of Construction no longer requires this course for any of their programs. ETECH majors have been and are
required to take the course for 3 credit hours.

Existing Course:
Course Number: ETECH 502

Title of Course: Engineering Economy

Credit Hours: 2/3

Prerequisite: _____

Course Description (as it appears in the current catalog): (2-3 hours lecture). Analysis of engineering proposals utilizing
time value of money and related factors. Includes depreciation and after-tax consequences, feasibility and optimum life
comparisons. Additional topics for three hours of credit are manufacturing cost studies, estimating, sources of costs,
allocation of costs and justifications. Students should register for either two or three hours, based on specific program
requirements.

Proposed Course:
Course Number: ETECH 502

Title of Course: Engineering Economy

Credit Hours: 3
Prerequisite: _____

Course Description (as it will appear in the next catalog): (3 hours lecture). Analysis of engineering proposals utilizing time value of money and related factors. Includes depreciation and after-tax consequences, feasibility and optimum life comparisons. Additional topics are manufacturing cost studies, estimating, sources of costs, allocation of costs and justifications. May be taken for Honors.
Additional Questions

1. 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.

2. 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 Council for Teacher Education.

3. Will this course be offered or continue to be offered for Departmental Academic Honors? ☒ Yes ☐ No

4. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? None
PITTSBURG STATE UNIVERSITY
LEGGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 20 Nov. 13 Signature, Department Chairperson Tim Thompson

☑ Approved: College Curriculum Committee
Date 12.5.13 Signature, College Curriculum Committee Chair [Signature]

☑ Approved: Dean of College
Date 12.5.13 Signature, Dean [Signature]

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 02.17.14 Signature, Undergraduate Curriculum Committee Chair [Signature]

☑ Approved: Faculty Senate
Date ______ Signature, Recording Secretary, Faculty Senate ____________________________

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

Originating Department: Please complete this form and upload to the 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 signatures, and forward to the Office of the Registrar.

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

Request for New Course
(Undergraduate Course Numbers through Course Number 699)

Department: ETECH College: COT Submission Date: 11/6/2013

Contact Person: Greg Murray ☑ Faculty member ☐ Chair

Is this new course proposal related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?
☐ Yes ☑ No

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
This is an elective course to help students prepare for professional exams such as the Fundamentals of Engineering exam.

Proposed Course:
Course Number: ETECH 670

Title of Course: Professional Certification Seminar

Credit Hours: 1

Date first offered: Spring/2015 ☐ Fall ☑ Spring ☐ Summer
(Semester/Year) (check all that apply)

Prerequisite: Senior Standing. Permission of instructor is required.

Course Description (as it will appear in the next catalog): 1 Credit Hour. Preparation for professional certification in various industries. Registration for, and participation, in either an SME sponsored certification as required by the instructor or the NCEES Fundamentals of Engineering (FE) examination is required during the semester of enrollment. This course will be offered as Pass/Fail only. Prerequisite: Senior standing. Permission of instructor is required.

Purpose/Justification for Proposed Course: The course is intended to assist students in the preparation of a professional certification exam. ETAC of ABET General Criterion 3; Student Outcomes section B, line item h, states that our students must have "an understanding of the need for and an ability to engage in self-directed continuing professional development". This course will introduce the student to an entry level certification process.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)
Objective 1: To introduce the student to professional certification programs.
Objective 2: To prepare the student to take either the SME or NCEES (FE) certification exam.

ABET/PSU OUTCOMES ASSESSED
Student Outcome h. Students will demonstrate an understanding of the need for and participation in continuing education and enhancement of professional knowledge.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]
This course will be offered as Pass/Fail. Grades will be determined through study session attendance, and registering/completing either the SME or FE professional exam.

Request for New Course- Revised Summer 2013
If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.
Additional Questions

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

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

   Please give the rationale for additional student fees:
   Students will be required to pay registration fees for the certification exams in lieu of a textbook.

3. 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.

4. 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 Council for Teacher Education.

5. Will this course be submitted for Departmental Academic Honors?  ☐ Yes  ☑ No

6. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
   __________
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZED/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 6/13/13 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 12/5/13 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 12/5/13 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 8/13/13 Signature, Undergraduate Curriculum Committee Chair

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

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

Originating Department: Please complete this form and upload to the 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 signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: GIT  College: COT  Submission Date: 10-3-2013

Contact Person: Chris Huitt  Faculty member  Chair

Revision Effective: Spring 2013 (Semester/Year)

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

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

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

Removing 350 Printing technologies as a prerequisite.

Purpose/Justification for Revision to Course: Removing 350 Printing technologies as a prerequisite only, no course content revisions.

Existing Course:
Course Number: GIT531

Title of Course: Publication Graphics

Credit Hours: 3

Prerequisite: GIT 342 & GIT 350

Course Description (as it appears in the current catalog): GIT-531: Publication Graphics (3 hours) Document design and production for print and electronic delivery. Prerequisites: GIT 342 Print File Preparation and Preflighting and GIT 350 Printing Technologies. May be taken for honors.

Proposed Course:
Course Number: GIT531

Title of Course: Publication Graphics

Credit Hours: 3

Prerequisite: GIT 342

Course Description (as it will appear in the next catalog): GIT-531: Publication Graphics (3 hours)
Document design and production for print and electronic delivery. Prerequisites: GIT 342 Print File Preparation. May be taken for honors.
Additional Questions

1. 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.

2. 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 Council for Teacher Education.

3. Will this course be offered or continue to be offered for Departmental Academic Honors? ☒ Yes □ No

4. What additional costs will be required for revising this course (e.g., staffing, equipment, etc.)?  
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ Approved: Department Chairperson
   Date 11-21-2014
   Signature, Department Chairperson

☒ Approved: College Curriculum Committee
   Date 1.16.14
   Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
   Date 1.16.14
   Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 2.12.14
   Signature, Undergraduate Curriculum Committee Chair

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

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

Originating Department: Please complete this form and upload to the 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 signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.
Request for Revision to Course
(Undergraduate Course Numbers through Course Number 699)

Department: GIT  College: COT  Submission Date: 10-3-2013

Contact Person: Chris Huitt  Faculty member ☒ Chair

Revision Effective: Spring 2013 (Semester/Year)

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

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

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
Removing 350 Printing technologies as a prerequisite.

Purpose/Justification for Revision to Course: Removing 350 Printing technologies as a prerequisite only, no course content revisions.

Existing Course:
Course Number: GIT532 Packaging Graphics

Title of Course: Packaging Graphics

Credit Hours: 3

Prerequisite: GIT 342 & GIT 350

Course Description (as it appears in the current catalog): GIT-532: Packaging Graphics (3 hours) Package design for 2- and 3-dimensional containers and displays. Conceptual development, process requirements, material selection and problem solving of packaging products. Prerequisites: GIT 342 Print File Preparation and Preflighting and GIT 350 Printing Technologies. May be taken for honors.

Proposed Course:
Course Number: GIT531

Title of Course: Publication Graphics

Credit Hours: 3

Prerequisite: GIT 342

Course Description (as it will appear in the next catalog): GIT-532: Packaging Graphics (3 hours)
Package design for 2- and 3-dimensional containers and displays. Conceptual development, process requirements, material selection and problem solving of packaging products. Prerequisites: GIT 342 Print File Preparation and Preflighting. May be taken for honors.
Additional Questions

1. 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.

2. 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 Council for Teacher Education.

3. Will this course be offered or continue to be offered for Departmental Academic Honors? □ Yes □ No

4. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
Date 11-21-2013 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 1.16.14 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 1.16.14 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 2.13.14 Signature, Undergraduate Curriculum Committee Chair

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

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

Originating Department: Please complete this form and upload to the 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.version2.docx) and uploaded as well.

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

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.
Request for Deletion of Course
(Undergraduate Course Numbers through Course Number 699)

Department: GIT College: College of Technology Submission Date: 10-3-2013

Contact Person: Chris Huitt ☑ Faculty member ☐ Chair

Will this deletion affect, any other department’s/college’s/unit’s curricula or programs at Pittsburg State University? ☐ Yes ☑ No

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course content was combined into GIT 562 Graphics Cost Analysis and Estimating. It is no longer offered as a requirement for the departmental degree. This course is still showing up in the degree catalog, and needs to be removed.

Purpose/Justification for Course Deletion: Course no longer required for degree. 562 replaces this course. 562 has already been approved by the General Education Committee as a substitute. Course should have already been dropped with the new major in GIT.

Course to be Deleted:
Course Number: GIT 560

Title of Course: Graphics Cost Analysis

Credit Hours: 3

Deletion Effective: Spring 2013 (Semester/Year)

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

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

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

If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN OFF SHEET

☐ Approved: Department Chairperson
Date 11-21-2013 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 1.16.14 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 1.16.14 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 02-11-14 Signature, Undergraduate Curriculum Committee Chair

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

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

Originating Department: Please complete this form and upload to the 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 signatures, and forward to the Office of the Registrar.

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

Revision for: ☐ Major ☑ Minor ☐ Concentration ☐ Emphasis

Department: Technology & Workforce Learning College: Technology

Submission Date: 11/14/2013 Revision Effective: Fall, 2014 (Year)

Contact Person: Robert Schwindt ☑ Faculty member ☐ Chair

Name of Existing Major or Minor/Concentration/Emphasis: Human Resource Development

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

Description of Change: Adding courses that can be selected for HRD minor

Rationale for Change (include changes to curriculum objectives): Three new HRD courses that were developed for the HR Emphasis II of the Bachelor Degree with a major in Workforce Development are also very relevant for this minor and will give students with a minor in HRD more choices of courses and times

Is this revision related to, and/or may affect, any degree program or minor/concentration/emphasis at any other Regent university?
 ☐ Yes ☑ No

Whether a “yes” or “no” response, please provide an explanation.
Other Regent institutions, Kansas State and Kansas University, may offer similar classes as part of an undergraduate program.

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

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.
The Psychology & Counseling Department may want to consider adding these three courses under Option IV: Human Resource Development for the BS with a Major in Psychology

Existing Major or Minor/Concentration/Emphasis

Copy and paste the existing curriculum as it currently appears in the online catalog:
The minor requires satisfactory completion of 21 semester hours of college work chosen from the following courses:

- TM-390: Trade and Job Analysis (3 hours)
- EST-393: Introduction to Industrial Safety (3 hours)
- TM-520: Leadership in the Workplace (3 hours)
- HRD-575: Instructional Media in Human Resource Development (3 hours)
- HRD-596: Introduction to Human Resource Development (3 hours)
- TTED-606: Industrial Supervision (3 hours)
- TM-653: Workforce Preparation (3 hours)
- TM-679: Presentation Skills (3 hours)

Request for Revision to Curriculum- Major or Minor/Concentration/Emphasis- Revised Summer 2013
Proposed Major or Minor/Concentration/Emphasis:

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

The minor requires satisfactory completion of 21 semester hours of college work chosen from the following courses:

- TM-390: Trade and Job Analysis (3 hours)
- TM-520: Leadership in the Workplace (3 hours)
- HRD-575: Instructional Media in Human Resource Development (3 hours)
- HRD-596: Introduction to Human Resource Development (3 hours)
  - HRD-597: Organizational Staffing
  - HRD-598: Talent Management
  - HRD-630: Employee and Labor Relations

- TTED-606: Industrial Supervision (3 hours)
- TM-653: Workforce Preparation (3 hours)
- TM-679: Presentation Skills (3 hours)
Additional Questions

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

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

3. Will this revision have specific General Education courses required?  □ Yes  □ No
   Please realize that it will need to gain approval of the General Education Committee.

4. Will this revision affect any education majors?  □ Yes  □ No
   if “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
   None because these classes will already be offered as part of the Bachelor of Science with a Major in Workforce Development
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
Date ______ Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 1.16.14 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 1.16.14 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12.17.13 Signature, Undergraduate Curriculum Committee Chair

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

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

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

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

Originating Department(s): After completing this form, in its entirety, please upload it to the 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” and uploaded as well.

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

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

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

Proposal for a New: □ Minor □ Concentration □ Emphasis

Department: TWI College: College of Technology

Submission Date: 11/01/13

Contact Person: Dr. Greg Belcher

Effective: Fall, 2014 (Year)

Faculty member □ Chair

Title of Proposed Minor/Concentration/Emphasis: Technical Teacher Certificate

Purpose/Justification for Minor/Concentration/Emphasis: PURPOSE: Specifically for those individuals who are obtaining coursework with the Technical Teacher Education unit for the purpose of certification within the state of Kansas, Oklahoma and Missouri. Most of the individuals are not degree oriented. RATIONALE: Currently, these individuals enroll in the TTED courses to meet the state certification requirements. PSU is the only Kansas institution offering certification coursework meeting KSDE requirements for technical education certificates. Once they have this needed coursework, they do not need to seek a bachelor’s degree. This makes the dropout rate of these students appear to be high, but in reality they have obtained the coursework that is needed for their certification. The Technical Teacher Education certificate would allow us to show that we are having completers in an area other than our BSVTE and provide a credential by PSU for these students.

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

□ Yes □ No

Whether a “yes” or “no” response, please provide an explanation. This is an attempt to count individuals who are only working on certification requirements by KSDE.

Is this new minor/concentration/emphasis proposal related to, and/or may affect, any other department’s/ college’s/ unit’s curricula or programs at Pittsburg State University?

□ Yes □ No

Whether a “yes” or “no” response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

The 9 courses outlined in this certificate are not used in any other program. Please find included e-mails regarding the unique nature of this certificate and administrative approval for beginning this process.

Please complete the Kansas Board of Regent forms attached to this document and list the proposed curriculum for the minor/concentration/emphasis, in section 3 (III) of the forms. Please input the proposed curriculum as you wish it to appear in the next catalog. If you have any questions about the KBOR forms, please contact the Provost’s administrative officer at x4113.
Additional Questions

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

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

   Please give the rationale for additional student fees:

3. Will this minor/concentration/emphasis have specific General Education courses required?
   □ Yes   X No
   Please realize that it will need to gain approval of the General Education Committee.

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

5. What additional costs will be required for this minor/concentration/emphasis (e.g. staffing, equipment, etc.)? ZERO
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
  Date 11-1-2013 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 12.5.13 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 12.5.13 Signature, Dean

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

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

☑ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 12.11.13 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 the 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 as “original file name.version2.docx” and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and 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 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process, before it is sent 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 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)
PROPOSAL FOR MINOR/CONCENTRATION/EMPHASIS
Kansas Board of Regents

Submitted by: PITTSBURG STATE UNIVERSITY
College of Technology
Division of: Office of the Provost - PSU

I. Indicate major in which concentration will be located:

The certificate would be housed in the Technical Teacher Education program within the Technology and Workforce Learning department in the College of Technology

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

Name: Technical Teacher Education Certificate

Description of Purpose/Rationale: PURPOSE: Specifically for those individuals who are obtaining coursework with the Technical Teacher Education unit for the purpose of certification within the state of Kansas, Oklahoma and Missouri. Most of the individuals are not degree oriented. RATIONALE: Currently, these individuals enroll in the TTED courses to meet the state certification requirements. PSU is the only Kansas institution offering certification coursework meeting KSDE requirements for technical education certificates. Once they have this needed coursework, they do not need to seek a bachelors' degree. This makes the dropout rate of these students appear to be high, but in reality they have obtained the coursework that is needed for their certification. The Technical Teacher Education certificate would allow us to show that we are having completers in an area other than our BSYTE and provide a credential by PSU for these students.

Request for New Minor/Concentration/Emphasis- Revised Summer 2013
III. Provide curriculum for the major and indicate courses required for each concentration/emphasis:

**Not applicable**
Name of Major

If the format below does not fit your curriculum outline, please use the text box, at the end of this section.

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

Core Courses:

Electives:

Research:

Practica:

Total: ____

If the above format does not fit your curriculum outline, please use this text box:
New Concentration/
Minor/Emphasis:

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

Total: __________

If the above format does not fit your curriculum outline, please use this text box:

**TTED 391**: Student Assessment Development in Vocational/Technical Education (3hrs)
**TTED 395**: Task Analysis for Technical Teachers (1hr)
**TTED 396**: Curriculum Usage in Technical Education (2hrs)
**TTED 479**: Techniques for Teaching Vocational/Technical Education (3hrs)
**TTED 608**: Components of Work-based Learning in Technical Education (3hrs)
**TTED 694**: Principals of Vocational Education (3hrs)
**TTED 695**: Using Technology as an instructional tool (2hrs)
**TTED 697**: Identification of Students with Special Needs (3hrs)
**TTED 780**: Classroom Management in Career and Technical Education (3hrs)
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:
   3

B. Rank of faculty: Instructors: ____; Assistant Professors: 3; Associate Professors: 1; Professors: 1; 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): Teach the following support courses: TTED 606 Industrial Supervision, TTED 891 Methods of Research, and TTED 887 Data Analysis
Re: TTED Certificate program

From: Bruce Dallman <bdallman@pittstate.edu> Thu, Oct 24, 2013 09:57 AM
Subject: Re: TTED Certificate program
To: Greg Belcher <gbelcher@pittstate.edu>

Glad to be able to push it forward. I've already been copied on her note to the Board office where she sent it as an example of what we are talking about. I say the next step is to push it through the curriculum process here. You good with that?

Bruce

---

From: "Greg Belcher" <gbelcher@pittstate.edu>
To: "Bruce Dallman" <bdallman@pittstate.edu>
Cc: "Julie Dainty" <jdainty@pittstate.edu>, "Brian Sandford" <bsandford@pittstate.edu>
Sent: Thursday, October 24, 2013 9:44:45 AM
Subject: Re: TTED Certificate program

Thanks Bruce

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From: "Bruce Dallman" <bdallman@pittstate.edu>
To: "Greg Belcher" <gbelcher@pittstate.edu>
Cc: "John Ley" <jley@pittstate.edu>
Sent: Wednesday, October 23, 2013 5:07:23 PM
Subject: TTED Certificate program

Greg,

Had a good meeting with Dr. Olson this afternoon and she was very pleased with your proposed certificate program. So pleased in fact that she wants to use it at the KBOR meeting to explain why a certificate such as that is in many ways a completion program and should be counted by the KBOR when considering whether or not programs are meeting minima.

I have already sent her an electronic copy of your proposal with a "draft" watermark so that she can use that in her presentation to the folks at the regent's office.

She suggested (actually thought it was necessary) that you run your proposal through the proper curriculum channels on campus, which would include the undergraduate curriculum committee (department, college and university) as well as the teacher education committee. Once approved, it would be our first new certificate which meets the new emphasis of the Board of Regents.

Bruce

https://zimbra.pittstate.edu/zimbra/#!/printmessage?id=297098&tz=America/Chicago