DATE: Monday, October 27, 2014
TIME: 3:00 p.m.
LOCATION: N117 KTC

AGENDA

I. Call to Order

II. Approval of September 22, 2014 minutes

III. Announcements

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

B. Dean of the College of Education—Dr. Howard Smith

C. PSU/KNEA Remarks—Dr. Harry Humphries

D. Student Senate Remarks—Dylan McCollar

E. Unclassified Senate Remarks—Dr. Cathy Lee Arquino

F. University Support Staff Remarks—Barbara Circle

G. Faculty Senate Report—Dr. Julie Dainty

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

A. Academic Affairs Committee—Chair: Susan Schreiner, Julie Samuels, Rebecca Butler

1. Undergraduate Curriculum Subcommittee—Chair: Janice Jewett, Julie Samuels

2. Library Services Subcommittee—Chair: Kristi Frisbee

3. Information Systems Subcommittee—Initial Chair: Khamis Siam, Susan Schriener

4. Continuing Studies Subcommittee—Chair: Robert Lindsey, Laura Covert, Carol Werhan

5. Departmental Academic Honors Subcommittee—Chair: Rion Huffman, Jamie McDaniels

6. Honors College Subcommittee—Initial Chair: Kristin Maceli
7. Writing Across the Curriculum Subcommittee—Initial Chair: Mandy Peak Bryan, Grant Moss, Anil Lal, Julie Samuels
8. Diversity and Multicultural Affairs Subcommittee—Chair: Carol Werhan, Ann Petersen, Anil Lal

B. Student Faculty Committee—Initial Chair: Josh Letner, Shannon Nicklaus, Doug Hague
C. All University Committee—Chair: Rebeca Book, Bob Kehle, Christel Benson
D. Faculty Affairs Committee—Chair: Susan Schreiner, Justin Honey, Hazel Coltharp
E. Constitution Committee—Chair: Ananda Jayawardhana, Darren Botello-Samson, Hazel Coltharp
F. General Education Committee—Chair: Mark Johnson,
G. Budget Committee—Initial Chair: Rebecca Butler, Anil Lal

All University Committees or Other Appointments

• Academic Honesty Committee—Chair: Julie Samuels

V. Unfinished Business:
   A. General faculty Constitution Vote
   B. Expedited Curriculum Legislation—pending administrative discussions.

VI. New Business

VII. Open Forum

VIII. Adjournment—Next Meeting, November 24, 2014, N117 KTC
Request for Revision to Curriculum

Revision for:  □ Major  □ Minor  □ Emphasis  □ Certificate

Department:  Family & Consumer Sciences  College:  Arts & Sciences

Submission Date:  April 3, 2014  Revision Effective:  Fall, 2015

Contact Person:  Duane Whitbeck  □ Faculty member  □ Chair

Name of Existing Major or Minor/Emphasis/Certificate:  Youth and Adolescence

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

Description of Change:  Some courses in the minor have been dropped and new courses proposed to replace them.

Rationale for Change (include changes to curriculum objectives):  Psychology of Adjustment is no longer offered.

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

Whether a “yes” or “no” response, please provide an explanation.
This impacts change to the minor only and is only providing a course substitution for one that is no longer offered.

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 and Counseling department have already legislated the new course and removed the old course from their curriculum.

Existing Major or Minor/Emphasis/Certificate

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

Youth and Adolescence (7-9 hours)
•  FCS-285: Lifespan Human Development (3 hours) OR PSYCH-263: Developmental Psychology (3 hours)
•  FCS-571: Directed Readings in Family and Consumer Sciences (1-3 hours) OR FCS-771: Directed Readings in Family and Consumer Sciences (1-3 hours)
•  FCS-592: Study of Youth and Adolescence (3 hours)

Restricted Electives (Select five courses) (14-15 hours)
•  MIL-100: Military Science I (1 hour) AND MIL-102: Military Science I (1 hour) AND MIL-103: Military Science I Laboratory (1 hour)
•  SOC-220: Social Problems (3 hours)
•  PSYCH-275: Psychology of Adjustment (3 hours)
•  FCS-340: Topics in (____) (1-6 hours) OR FCS-740: Special Topics: (____) (1-4 hours)
•  SWK-340: Social Work with Families and Children (3 hours)
• FCS-390: Interacting with Children (3 hours)
• SOC-440: Personality and Social Structure (3 hours)
• SOC-536: The Family and Society (3 hours)
• SOC-548: Juvenile Delinquency (3 hours)
• FCS-570: Professional Internship (___) (2-4 hours)
• FCS-580: Family Violence and Child Abuse (3 hours) OR FCS-780: Family Violence and Child Abuse (3 hours)
• PSYCH-616: Introduction to Group Processes (3 hours)
• FCS-690: Parent/Professional Relationships (3 hours)

Proposed Major or Minor/Emphasis/Certificate:
List below, the proposed curriculum as you wish it to appear in the online catalog:
Youth and Adolescence (7-9 hours)
• FCS-285: Lifespan Human Development (3 hours) OR PSYCH-263: Developmental Psychology (3 hours)
• FCS-571: Directed Readings in Family and Consumer Sciences (1-3 hours) OR FCS-771: Directed Readings in Family and Consumer Sciences (1-3 hours)
• FCS-592: Study of Youth and Adolescence (3 hours)

Restricted Electives (Select five courses) (14-15 hours)
• MIL-100: Military Science I (1 hour) AND MIL-102: Military Science I (1 hour) AND MIL-103: Military Science I Laboratory (1 hour)
• SOC-220: Social Problems (3 hours)
• PSYCH-430: Positive Psychology (3 hours)
• FCS-340: Topics in (___) (1-6 hours) OR FCS-740: Special Topics: (___) (1-4 hours)
• SWK-340: Social Work with Families and Children (3 hours)
• FCS-390: Interacting with Children (3 hours)
• SOC-440: Personality and Social Structure (3 hours)
• SOC-536: The Family and Society (3 hours)
• SOC-548: Juvenile Delinquency (3 hours)
• FCS-570: Professional Internship (___) (2-4 hours)
• FCS-580: Family Violence and Child Abuse (3 hours) OR FCS-780: Family Violence and Child Abuse (3 hours)
• PSYCH-616: Introduction to Group Processes (3 hours)
• FCS-690: Parent/Professional Relationships (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.)? no additional costs.
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 9-10-14 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
Date 11-10-14 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
Date 11-10-14 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 10/11/14 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 (if required):

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/Emphasis/Certificate- Revised Summer 2013
Request for Revision to Curriculum

Revision for:  ☑ Major  ☐ Minor  ☐ Emphasis  ☐ Certificate

Department: Music  College: Arts and Sciences

Submission Date: April 8, 2014

Contact Person: Dr. Russell Jones

Name of Existing Major or Minor/Emphasis/Certificate: BM / Piano

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

Description of Change: Reduce the number of enrollments in a required major music ensemble for Piano Performance (BM degree) to four. It is currently eight.

Rationale for Change (include changes to curriculum objectives): Piano majors are required to accompany as part of their scholarship requirements. They also perform in a number of ensembles as part of their accompanying duties. Their time commitments are greater than performance majors on other instruments. In some cases, it has been necessary to delay a graduation because of their ensemble commitments. This policy would be in line with the University of Kansas requirements.

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent 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.

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 only students affected by this change would be piano performance majors. This major has no interaction with any other degree program at Pittsburg State University.

Existing Major or Minor/Emphasis/Certificate

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

Participation in appropriate organizations is considered an important part of the training of those majoring and minoring in music. Each full-time undergraduate music major is required to participate in one or more large organization each enrollment period. Each voice major must enroll in a choral organization, each string major in orchestral, each wind or percussion major in band. Keyboard majors will be placed in an ensemble after consultation with their academic advisors. Wind and percussion majors will be offered additional performance opportunities in Orchestra and Jazz...
Ensemble on the basis of audition. Voice students will be offered additional performance opportunities in Opera Workshop, Chorale and Jazz Choir on the basis of audition.

Under BM Instrumental
Music Ensembles (8 hours)

Wind or percussion majors take MUSIC 156, 356 Band (___), string majors take MUSIC 176, 376 Orchestra, keyboard majors choose between MUSIC 156, 356 Band (___), MUSIC 176, 376 Orchestra or MUSIC 187, 387 University Choir (minimum requirement). Required each semester for each full-time student.

Proposed Major or Minor/Emphasis/Certificate:
List below, the proposed curriculum as you wish it to appear in the online catalog:
Participation in appropriate organizations is considered an important part of the training of those majoring and minoring in music. Each full-time undergraduate music major is required to participate in one or more large organization each enrollment period. Each voice major must enroll in a choral organization, each string major in orchestra, each wind or percussion major in band. Keyboard majors will be placed in an ensemble after consultation with their academic advisors. Wind and percussion majors will be offered additional performance opportunities in Orchestra and Jazz Ensemble on the basis of audition. Voice students will be offered additional performance opportunities in Opera Workshop, Chorale and Jazz Choir on the basis of audition. Piano performance majors are only required to complete four semesters of a required ensemble.

Under BM Instrumental
Music Ensembles (8 hours) edit per Russell June 9, 2014

Wind or percussion majors take MUSIC 156, 356 Band (___), string majors take MUSIC 176, 376 Orchestra, keyboard majors choose between MUSIC 156, 356 Band (___), MUSIC 176, 376 Orchestra or MUSIC 187, 387 University Choir (minimum requirement). Required each semester for each full-time student. Piano majors are only required to take four semesters of a required ensemble.
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 4-24-17  Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 5-14  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 5-14  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 5-10-17  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):

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/Emphasis/Certificate-Revised Summer 2013
Request for New Course
(Undergraduate Course Numbers through Course Number 699)

Department: Dean's Office College: Kelce College of Business
Submission Date: June 11, 2014
Contact Person: Dr. Paul Grimes, Dean and Ms. Suzanne Hurt, Academic Advisor

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 course will allow the students who are members of the Enactus organization an opportunity to earn elective course credit each semester they participate in community outreach projects (for a maximum of four years or eight academic semesters).

Proposed Course:
Course Number: (BUS 200)
Title of Course: ENACTUS LEADERSHIP SKILLS
Credit Hours: 1 HOUR (May be repeated up to 8 hours total.)
Date first offered: Spring/2015 ☒ Fall ☒ Spring ☐ Summer
(Semester/Year) (check all that apply)
Prerequisite: Current Membership in the Enactus Student Organization

Course Description (as it will appear in the next catalog): Emphasizes entrepreneurial and leadership skills as students create and implement projects to assist people and businesses in need. Students will keep a journal to document their experience, lessons learned, and volunteer hours. Prerequisite: Current membership in the Enactus Student Organization. May be repeated up to 8 hours total credit.

Purpose/Justification for Proposed Course: Students will create, lead, and manage projects using the power of entrepreneurial action to enable human progress. They will apply business concepts to develop community outreach projects, transform lives and shape a better, more sustainable world.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)
1. The students will create and engage in entrepreneurial action to improve the quality of life and standard of living for people and businesses in need.
2. The students will leverage entrepreneurial project participation and team membership into successful career opportunities.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]
Assessment of entrepreneurial projects will be based on national Enactus standards and evaluated using the Individual Team Evaluation Criteria, Enactus Team Index Report, and Enactus Annual Reporting Standards.
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.):
   No additional resources will be required. The Enactus Student Organization currently raises funds through competition, grants, donations, and fundraising to support their projects and all associated operational costs.

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. 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.)?
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
  Date 04/04/14 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 03-14 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 04/04/14 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 10/01/14 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.
KELCE COLLEGE OF BUSINESS
PITTSBURG STATE UNIVERSITY
COMMON SYLLABUS

ENACTUS LEADERSHIP SKILLS
INSTRUCTOR: SUZANNE HURT
FALL SEMESTER 2014
BUS 200
1 HOUR
5:00-5:50 P.M.
MONDAY
KELCE 121

INSTRUCTOR CONTACT INFORMATION
OFFICE: KELCE 102
PHONE: 620.235-4596
EMAIL: shurt@pittstate.edu
FAX: 620.235.4578

OFFICE HOURS
8:00 A.M. – 4:30 P.M. MONDAY – FRIDAY (BY APPT. ONLY)

CATALOG COURSE DESCRIPTION – Emphasizes entrepreneurial and leadership skills as
students create and implement projects to assist people and businesses in need. Students will
keep a journal to document their experience, lessons learned, and volunteer hours.

PREREQUISITE: Current membership in the Enactus Student Organization. May be repeated up
to 8 hours total credit.

COURSE OBJECTIVES/LEARNING OUTCOMES
To provide information and classroom activities that will assist the student in creating, leading,
and managing community projects that use business concepts to transform lives and shape a
better, more sustainable world through the following topics:

1. Enactus inception and history
2. Enactus goals and competition criteria
3. Community project needs assessment
4. Funding sources for projects
5. Leadership skills
6. Project management skills
7. Presentation skills
8. Teamwork skills

COURSE OUTLINE
August 18, Welcome to Your Future! This will be an informal class setting where we get to
know one another and you will be provided with an Enactus overview. We will discuss the
2014-15 community projects.

**August 25. What is a Needs Assessment?** This training will provide you with the basic needs assessment techniques and methods to determine whether each potential project meets the National Enactus criteria.

**September 8. Show Me the Money!** This training will provide you with basic grant writing skills as well as an explanation of other sustainable resources to fund Enactus projects.

**September 15. Leading the Way!** The guest speaker will provide you with basic leadership skills that apply to Enactus team success as well as tools to guide you in your future career.

**September 22. Managing the Manageable and the Unmanageable.** You will be provided with basic project management skills as well as the importance of being organized and building a team that gets the job done.

**September 29. The Polished YOU: Tools for Success, Part 1:** This class will focus on the importance of completing your personal resume. To complete the assignment you will take your resume and have it critiqued by a Career Services Peer Advisor located in 203 Horace Mann. Your resume must be accompanied by a Career Services “critique sheet” when submitted. A final copy of your resume must be submitted by December 8, 2014.

**October 6. More Tools For Success: Being a Polished Presenter, Part 2:** During this class period, we will focus on effective presentation skills through the guidance of a professional speaking coach. In addition, a former Enactus speaker will discuss their experience as a competition presenter.

**October 13 – December 8: Now Let’s Get This Party Started:** With the skills provided in the prior classes, guidance from advisors, professors, and community leaders you will create effective, efficient, and successful Enactus projects. Each Monday, during class time, you will break into groups according to your selected community projects. In small groups, you will analyze the assessed needs, develop objectives to meet the goals, and create sustainable outcomes to help people and businesses in need.

**TEACHING METHODS**
The Enactus Leadership Skills class will be taught through multiple methods including lecture, large and small group class discussions, assigned research, personal journals, and group projects.

**CLASS ATTENDANCE POLICY**
Attendance is necessary to pass this class.

**REQUIRED TEXTBOOK(S) OR OTHER STUDENT PROVIDED MATERIALS**
None required.
COURSE EVALUATION METHODS

GRADING POLICY: Attendance is necessary to pass this course.

Grading Scale: 90%-100%   A
80%-89%   B
70%-79%   C
60%-69%   D
0%-59%   F

Points Possible: 650
16 classes @ 25 points = 400;
10 documented project hours @ 25 points = 250

STUDENTS WITH DISABILITIES

Students seeking assistance with academic programs due to a disability should contact Cindy Johnson, Director of Equal Opportunity/Affirmative Action, 218 Russ Hall, 620-235-4189 cynthia.johnson@pittstate.edu. Students with learning disabilities should contact Tami Hennigh, Coordinator, Center for Student Accommodations, 218 Russ Hall, 620-235-6584 thennigh@pittstate.edu. Please inform the instructor if you have a disability that the instructor should know about.

ACADEMIC MISCONDUCT POLICY

The instructor subscribes to the Gladys A. Kelce College of Business Student Code of Ethics. This code of ethics is incorporated as one academic misconduct policy for this class.

CODE OF ETHICS OF THE STUDENTS OF THE GLADYS A. KELCE COLLEGE OF BUSINESS PITTSBURG STATE UNIVERSITY

THE STUDENTS OF THE GLADYS A. KELCE COLLEGE OF BUSINESS SHALL:

Refrain from class disturbances

Arrive on time and remain until dismissed at all class sessions and to notify instructors in advance of anticipated absences, late arrivals, or early departures when ever possible.

Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.

Prepare for and participate in all classes.

Treat fellow students, staff, faculty and administrators with respect.

Prepare assignments and exams honestly.
Avoid plagiarism or unacknowledged appropriation of another's work in any academic work.

Refrain from giving or receiving inappropriate assistance.

Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. Dress as a professional when appropriate at ceremonies and interviews.

Respect University property and use resources in the most effective and efficient manner.

Be fair and constructive in the evaluation of faculty.

Obey the policies, regulations, and laws of the United States of America, The State of Kansas, The Kansas Board of Regents, Pittsburg State University and the Gladys A. Kelee College of Business:

OTHER POLICIES
NONE

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND AND TO REORGANIZE THIS SYLLABUS AT ANY TIME.
Request for New Course
(Undergraduate Course Numbers through Course Number 699)

Department: Dean's Office  College: Kelce College of Business
Submission Date: June 11, 2014

Contact Person: Dr. Paul Grimes, Dean  □ 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.
The Kelce College of Business proposes a Directed Studies course to accommodate special projects and practicums for Bachelor of Business Administration majors. Directed Studies will allow students to work one-on-one with faculty members on individualized projects for course credit.

Proposed Course:
Course Number: BUS 201

Title of Course: Directed Studies in Business ( )

Credit Hours: 1-3 hours

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

Prerequisite: Permission of Instructor

Course Description (as it will appear in the next catalog): Individual study-based research projects or field-based practicums. May be repeated under different topics. Prerequisite: permission of instructor required.

Purpose/Justification for Proposed Course: The Kelce College of Business needs the ability for BBA students to attain course credit for individualized special research projects and field-based practicums that integrate theory and practice in a business setting.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)
Students will demonstrate an understanding of how business theories and practices impact the world in which we live through research projects and field-based practicums.

Assessment Strategies (e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]
Specific assessment strategies will vary by project and instructor but will include approaches such as research reports, written essays, professional presentations, personal journals, evaluation of project outcomes, or traditional exams when appropriate.

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.):
   N/A

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. 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.)?
   NA
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
   Date 06/30/14  Signature, Department Chairperson

☑ Approved: College Curriculum Committee
   Date 06/30/14  Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
   Date 06/30/14  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 10/08/14  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 New Minor/Concentration/Emphasis

Proposal for a New: □ Minor □ Concentration □ Emphasis

Department: Engineering Technology College: Technology

Submission Date: ___________ Effective: Fall, 2014 (Year)

Contact Person: Tim Thomas □ Faculty member □ Chair

Title of Proposed Minor/Concentration/Emphasis: Automotive

Purpose/Justification for Minor/Concentration/Emphasis: The Mechanical Engineering Technology Program has had a long history of placement in the Automotive, Heavy Equipment, and Aerospace Industry. Mechanical Engineering Technology graduates have taken jobs with Cessna, John Deere, AGCO, and other companies. Adding an Automotive Emphasis to the Mechanical major would combine the automotive application skills with mechanical systems design knowledge to create a graduate that meets the needs of a large group of industry constituents seeking to employ our graduates.

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.
The proposed Automotive emphasis will use the core courses of PSU’s Bachelor of Science in Engineering Technology (BSET), Mechanical Engineering Technology (MECT) major. The BSET MECT major is structured to be completed as a PSU on-campus program and does not directly affect any other Regent university. The courses required for the proposed Automotive emphasis have been selected from courses currently offered as a part of the PSU Bachelor of Science in Technology, Automotive Technology major. The proposed emphasis courses are regularly taught as on-campus courses at PSU and do not directly affect any other Regent university.

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 Automotive Technology Department (Auto Tech) of PSU’s College of Technology will be directly affected by the proposed BSET, MECT major, Automotive emphasis. Auto Tech will teach all course in the new emphasis and will increased enrollment in the classes required for the proposed emphasis. Auto Tech is aware of and approves of the new emphasis, see attached documentation.

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   ☒ 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   ☒ 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   ☒ 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.)? 
   None
PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☑ Approved: Department Chairperson
Date 26 Aug. 14 Signature, Department Chairperson ________________

☒ Approved: College Curriculum Committee
Date 9.11.14 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 9.11.14 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 2/26/14 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 ________________________________

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:

Automotive
(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:

**Mechanical Engineering Technology**

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

Name: **Automotive**

Description of Purpose/Rationale:

- The Mechanical Engineering Technology Program has had a long history of placement in the Automotive, Heavy Equipment, and Aerospace Industry. Mechanical Engineering Technology graduates have taken jobs with Cessna, John Deere, AGCO, and other companies. Adding an Automotive Emphasis to the Mechanical major would combine the automotive application skills with mechanical systems design knowledge to create a graduate that meets the needs of a large group of industry constituents seeking to employ our graduates.
- The proposed Automotive emphasis will use the core courses of PSU’s Bachelor of Science in Engineering Technology (BSET), Mechanical Engineering Technology (MECET) major. The BSET MECET major is structured to be completed as a PSU on-campus program and does not directly affect any other Regent university. The courses required for the proposed Automotive emphasis have been selected from courses currently offered as a part of the PSU Bachelor of Science in Technology, Automotive Technology major. The proposed emphasis courses are regularly taught as on-campus courses at PSU and do not directly affect any other Regent university.
III. Provide curriculum for the major and indicate courses required for each concentration/emphasis:

Mechanical Engineering Technology major, Automotive emphasis
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: 128

If the above format does not fit your curriculum outline, please use this text box:
Degree: Bachelor of Science in Engineering Technology Major: Mechanical Engineering Technology Emphasis/Option: Design, Manufacturing or Electromechanical As of Fall 2014

Major Requirements

Technical Sciences (43 hours)
MFGET 263 Manufacturing Methods I (satisfied by general education) (2 hours)
MECET 121: Engineering Graphics I 3
MECET 220: Statics 3
or PHYS 220: Engineering Mechanics I Statics 3

Request for New Minor/Concentration/Emphasis - Revised Summer 2013
MECET 226: Computer Aided Design  3
MFGET 268: Manufacturing Methods I Laboratory  1
ETECH 296: Materials in Industry  3
MECET 323: Advanced Engineering Graphics  3
EET 340: Introduction to Industrial Automation  3
MECET 420: Kinematics 2
MECET 423: Mechanics of Materials  3
MECET 424: Mechanics of Materials Laboratory  1
MECET 428: Thermodynamics  3
or PHYS 514: Applied Thermodynamics  3
ETECH 502: Engineering Economy  2-3
MECET 523: Mechanical Design I  3
MECET 524: Fluid Mechanics  3
MECET 525: Fluid Mechanics Laboratory 1
MFGET 666: Manufacturing and Design Project I 2
MFGET 669: Manufacturing and Design Project II  3

MECET 220 Statics and MECET 428 Thermodynamics is preferred.

Technical Specialties (Choose an emphasis)**

Emphasis I- Design (12 hours)
MECET 522: Dynamics  3
or PHYS 522: Engineering Mechanics II--Dynamics  3
MECET 528: Computer Aided Modeling  3
MECET 623: Mechanical Design II  3
MECET 682: Heat Transfer  3
MECET 522 Dynamics is preferred.

Emphasis II- Manufacturing (13 hours)
MFGET 363: Principles of Tool Design  3
MFGET 367: Manufacturing Methods II  4
MFGET 567: Principles of Metalcasting  3
MFGET 661: Computer Aided Manufacturing  3

Emphasis III- Electromechanical (12 hours)
EET 141: Introductory Electronics  3
EET 448: Network Systems  3
EET 546: Electronic Controls  3
EET 649: Advanced Programmable Controllers  3

In order to meet the requirements of the Technology Accreditation Commission of ABET, Inc., partial waivers for the Pittsburg State University general education requirements have been allowed.

**Student must declare either design, manufacturing or electromechanical emphasis and follow emphasis sequence.

Support Courses (26 hours)
CHEM 215: General Chemistry I 3
CHEM 216: General Chemistry I Laboratory  2
CIS 230: Visual Basic Programming  3
or CIS 240: C ++ Programming  3
ENGL 301: Technical/Professional Writing  3
MATH 150: Calculus I  5
MATH 155: Calculus II  5
PHYS 101: College Physics II  4
or PHYS 105: Engineering Physics II  4
PHYS 131: College Physics Laboratory II  1

PHYS 105 Engineering Physics II is preferred.

Approved Technical Electives (requires advisor’s approval) (10 hours)

GENERAL EDUCATION REQUIREMENTS (37-41 hrs.)
Basic Skills  13 hours
COMM 207  Speech Communication  3
ENGL 101  English Composition  3
ENGL 190  Honors English Composition  3
or ENGL 299  Introduction to Research Writing  3
MATH 126  Pre-Calculus  4

Sciences  9 hours
Natural Sciences (Select one)
BIOL 113  Environmental Life Science  4
Physical Sciences (Select one)
PHYS 100  College Physics I  4
or PHYS 104  Engineering Physics I  4
PHYS 130  Elementary Physics Laboratory I  1

Social Studies  3 hours
SOC 100  Introduction to Sociology  3
WOMEN 200  Introduction to Women’s Studies  3

Health and Well Being  4-6 hours
Psychological
PSYCH 155  General Psychology  3
Physical (Select one)
FCS 203  Nutrition and Health  3
FCS 301  Nutrition  3
HHP 150  Lifetime Fitness Concepts  1
NURS 303  Introduction to Public Health  3

Producing and Consuming  5 hours
Technology
MGET 263  Manufacturing Methods I. 2
Economy/Business (Select one)
ACCTG 201  Financial Accounting  3
MGMKT 101  Introduction to Business  3
ECON 191  Issues in Today’s Economy  3
ECON 200  Introduction to Microeconomics  3
or ECON 201  Introduction to Macroeconomics  3

Request for New Minor/Concentration/Emphasis- Revised Summer 2013
Select one course from Political Studies, Fine Arts & Aesthetic Studies, Cultural Studies or Human Heritage
3-5 hours

Political Studies
POLS 101 U.S. Politics 3

Fine Arts and Aesthetic Studies
ART 155 Printmaking and Paper Arts 3
ART 178 Introduction to the Visual Arts 3
ART 188 The Designed World 3
ART 217 Crafts I 3
ART 222 Jewelry Design I 3
ART 233 Drawing I 3
ART 244 Ceramics I 3
ART 266 Sculpture I 3
ART 277 Painting I 3
ART 288 Western Art History I 3
ART 311 Art Education 3
COMM 105 Performance Appreciation 3
COMM 205 Performance Studies 3
COMM 295 Theatre History 3
ENGL 250 Introduction to Creative Writing 3
HHP 151 Dance Appreciation 3
MUSIC 120 Music Appreciation 3
MUSIC 121 Introduction to Music Literature 2
MUSIC 321 History of Music 3

Cultural Studies
MLL 114 Chinese Language and Culture I 5
MLL 124 French Language and Culture I 5
MLL 154 Spanish Language and Culture I 5
MLL 184 Russian Language and Culture I 5
MLL 194 Korean Language and Culture I 5
GEOG 106 World Regional Geography 3
GEOG 300 Elements of Geography 3
GEOG 304 Human Geography 3
WOMEN 399 Global Women's Issues 3

Human Heritage
History
HIST 101 World History to 1500. 3
HIST 102 World History from 1500 3
HIST 201 American History to 1865. 3
HIST 202 American History from 1865 3

Literature
ENGL 113 General Literature. 3
ENGL 114 General Literature(Genre) 3
ENGL 116 General Literature(Theme) 3

Request for New Minor/Concentration/Emphasis- Revised Summer 2013
ENGL  315 Mythology  3
ENGL  320 Literature and Film  3

Philosophy
PHIL  103 Introduction to Philosophy  3
PHIL  105 Ethics  3
PHIL  111 Ethics: Applied Emphasis( )
PHIL  112 Biomedical Ethics  3
PHIL  113 Business Ethics  3
PHIL  114 Environmental Ethics  3
PHIL  208 Logic and Critical Thinking  3
PHIL  231 World Religions  3
(Name of Concentration/Minor/Emphasis)

New Concentration/Minor/Emphasis:

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

Total: 12

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

Emphasis IV- Automotive (12 hours)*

Choose 12 hours from the following choices

AT 301: Fundamentals of Collision Technology  3
AT 314: Manual Transmission and 4WD Mechanisms    3
AT 414: Automatic Transmissions     3
AT 418: Failure Analysis           3
AT 611: Diesel Engine Fundamentals  3
AT 615: Engine Performance Laboratory  3

* It is recommended Approved Technical Electives be completed from the Automotive area for this emphasis.
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: 4

B. Rank of faculty: Instructors: 1; Assistant Professors: 1; Associate Professors: 1; Professors: 1; GTAs: 1

C. Preparation of faculty (indicate level of degrees): Bachelors_____; Masters3; Doctors1

D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors): _____
Degree: Bachelor of Science in Engineering Technology
Major: Mechanical Engineering Technology
Emphasis/Option: Design, Manufacturing, Electromechanical, or Automotive
Minor (if required):

As of Fall 2013

Major Requirements

Technical Sciences (43 hours)

MGET 263 Manufacturing Methods I (satisfied by general education) (2 hours)
MEGET 121: Engineering Graphics I .................................................. 3
MEGET 220: Statics ................................................................. 3
or PHYS 220: Engineering Mechanics I-Statics .................................. 3
MEET 226: Computer Aided Design .............................................. 3
MGET 268: Manufacturing Methods I Laboratory .................................. 1
ETEC 290: Materials in Industry ..................................................... 3
MEET 323: Advanced Engineering Graphics ...................................... 3
EET 340: Introduction to Industrial Automation ................................ 3
MEET 420: Kinematics ............................................................... 2
MEET 423: Mechanics of Materials ............................................... 3
MEET 424: Mechanics of Materials Laboratory .................................. 1
MEET 428: Thermodynamics ......................................................... 3
or PHYS 514: Applied Thermodynamics ......................................... 3
ETEC 502: Engineering Economy .................................................. 2-3
MEET 523: Mechanical Design I .................................................... 3
MEET 524: Fluid Mechanics ........................................................ 3
MEET 525: Fluid Mechanics Laboratory ........................................... 1
MGET 666: Manufacturing and Design Project I .................................. 2
MGET 669: Manufacturing and Design Project II .............................. 3

MEET 220 Statics and MGET 428 Thermodynamics is preferred.

ETEC 502 Engineering Economy must be taken for three hours.

Technical Specialties (Choose an emphasis)**

Emphasis I- Design (12 hours)

MEET 522: Dynamics ...................................................................... 3
or PHYS 522: Engineering Mechanics II-Dynamics ......................... 3
MEET 523: Computer Aided Modeling ............................................ 3
MEET 623: Mechanical Design II .................................................. 3
MEET 662: Heat Transfer .............................................................. 3

MEET 522 Dynamics is preferred.

Emphasis II- Manufacturing (13 hours)

MGET 363: Principles of Tool Design ............................................ 3
MGET 367: Manufacturing Methods II .......................................... 4
MGET 567: Principles of Metalcasting ............................................. 3
MGET 661: Computer Aided Manufacturing .................................... 3

Emphasis III- Electromechanical (12 hours)

EET 141: Introductory Electronics ................................................ 3
EET 448: Network Systems ......................................................... 3
EET 546: Electronic Controls ....................................................... 3
EET 649: Advanced Programmable Controllers ............................. 3

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Choose 12 hours from the following choices
AT 301: Fundamentals of Collision Technology ................................ 3
AT 314: Manual Transmission and 4WD Mechanisms ...................... 3
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* It is recommended Approved Technical Electives be completed from the Automotive area for this emphasis.

In order to meet the requirements of the Technology Accreditation Commission of ABET, Inc., partial waivers for the Pittsburg State University general education requirements have been allowed.

**Student must declare either design, manufacturing, electromechanical, or automotive emphasis and follow emphasis sequence.

Support Courses (26 hours)

CHEM 215: General Chemistry .................................................... 3
CHEM 226: General Chemistry I Laboratory .................................. 2
CIS 230: Visual Basic Programming ............................................. 3
or CIS 240: C ++ Programming ................................................... 3
ENGL 301: Technical/Professional Writing ................................... 3
MATH 150: Calculus I ................................................................... 3
MATH 155: Calculus II .................................................................. 3
PHYS 101: College Physics II ..................................................... 4
or PHYS 105: Engineering Physics II ........................................... 4
PHYS 131: College Physics Laboratory II .................................... 1

PHYS 105 Engineering Physics II is preferred.

Approved Technical Electives (requires advisor's approval) (10 hours)
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ART 289</td>
<td>Western Art History II</td>
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<tr>
<td>ART 311</td>
<td>Art Education</td>
<td>3</td>
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<tr>
<td>COMM 105</td>
<td>Performance Appreciation</td>
<td>3</td>
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<td>COMM 205</td>
<td>Performance Studies</td>
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<td>ENGL 250</td>
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<td>HHP 151</td>
<td>Dance Appreciation</td>
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<td>ECON 191</td>
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<td>MGMTK 101</td>
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<td>ECON 191</td>
<td>Issues in Today's Economy</td>
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<tr>
<td>ECON 200</td>
<td>Introduction to Microeconomics</td>
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<tr>
<td>ECON 201</td>
<td>Introduction to Macroeconomics</td>
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<tr>
<td>PHIL 103</td>
<td>Introduction to Philosophy</td>
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<tr>
<td>PHIL 105</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 111</td>
<td>Ethics: Applied Emphasis</td>
<td>3</td>
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<tr>
<td>PHIL 112</td>
<td>Biomedical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 113</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 114</td>
<td>Environmental Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 208</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 231</td>
<td>World Religions</td>
<td>3</td>
</tr>
</tbody>
</table>

**Human Heritage**

<table>
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<tr>
<td>HIST 101</td>
<td>World History to 1500</td>
<td>3</td>
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<tr>
<td>HIST 102</td>
<td>World History from 1500</td>
<td>3</td>
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<tr>
<td>HIST 201</td>
<td>American History to 1865</td>
<td>3</td>
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<tr>
<td>HIST 202</td>
<td>American History from 1865</td>
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<td>ENGL 113</td>
<td>General Literature</td>
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<td>ENGL 114</td>
<td>General Literature (Genre)</td>
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<td>ENGL 116</td>
<td>General Literature (Theme)</td>
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<td>ENGL 315</td>
<td>Mythology</td>
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<td>ENGL 320</td>
<td>Literature and Film</td>
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**Philosophy**

<table>
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**Notes**

NOTE: The information contained herein is intended to be used for the planning of a student's academic program and does not constitute a contract. While this guide was prepared with the latest information, courses, graduation requirements, and curricula are subject to change.

When a student attains 85 semester hours of credit (including current enrollment) the student must apply for a degree check in the Office of the Registrar (Degree Checking Section), Room 102 Russ Hall.

**MINIMUM GENERAL REQUIREMENTS:** The minimum requirements for graduation include 124 semester hours of which 60 hours must be from a four year university. In addition, 45 semester hours must be upper division and 30 hours in residence at PSU (including 24 of the last 30). Minimum GPA for non-education degree is 2.0 overall [2.0 in major], secondary education degree is 2.5 overal [2.75 in major], and earlyleave childhood unified degree is 2.80 overall [3.0 in major]. A minimum GPA of 2.0 in any minor and in residence coursework is required. General Education and all degree requirements are provided in the online catalog. Refer to individual departments for specific requirements.
Re: auto emphasis

From: Robert Frisbee <rfrisbee@pittstate.edu>  
Subject: Re: auto emphasis  
To: Tim Thomas <tthomas@pittstate.edu>
Cc: Tim Dell <tdell@pittstate.edu>

Tim:
Attachment looks good. Thanks.
Bob

Robert Frisbee
Pittsburgh State University
Pittsburgh, KS 66762
620 235 4380
rfrisbee@pittstate.edu

From: "Tim Thomas" <tthomas@pittstate.edu>  
To: "Robert Frisbee" <rfrisbee@pittstate.edu>  
Sent: Monday, March 24, 2014 9:00:15 AM  
Subject: Re: auto emphasis

Bob;

See revised attachment.

Tim Thomas
Professor/Chair
Engineering Technology
W215, KTC
1701 S. Broadway
Pittsburgh State University
620.235.4353, ph
620.235.4004, fx

From: "Robert Frisbee" <rfrisbee@pittstate.edu>  
To: "Tim Thomas" <tthomas@pittstate.edu>  
Sent: Saturday, March 22, 2014 10:22:22 PM  
Subject: Fwd: auto emphasis

Tim:
Looks good. You can see Tim Dell's comment below.
Thanks,
From: "Tim Dell" <tdell@pittstate.edu>
To: "Robert Frisbee" <rfrisbee@pittstate.edu>
Sent: Friday, March 21, 2014 9:17:06 AM
Subject: Re: auto emphasis

Looks good
Did see maybe one unrelated typo just above the 26 hrs of support courses. It says students must choose an emphasis and it omits auto
Tim

Sent from my iPad

On Mar 21, 2014, at 9:13 AM, Robert Frisbee <rfrisbee@pittstate.edu> wrote:

Tim:
Look correct?
Bob

From: "Tim Thomas" <tthomas@pittstate.edu>
To: "Robert Frisbee" <rfrisbee@pittstate.edu>
Sent: Friday, March 21, 2014 8:52:43 AM
Subject: auto emphasis

Bob;

Hopefully, the attached reflects the emphasis based on the latest input from the faculty.

Tim Thomas
Professor/Chair
Engineering Technology
W215, KTC
1701 S. Broadway
Fwd: auto emphasis

From: Robert Frisbee <rfrisbee@pittstate.edu>  
Subject: Fwd: auto emphasis  
To: Tim Thomas <tthomas@pittstate.edu>

Sat, Mar 22, 2014 10:22 PM

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Robert Frisbee
Pittsburg State University
Pittsburg, KS 66762
620 235 4380
rfrisbee@pittstate.edu

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620 235 4380
rfrisbee@pittstate.edu

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To: "Robert Frisbee" <rfrisbee@pittstate.edu>
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Tim Thomas
Professor/Chair
Engineering Technology
W215, KTC
1701 S. Broadway
Pittsburg State University
620.235.4353, ph
620.235.4004, fx

<BSET-MechanicalEngineeringTechnology with auto emph March 5 2013.docx>
Hi Tim
I updated the attachment which specifies that students choose 12 hours from the list.

The faculty also preferred that MET auto emphasis students take their technical electives as AT technical courses. I think we might have mentioned to you that 1/3 of our options (AMD and Manuf) are ETECH courses, thus we were hoping for some reciprocation. I believe you were concerned about AT being able to handle the load, and we believe we will be fine.

Please let me know how I can help or clarify any questions.

Tim Dell, PhD
Associate Professor
Automotive Technology, KTC N105b
Pittsburg State University
Pittsburg, KS 66762
620 235 4182
tdell@pittstate.edu
www.pittstate.edu/autotech

Tim:
I sent this out to the auto faculty and Tim Dell noticed that I made an error in my communication to you on this.
Tim agreed to follow up with you on this.
Sorry for the confusion!! It is my fault.
Bob

Robert Frisbee
Pittsburg State University
Pittsburg, KS 66762
620 235 4380
Bob;

Based on your departments review and comments, I have updated the proposed BS ET, Mechanical ET major, Automotive emphasis.

Please review the attached program guide and let me know if the emphasis is acceptable to your department and ready to be forwarded through the curriculum approval process.

Tim Thomas
Professor/Chair
Engineering Technology
W215, KTC
1701 S. Broadway
Pittsburg State University
620.235.4353, ph
620.235.4004, fx

BSET-MechanicalEngineeringTechnology with auto emph March 5 2013.docx
61 KB
Department: TWL  College: Technology

Contact Person: Dr. Greg Belcher

Revision Effective: Fall 2015 (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.

This internship course serves the students in the Bachelors of Science in Vocational Technical Education only. No other department/college/unit will be affected by the change.

Purpose/Justification for Revision to Course: Changing the amount of hours as well as providing an opportunity to repeat the course for more hours is an attempt to mentor and facilitate successful teaching across the state of Kansas. Currently, the course is a one time offering for 5 hours which does not provide an opportunity for students to have an extended internship experience.

Existing Course:
Course Number: TTED 483

Title of Course: Teaching Internship

Credit Hours: 5

Prerequisite: Permission of Instructor

Course Description (as it appears in the current catalog): Directed teaching internship for persons employed as vocational instructors.

Proposed Course:
Course Number: TTED 483

Title of Course: Teaching Internship

Credit Hours: 3-6

Prerequisite: Permission of Instructor
Course Description (as it will appear in the next catalog): Directed teaching internship for persons employed as vocational/technical instructors. Course can be taken twice for a total of 6 hours. Prerequisite: Permission of instructor. Offered as Pass/Fail only.
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 9.1.14 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 9.11.14 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 9.11.14 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 9.11.14 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 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: TWL  College: COT

Contact Person: John Iley  Faculty member  Chair

Revision Effective: 1/2014  (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 only component being changed is the prefix. This is an internal change within TWL and was discussed at TWL Meeting and voted upon by program coordinators and reps.

Purpose/Justification for Revision to Course: 606 - Industrial Supervision is an industrial technology course most closely identified with technology management. As such the "TM" (Technology Management) prefix better reflects the nature and application of the course, than the current "TTED" (Technical Teacher Education) prefix. The course is a required course for several COT programs under the area of leadership, supervision, and management (e.g., BAST and BST programs).

Existing Course:
Course Number: TTED 606
Title of Course: Industrial Supervision
Credit Hours: 3
Prerequisite: None

Course Description (as it appears in the current catalog): Principles and techniques of handling and understanding interpersonal relationship between the supervisor and employee. Covering such topics as effective communications, leadership traits, improving work methods, industrial safety, and instructional skills for supervisors and foremen.

Proposed Course:
Course Number: TM 606
Title of Course: Industrial Supervision
Credit Hours: 3
Prerequisite: None

Request for Revision to Course- Revised Summer 2013
Course Description (as it will appear in the next catalog): Principles and techniques of handling and understanding interpersonal relationship between the supervisor and employee. Covering such topics as effective communications, leadership traits, improving work methods, industrial safety, and instructional skills for supervisors and foremen.
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 6-7-14 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
   Date 9.11.14 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
   Date 9.11.14 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 10-26-14 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.

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