FACULTY SENATE MINUTES
March 25, 2013

The Pittsburg State University Faculty Senate met at 3:00 p.m. Monday, March 25, in room 224 Kelce Hall with Dr. Peter Chung, President, presiding.

Past Minutes
The minutes for February 25, 2013 were approved.

Announcements

Provost and Vice President of Academic Affairs – Dr. Lynette Olson

Dr. Lynette Olson reported she had received the initial HLC report and it is in the process of being reviewed by the team for errors of fact. She could not release anything at this time, but expects a final report sometime this summer. She did assure the group that she believed we are in very good shape and the site team was very impressed with faculty involvement at meetings.

Dr. Olson announced that the Innovative Engineering ‘unattached’ minor was approved by COCAO and is now going to Dr. Tompkins for additional review and approval. This type of minor has a different scrutiny level than other minors which are typically approved as announcement at BOR.

From the BOR’s most recent meeting, Dr. Olson reported the board’s concern on type of advisement students are receiving, as well as meeting goals on retention and graduation. Computer literacy was also cited as a concern as it pertains to our new students entering college. PSU recently provided a list to the BOR on the remedial courses offered, including Intermediate Algebra taught by NCCC as a PSU course on our campus.

On Distance Education, Dr. Olson advised that a plan must now be submitted every two years along with a core strategy for online education. Dr. Steve Scott provided an update in February along with a follow-up one page summary. It is to be considered a living document and is presently being circulated as a draft for 2013-15. The document is to be submitted within the week and will continue to make changes even beyond submission to BOR. Dr. Pawan Kahol has met with the Faculty Senate executive council as well as Grad council and Continuing Education committee while composing this document. He was present to take any questions at this meeting. Any comments should be sent to Dr. Kahol.

PSU/KNEA – Dr. Ananda Jayawardhana, President

Dr. Ananda Jayawardhana reminded those present that the annual membership meeting is scheduled for March 26 from 11:30-1:00 and that there was to be a slate of officers to be presented for a vote. He added that he was monitoring the actions of the Kansas legislature and the proposed budget cuts. Also, KNEA was working on the next contract and doing some updates to be presented for negotiation. Post-tenure review is scheduled to be discussed at the March 26th meeting.

Student Senate – Laura Ismert, President

Taylor Gravett, Academic Affairs Director for SGA was present to represent SGA. He spoke of the success of Apple Day, that SGA elections would end April 12 and the upcoming President’s Q&A planned for Wednesday. He also advised that the Scahton program issue was resolved and SGA would continue to give packages of 500 Scanntrons to faculty beginning today.

Faculty Senate President – Dr. Peter Chung

Dr. Peter Chung reported on the Council of Presidents meeting at BOR the prior week and the overarching response in a 5-2 vote to do away with Faculty of the Year. Regent Gary Alexander will be advised of the voting results. He also advised that Administrative Review is being discussed with the talk about Post Tenure Review. Currently doing an informative look at policy and procedures at other institutions and once all data compiled would be shared with group.
Post Tenure Review continues to be another topic for discussion, unlike FHSU and PSU who are represented by KNEA, other institutions are preparing guidelines. Council is also monitoring budget situation and appreciates that BOR is keeping everyone informed.

Dr. Jayawardhana asked if Council of FS Presidents could recommend that the Faculty of the Year be removed from the manual. Dr. Chung advised trying not to pass this to the next council and hopes to resolve with Regent Alexander.

Committee Reports

**Undergraduate Curriculum – Justin Honey, Chair**
Justin Honey prepared a list of curriculum items (see attached). He summarized each item 1-10 and then spoke in greater detail on number 11, Honors Research. Mr. Honey outlined both the Undergraduate Curriculum efforts and Faculty Senate discussions dating back to November and noted these discussions were in prior minutes. He stated the concerns that were raised in November and December on what department would receive credit, timing of course offerings to allow students to finish departmental honors by graduation, grading policy of A,B, NC, timeline for submissions of projects, dual credit to create fall-back plan to still obtain Departmental Academic Honors, and that not all students would be eligible. Mr. Honey advised that taking all the concerns into consideration it was recommended in December that Dr. Fuchs visit with departments and create an amendment for legislation.

Mr. Honey stated that fundamentally the committee was in support of this legislation, however it was the belief of the committee that there were still concerns not addressed and the group could not support this curriculum item at this time. A motion was made by Mr. Honey to approve 1-10 on his list of curriculum items. The vote was unanimous.

Dr. Fuchs asked about further discussion on Honors Research to which Dr. Chung advised that a senator could bring this up for discussion under unfinished business.

**Information Systems – David O’Bryan, Chair**
Dr. Mike Leiker advised of plans to schedule a meeting in next two weeks, primarily to discuss Canvas survey.

**Honors College – Chris Spera, Chair**
Dr. Spera shared an overview of the new class of honors college students. (See attached) Dr. Mark Johnson advised he thought in past years there were 80-90 applicants and asked how many had applied this year. Dr. Spera stated he believed 54 had applied, 40 were interviewed, top 35 ranked and he was aware that some declined the interview.

**Academic Affairs – Susan Schreiner, Chair**
Ms. Schreiner advised of the two policies included in the agenda were being presented for a first-read. A vote would be called for in April along with any discussion. The policies are on Administrative Withdraw and Auditing.

**Diversity and Multicultural Affairs – Tatiana Sildus, Chair**
Advised would be meeting on Thursday.

**Faculty Affairs – Dilip Paul, Chair**
Requests have slowed down and uncertain of budget remaining, but encouraged if planning a conference trip, to submit the necessary paperwork.

**Constitution Committee – Darren Botello-Samson, Chair**
Dr. Botello-Samson reminded group that the suggested revisions are on the Faculty Senate website at [http://www.pittstate.edu/audiences/faculty-staff/faculty-senate/documents/2013%20Faculty%20Senate%20Proposed%20Amendments%203-11-13.pdf](http://www.pittstate.edu/audiences/faculty-staff/faculty-senate/documents/2013%20Faculty%20Senate%20Proposed%20Amendments%203-11-13.pdf) These revisions would need two-third’s approval of all faculty. Those present were asked to notify the faculty they represent to review the document and that the Executive Committee would be making a decision on how to take a vote. Dr. Joe Arruda suggested waiting for the Fall General Faculty meeting. Dr. Chung advised that the Executive Council would meet on the 15th to discuss options.
General Education – Mark Johnson, Chair

Dr. Johnson indicated he would be filing a report within two weeks. Committee is recommending changing format of terms of review committee to provide more continuity thus allowing no less than two-thirds carryover from one year to next.

Unfinished Business

The WL program proposals as presented at the February meeting and attached to the March agenda was voted upon and unanimously approved.

Mr. Jamie Oliver motioned to give the floor to Dr. Craig Fuchs to discuss the Honors Research course legislation further. Floor was yielded to Dr. Fuchs. Dr. Fuchs argued that the premise that not all concerns were addressed was incorrect as he believed he did answer all questions although maybe not in the format preferred. He cited individuals he had spoken to as he addressed the questions with departments across campus and determined that the grade concern was not a concern raised by others. He wishes to pilot the program within Honors College initially before taking campus wide and believed it easier to test and determine any flaws in the smaller cohort. He went on to cover each of the concerns and how they were addressed.

Dr. John Daley stated he had scrutinized the proposal with the eye of a former chairperson and he believed all the concerns had been answered and he did not have a problem with the grade system nor having a fall-back of enrolling in a Department Academic Honors. Dr. Bert Patrick stated he felt having Departmental Honors as a fall-back made it more of a second-thought. Dr. Fuchs rebutted that 5 weeks into the semester honors student could decide not to do Departmental Honors and drop that class, if the Honors Research course is going well.

Dr. Joe Arruda asked what it would take for Undergrad Curriculum Committee to make legislation acceptable. Mr. Honey responded that Dr. Fuchs was asked to submit an amendment listing what is specifically different, what is being amended from the original document, and it does not state that. He suggested that the vote be to accept to approve as written. Dr. Arruda expressed he had no objection to the concept and seemed that the discussion was not about anything of substance that had not been resolved.

Dr. Fuchs reiterated that there was no place on the form to make revisions which initiated additional discussion on the form. Dr. Chung asked for a motion. Dr. Arruda moved to approve original legislation with this document as amendment. (Speaking to the form attached to the agenda titled Concerns Voiced about Senior Honors Project and Responses). Dr. Becky Brannock seconded. Dr. Mark Johnson advised that the Senate could now make changes as needed making own amendment then vote on amendment and would need another motion if to make any changes.

Dr. Arruda withdrew his original motion and instead motioned to approve to amend initial legislation by adding the latest document provided by Dr. Fuchs. Dr. Brannock again seconded. Discussion on the motion included that not all students would be eligible, timeline concerns, and Undergrad Curriculum committee lack of approval. Dr. Fuchs advised he went around to all academic departmental honors committees and visited with 15 people and no one ever brought up the issue of timing in starting the class the senior year. A roll call vote was taken first to approve the document provided by Dr. Fuchs as an amendment to his initial legislation which passed with 16 yes, 5 no, and 6 abstentions. A second roll call vote was taken to approve the initial legislation with the amendment which passed with 17 yes, 5 no, and 5 abstentions.

New Business

None

Old Business

None
**Open Forum**

Dr. Johnson announced April 5, 6, and 7th To Kill a Mockingbird would be presented and the 7th Pechakucha event would be held on April 30th at the First Christian Church.

Mr. Jamie Oliver advised there would be an Art Department lecture at 4:00 pm on March 28 and reception as well as 2 senior student exhibits beginning April 18th as well as an I-Pad exhibit on the 2nd floor of Porter.

Dr. Olson added those who are members of Gorilla Legislative Network may already be aware, but there are two budget bills being discussed which could lead to a 2% or higher budget cut. She encouraged those present to tell everyone to talk to local legislators and be part of the process. Shawn Naccarato’s blog was mentioned as a good source of up-to-date information and that it would be in our best interest to give our consideration to what was being discussed in the legislature.

**Meeting Adjourned**

Motion to adjourn was approved at 4:18 p.m.

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Mark Johnson attended the September, November, December, January & March meeting. Tatiana Sildus attended the October meeting. Christel Benson attended the February and March meeting.

*Hazel Coltharp substituted for Karla Childs at the October meeting. Scott Craig substituted for Drew Polen at the October and March meeting. Morgan McCune substituted for Susan Schreiner and Julie Samuels substituted for Brenda Roberts at the January meeting.

2. College of Business, ACIS. Modification – Change course requirements for CIS majors. Students currently take two levels of coursework within one programming language (Visual Basic or C++). Modification would require students to take one level within two different programming languages.

3. College of Business, ACIS, Computer Information Systems Major, Computing Minor. Modification – Require students to take two course programming sequence, consisting of both Visual Basic and C++, instead of current requirement to take two course sequence of Visual Basic OR C++.


5. College of Business, ACIS. Modification – Prerequisite changes for CIS 350, Intro to System Administration. Changing prerequisite FROM CIS 230 or CIS 240 TO CIS 240 plus 55 hours completed.

6. College of Business, ACIS. Modification – Prerequisite changes for CIS 380, Application System Analysis and Design Methods. Changing prerequisite FROM CIS 250 or CIS 325 TO CIS 240 plus 55 hours completed.


8. College of Business, ACIS. Modification – Prerequisite changes for CIS 615, Database Management. Changing prerequisite FROM CIS 250 or CIS 325 TO CIS 240 plus 55 hours completed.


10. College of Technology, GIT, Digital Media Emphasis. Modification – Removing COMM 274 (3 credit hours) from support course requirements and adding 3 credit hours to elective requirements.

11. Honors 600/601
2013 PSU Honors College Selection Data

Presidential - 12 students
M - 3, F - 9

University - 12 students
M - 3, F - 9

Crimson & Gold - 11 students
M - 2, F - 9

Total selected - 35 students
M - 8, F - 27
AVG GPA - 3.93
AVG ACT - 29.4

In-State Students - 28
Gorilla Advantage - 5 (2 from new Gorilla Advantage counties)
Out of State - 1 (Arizona)
International - 1 (Paraguay)

Other:
Four athletes - 2 football, 1 women’s basketball, 1 cross country
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<td>Leiker, (Health, Human Performance &amp; Rec)</td>
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<td>Page-Sagehorn, (Family &amp; Consumer Sci)</td>
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- No present or not a voting member

16 Yes, 5 No, 6 Abstain

17 Yes, 5 No, 5 Abstain
Pittsburg State University
Faculty Senate Agenda

Date: Monday, March 25, 2013
Time: 3:00 p.m.
Location: 224 Kelce Hall

AGENDA

I. Call to order

II. Approval of Minutes from February 25, 2013 meeting

III. Announcements
   A. Provost and Vice-President of Academic Affairs- Dr. Lynette Olson
   B. PSU/KNEA Remarks- Dr. Ananda Jayawardhana
   C. Student Senate Remarks- Ms. Lara Ismert
   D. Unclassified Senate Remarks- Ms. Missi Kelly
   E. Classified Senate Remarks- Mr. Tim Anderson
   F. Faculty Senate Report- Peter Chung

IV. Committee Reports (Reports from committees will begin with Undergraduate Curriculum Committee followed by Academic Affairs)
   A. Academic Affairs Committee- Chair, Susan Schreiner (minutes and policies attached)
      1. Undergraduate Curriculum Subcommittee- Chair, Justin Honey
      2. Library Services Subcommittee- Chair, Morgan McCune
      3. Information Systems Subcommittee- Chair, David O’Bryan
      4. Continuing Studies Subcommittee- Chair, Scott Norman
      5. Departmental Academic Honors Subcommittee- Chair, Justin Honey
      6. Honors College Subcommittee- Chair, Chris Spera
      7. Writing Across the Curriculum Subcommittee- Chair, Robert Lindsey
      8. Diversity and Multicultural Affairs Subcommittee- Chair, Tatiana Sildus
   B. Student Faculty Committee- Chair, Phil Harries
   C. All University Committee- Chair, Christel Benson
   D. Faculty Affairs Committee- Chair, Dilip Paul
   E. Constitution Committee- Chair, Darren Botello-Samson
F. General Education Committee- Chair, Mark Johnson

G. Budget Committee- Initial Chair, Paul Herring

All University Committees or Other Appointments

V. Unfinished Business

A. Writing to Learn program proposals for Faculty Senate’s consideration (proposal attached)

VI. New Business

VII. Open Forum

VIII. Adjournment- Next Meeting- Monday, April 22, 2013, 3:00 pm, 224 Kelce Hall
Pittsburg State University

Academic Affairs Committee Meeting Minutes

March 11, 2013

3PM – 4:30PM Varsity Room, OSC

Present: Linden Dalecki (Recorder), Greg Murray, Dilip Paul, Julie Samuels and Susan Schreiner (Chair)

[non-committee-members Debbie Greve and Bill Ivy were also present]

Next meeting: TBA

1. Opening Announcements NA [apart from brief introductions]

2. Discussion
   A. The committee discussed proposed new Auditing Policy. A motion to recommend that the policy be approved by the Faculty Senate was made by Greg Murray and seconded by Linden Dalecki. The motion passed unanimously.
   B. The committee discussed the proposed new Administrative Withdraw Policy. A motion to recommend that the policy be approved by the Faculty Senate was made by Linden Dalecki and seconded by Greg Murray. The motion passed unanimously.
   C. In closing discussion the committee anticipated that the Faculty Senate may make minor adjustments to language in one or both of the above proposed policies. The committee feels no need to review minor adjustments to either of these policies and only requests the opportunity to review proposed policy changes made by the Faculty Senate in the event that they are wholesale/substantial.

3. Meeting Adjourned shortly before 4pm
Administrative Withdraw Policy
Proposed Spring 2013 to be Effective Fall 2013

The university administration has the authority to withdraw a student from classes. This process is managed by the Office of the Registrar. Examples of such instances include, but are not limited to the following reasons:

- Application/Enrollment in violation of university regulations (e.g. student presents false information in order to gain admission or enrollment)
- Failure to pay university tuition in full, full refund granted, or honor payment arrangements by due date.
- Failure to comply with university requirements (e.g. completion of TB screening as a new student).
- Disciplinary action that prohibits the student from returning to campus for the remainder of the term or longer as determined by the Office of Campus Life and Auxiliary Services.
- Severe psychological or physical health problems that it is deemed in the student’s and campus’ best interest to discontinue attendance based on information from a medical provider.
- Student is personally unable to withdraw from classes due to a catastrophic occurrence and it is beyond the withdraw date for that term based on the academic calendar.

A grade of WX is recorded for Administrative Withdrawals from the 11th day of class and beyond. Proportionate deadlines apply to summer sessions and less than full term courses. The grade of WX is not computed in the student’s grade point average and therefore involves no academic penalty. The Registrar must authorize the recording of this grade based on documentation provided. This grade may only be applied to the student’s record by the Registrar’s Office.

The regular tuition and fee assessment and refund policies of the university prevail. Tuition Refund appeals are handled separately through the Office of the Registrar. Administrative withdrawals do not guarantee a tuition refund.

Students who are administratively withdrawn from the university may be eligible for readmission when stated conditions, if any, have been met.

Administrative Withdrawals may be processed retroactively for up to one year beyond the end of the semester in question. Documentation supporting such a late withdraw must be provided and instructor permission to change the original grade to WX will be required for each course in the term. If the instructor is no longer employed at Pittsburg State, the department chairperson may provide the permission to change the grade.

GRAD COUNCIL may wish to add something about withdraw due to academic standing when receive poor grades??
Auditing Policy
Proposed Spring 2013 to be Effective Fall 2013

An individual who does not wish to receive credit in a course may enroll as an auditor, provided:

- Space is available in the class
- Approval is obtained from the instructor by the auditor
- Audit enrollment form is completed verifying intent
- Payment of the regular fee for the course is paid
- Individual completes TB screening survey upon initial enrollment
- Enrollment is completed by the last day to add a class based on the academic calendar
- Auditors are not permitted to change from audit to credit after the official last day to add the class based on the academic calendar.
- Students may change their enrollment from credit to audit, with completion of the form and the instructors permission, until the last day to drop an individual course with a grade of W, as noted in the University Calendar.

Audited courses will not:

- Count in the determination of Full-Time or Part-Time student status
- Apply toward Veteran benefits, federal financial assistance, or student loan deferments
- Provide campus privileges ie. Student health, recreation center, parking permit, etc.
- Be taken prior to a auditor's attempt to test-out of the course

Audited courses will:

- Follow the same academic calendar as other courses of the same length
- Be taken by PSU benefit earning staff and individuals 60 or older at no cost
- Be assessed the same tuition rates as credit earning enrollment for non-PSU staff and those under 60 years of age.
- Be identified on the individual’s transcript with a grade of AU which does not affect the student’s grade-point average.

Audited courses cannot be:

- Laboratory courses
- Private music lessons
- Studio art courses
- Military Science courses
- Any course that requires a special course fee

Instructor discretion will determine the auditors level of class participation, such as taking exams, participation in discussion or completing assignments. Individuals wishing to audit are responsible for identifying the instructors’ expectations for an auditor.
Audit Enrollment Form

Last name ____________________________ First Name ____________________________ Middle Name ____________________________

PSU ID or Social Security Number ____________________________ Day Phone Number ____________________________ Email address ____________________________

Street Address ____________________________ City ____________________________ State ____________________________ Zip Code ____________________________

How long have you resided at this address? ____________________________

Are you 60 or older? _____ Yes _____ No If yes, please provide a copy of your driver’s license.

Are you a benefit earning PSU employee _____ Yes _____ No

Are you currently enrolled or plan to enroll in other PSU courses for credit this semester? Yes No

If you are not presently, nor have you been enrolled at PSU in the past 18 months, please complete the following before proceeding to Course Information:

Are you a U.S. Citizen? _____ Yes _____ No If no, country of citizenship ____________________________

If no, VISA type ____________________________

Date of Birth _____/_____/_______ Gender _____ Male _____ Female

If under 19 years of age: High School Name ____________________________ Graduation Yr _____

COURSE INFORMATION

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<thead>
<tr>
<th>Semester</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</tbody>
</table>

By signing this audit enrollment form, I verify that I understand the instructors expectations of an auditor in this class, I understand I will not be receiving credit for the class and my only grade will be AU (audit), I will be responsible for the full amount of tuition for the course, and that I will abide by the policies of the University and the Student Code of Conduct.

Student Signature ____________________________ Date ____________________________

FOR REGISTRAR'S OFFICE USE ONLY

Processed by ____________________________ Date ____________________________ Amount billed for Audit ____________________________

Hours audited ____________________________ Hours enrolled ____________________________ Over 60 _____ PSU employee _____
Proposed Changes for WAC/WL Program
Spring Semester 2013
Pittsburg State University

From its inception, the Writing Across the Curriculum (WAC) movement has been two-pronged: 1) using writing to help students learn course material, and 2) using the discourse community of a discipline to help students learn how to write in that discipline. Until recently, the WAC program at PSU has focused on the first prong but had not formally embraced the second. In 2011, the Provost established a Writing Task Force to make recommendation for improving the overall quality of student writing at PSU.

One of the task force’s recommendations was that the WAC Committee develop a set of best practices for Writing to Learn courses that would make WL courses a more effective part of students’ overall writing experience at PSU. The Best Practices for Writing to Learn developed by the WAC Committee include the following:

1. Students must earn a passing grade on the writing component of a WL course in order to earn an overall passing grade in the course.
2. The course must include 15 pages of formal writing.
3. Formal writing should be evaluated for quality of writing as well as quality of content.
4. Students should get feedback on their writing during the semester.
5. If outside sources are used, information from sources must be documented using a recognized source citation system.

With the adoption of the WL Best Practices, the WL stipend, formerly paid to faculty who completed an end-of-term feedback and response process in their WL courses, became the WL Best Practices stipend and is now paid to faculty who demonstrate that their course is designed to meet these guidelines.

One part of the Task Force’s charge was to discover a way to add more writing in students’ upper-level courses in their major. This is an important goal because knowledge of and experience with the subject matter is an important, though often insufficiently recognized, component of effective writing. If all or most of students’ formal writing instruction occurs in lower-level general education courses, students are missing an important opportunity to develop higher-level writing skills. At the time, meeting this goal proved impossible, given the wide variety of departmental configurations and major requirements across campus.

However, adding more writing in upper-division courses remains one of the most important changes PSU could make to improve the quality of students’ writing at graduation and in the early years of students’ careers—the point which will have the greatest long-term impact on graduates’ professional success. On a provisional basis, Writing to Learn was expanded to include courses up to the 500 level for spring of 2013 to see if there was interest by faculty and departments to support this change. As a result of the positive response we have received with this change, the WAC Committee makes the following recommendations for the Writing to Learn program:
1. Make permanent the inclusion of 300-500 level courses in the Writing to Learn course offerings.
   Rationale: This seems likely to be the least intrusive and most flexible way to increase the amount of writing in upper-division courses in students’ majors.

2. Remove the “no prerequisites” restriction for WL courses.
   Rationale: In the past, the expectation has been that WL courses would always be general education courses open to all students, which meant that only courses with no prerequisites could be listed as WL. Exceptions have been made on a very limited basis for courses such as CHEM 336 and CMCET 337 when specific departments embraced the idea of using WL courses to introduce students to the specialized requirements of writing in their disciplines. Although it is still important that WL courses without prerequisites be available for undeclared majors, we believe that the overall increase in the number of WL courses that will result from proposal #1 will reduce the enrollment pressure on the existing WL courses that are open to all students. Therefore, it seems to be in the best interests of both students and their departments to allow departments to decide where in the major upper-level WL course could best be offered, without limiting WL to courses without prerequisites.

3. Uncouple WL courses from the ENGL 101 and ENGL 299 sequence.
   Rationale: Since the inception of WL, the general education writing sequence has consisted of ENGL 101, two WL courses, and ENGL 299, with the intention that students would take one writing or writing-intensive course in each of their first four semesters. However, opening WL to courses at the 300-500 level means that students may often need to take their second WL course after completing ENGL 299. We believe that the advantage to students of having formal writing instruction in an upper-division WL course in their majors will outweigh the disadvantage of not taking two WL courses prior to taking ENGL 299.

In addition, we wish to inform Faculty Senate and the campus at large of the following change:

We will maintain the fifteen page requirement for 300-500 level WL courses, but decrease that requirement to ten pages of formal writing for 100 and 200 level WL courses.
   Rationale: While we believe that the 15-page requirement is suitable for all WL courses (and it is certainly consistent with the requirements for writing-intensive and other WAC courses across the country), we recognize the special burden imposed by the high course cap for WL courses at PSU. Therefore, we recommend that WL courses at the 100-200 level (where WL courses typically fill to capacity) be reduced to 10 pages of formal writing. For courses at the 300-500 level, which typically enroll fewer students and enroll more experienced students whose writing is likely to need less intensive intervention, we recommend that the requirement of 15 pages of formal writing remain in place.
Request for Revision to Concentration or Minor or Emphasis Template

Department: N/A  College: Arts and Sciences

Date of Submission to the Department: 11/27/2012

Contact Person: Bobby Winters  Faculty member  Chair

Revision of a:  Concentration  Minor  Emphasis

Type of Modification:

Name  Course Number  Course Description  Credit Hour  Prerequisite Change

Course content/objectives

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

Information from Existing Concentration/Minor/Emphasis

Name of Major: Integrated Studies

Associated Major’s CIP Number: 30.9999

Name of Existing Concentration/Minor/Emphasis: Analytics

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

Analytics Program Requirements

- Mathematics (28 hours)
  - MATH 150 Calculus (satisfied by general education) (0 hours)
  - MATH-155: Calculus II (5 hours)
  - MATH-212: Matrix Algebra (2 hours)
  - MATH-253: Calculus III (3 hours)
  - MATH-543: Probability and Statistics (3 hours)
  - MATH-627: Linear Optimization Models (3 hours)
  - MATH-643: Mathematical Statistics (3 hours)
  - MATH-646: Statistical Methods I (3 hours)
  - MATH-656: Mathematical Modeling (3 hours)
  - MATH-658: Financial Mathematics (3 hours)
- Computer Science (6 hours)
  - CIS 230 Visual Basic Programming I (satisfied by general education) (0 hours)
  - CIS-240: C++ Programming (3 hours)
  - CIS-250: Principles of Software Design (3 hours)
- Business and Marketing (18 hours)
  - ECON 200 Introduction to Microeconomics (satisfied by general education) (0 hours)
  - ACCTG-201: Financial Accounting (3 hours)
  - ACCTG-202: Managerial Accounting (3 hours)
  - MGMKT-320: Business Statistics (3 hours)
  - MGMKT-330: Basic Marketing (3 hours)
  - MGMKT-430: Consumer Behavior (3 hours)

Revision to Concentration/Minor/Emphasis  Last Revision: Fall, 2012  1
MGMKT-534: Marketing Research (3 hours)
Other (3 hours)
PHIL 208 Logic and Critical Thinking (satisfied by general education) (0 hours)
COMM 207 Speech Communication (satisfied by general education) (0 hours)
ENGL-301: Technical/Professional Writing (3 hours)

Total Electives* (13-20 hours)
Total Minimum Requirements (124 hours)

*Electives-Recommended but not required
PHIL-105: Ethics (3 hours)
MATH-726: Probability Models (3 hours)
ECON-201: Introduction to Macroeconomics (3 hours)
CIS-510: Data Structures and Algorithms (3 hours)
TM-679: Presentation Skills (3 hours)

Rationale for Change: Certain courses are no longer going to be offered.
Information for Proposed Changes to Concentration/Minor/Emphasis

Name of Major: _____ (if different from above)

Associated Major’s CIP Number: _____

Name of Proposed Concentration/Minor/Emphasis: Analytics

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

### Analytics Program Requirements

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<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>MATH-155</td>
<td>Calculus II</td>
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<td>MATH-212</td>
<td>Matrix Algebra</td>
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<td>Calculus III</td>
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<td>MATH-543</td>
<td>Probability and Statistics</td>
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<td>MATH-627</td>
<td>Linear Optimization Models</td>
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<td>MATH-643</td>
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<td>CIS 230</td>
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<td>CIS615</td>
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<td>ECON 200</td>
<td>Introduction to Microeconomics</td>
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<tr>
<td>ACCTG-201</td>
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<td>MGMKT-430</td>
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<td>MGMKT-534</td>
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<td>PHIL 208</td>
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<td>COMM 207</td>
<td>Speech Communication (satisfied by general education)</td>
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<tr>
<td>ENGL-301</td>
<td>Technical/Professional Writing</td>
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Total Electives* (13-20 hours)

Total Minimum Requirements (124 hours)

*Electives-Recommended but not required

- PHIL-105: Ethics (3 hours)
- MATH-726: Probability Models (3 hours)
- ECON-201: Introduction to Macroeconomics (3 hours)
- CIS-510: Data Structures and Algorithms (3 hours)
- TM-679: Presentation Skills (3 hours)
Date first offered: Fall, 2013
(Year)

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

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.

Rationale: ______

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

What additional costs will be required for this course (e.g. staffing, equipment, etc.)? None

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

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

LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ Approved: Department Chairperson
Date 1/16/13 Signature, Department Chairperson

☒ Approved: College Curriculum Committee
Date 2/5/13 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
Date 2/5/13 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/4/13 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 completion of the approval process.

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

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

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

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

Kansas Board of Regents

APPLICATION FOR CHANGES TO AN EXISTING MINOR/CONCENTRATION/EMPHASIS

PITTSBURG STATE UNIVERSITY
(NAME OF INSTITUTION)

1701 South Broadway – Pittsburg, KS 66762
(ADDRESS)

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

Concentration/Minor/Emphasis:

Bachelor of Integrated Studies, Analytics, 30.9999
(Title and CIP)

☐ New
☒ Derived from Existing Program

11/27/2012
(DATE SUBMITTED)

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

Kansas Board of Regents

Submitted by: PITTSBURG STATE UNIVERSITY

College of Arts and Sciences

Division of: Office of the Provost - PSU

I. Indicate major in which concentration is located:

Bachelor of Integrated Studies

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

Current Name: Analytics

New Name (if applicable): _____

Description of Purpose/Rationale for Change:

A course is being discontinued
Provide curriculum for the current AND the new emphasis and indicate courses required for each concentration/emphasis:

Name of Major

**CURRENT**

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
<th>Credit Hours</th>
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<tbody>
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<td><strong>Mathematics (28 hours)</strong></td>
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<td>MATH 150 Calculus</td>
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</tr>
<tr>
<td>MATH-543: Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH-627: Linear Optimization Models</td>
<td>3</td>
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<tr>
<td>MATH-643: Mathematical Statistics</td>
<td>3</td>
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<tr>
<td>MATH-646: Statistical Methods I</td>
<td>3</td>
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<tr>
<td>MATH-656: Mathematical Modeling</td>
<td>3</td>
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<tr>
<td>MATH-658: Financial Mathematics</td>
<td>3</td>
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<tr>
<td>Computer Science</td>
<td>6</td>
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<tr>
<td>CIS 230 Visual Basic Programming I</td>
<td>3</td>
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<td>CIS-240: C++ Programming</td>
<td>3</td>
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<tr>
<td>CIS-250: Principles of Software Design</td>
<td>3</td>
</tr>
<tr>
<td><strong>Business and Marketing (18 hours)</strong></td>
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<tr>
<td>ECON 200 Introduction to Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG-201: Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG-202: Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MGMKT-320: Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MGMKT-330: Basic Marketing</td>
<td>3</td>
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<tr>
<td>MGMKT-430: Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGMKT-534: Marketing Research</td>
<td>3</td>
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</tbody>
</table>
Electives:

**Other (3 hours)**

- PHIL 208 Logic and Critical Thinking 3
- COMM 207 Speech Communication 3
- ENGL-301: Technical/Professional Writing 3

Research:


Practica:


Total: ____

If the above format does not fit your curriculum outline, please use this text box: ______
Analytic
(Name of Concentration/Minor/Emphasis)

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

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

**Analytic Program Requirements**

- Mathematics (28 hours)
  - MATH 150 Calculus (satisfied by general education) (0 hours)
  - MATH-155: Calculus II (5 hours)
  - MATH-212: Matrix Algebra (2 hours)
  - MATH-253: Calculus III (3 hours)
  - MATH-543: Probability and Statistics (3 hours)
  - MATH-627: Linear Optimization Models (3 hours)
  - MATH-643: Mathematical Statistics (3 hours)
  - MATH-646: Statistical Methods I (3 hours)
  - MATH-656: Mathematical Modeling (3 hours)
  - MATH-658: Financial Mathematics (3 hours)
- Computer Science (6 hours)
  - CIS 230 Visual Basic Programming I (satisfied by general education) (0 hours)
  - CIS-240: C++ Programming (3 hours)
  - CIS615 Database Management (3 hours)*
- Business and Marketing (18 hours)
  - ECON 200 Introduction to Microeconomics (satisfied by general education) (0 hours)
  - ACCTG-201: Financial Accounting (3 hours)
  - ACCTG-202: Managerial Accounting (3 hours)
  - MGMT-320: Business Statistics (3 hours)
  - MGMT-330: Basic Marketing (3 hours)
  - MGMT-430: Consumer Behavior (3 hours)
  - MGMT-534: Marketing Research (3 hours)
- Other (3 hours)
  - PHIL 208 Logic and Critical Thinking (satisfied by general education) (0 hours)
  - COMM 207 Speech Communication (satisfied by general education) (0 hours)
  - ENGL-301: Technical/Professional Writing (3 hours)
Total Electives* (13-20 hours)
Total Minimum Requirements (124 hours)
*Electives—Recommended but not required
PHIL-105: Ethics (3 hours)
MATH-726: Probability Models (3 hours)
ECON-201: Introduction to Macroeconomics (3 hours)
CIS-510: Data Structures and Algorithms (3 hours)
TM-679: Presentation Skills (3 hours)
Fwd: Bach of Int Studies with an Emphasis in Analytics

From: Bobby Winters <bwinters@pittstate.edu>                  Thu, Nov 15, 2012 02:09 PM
Subject: Fwd: Bach of Int Studies with an Emphasis in Analytics
To: Becky Casey <rcasey@pittstate.edu>

Becky,
Thanks for keeping us in the loop on this. We will modify our program at the next convenient opportunity.

Bobby Winters
Professor of Mathematics,
University Professor (2011-2018)
Assistant Dean College of Arts and Sciences
Phone: 620-235-4079
Fax: 620-235-4686
For an appointment: 620-235-4685

Mail:
College of Arts and Sciences
Pittsburg State University
Pittsburg, Kansas 66762

----- Forwarded Message ----- 
From: "Tim Flood" <tflood@pittstate.edu>
To: "Bobby Winters" <bwinters@pittstate.edu>
Sent: Thursday, November 15, 2012 12:06:16 PM
Subject: Re: Bach of Int Studies with an Emphasis in Analytics

I think database management would probably better serve this population.

Tim

----- Original Message ----- 
> From: "Bobby Winters" <bwinters@pittstate.edu>
> To: "Tim Flood" <tflood@pittstate.edu>
> Sent: Thursday, November 15, 2012 11:13:41 AM
> Subject: Fwd: Bach of Int Studies with an Emphasis in Analytics
> 
> >
> > >
> > What do you think?
> >
> >

https://zimbra.pittstate.edu/zimbra/h/printmessage?id=27136&xim=1
> Bobby Winters
> Professor of Mathematics,
> University Professor (2011-2018)
> Assistant Dean College of Arts and Sciences
> Phone: 620-235-4079
> Fax: 620-235-4686
> For an appointment: 620-235-4685
>
> Mail:
> College of Arts and Sciences
> Pittsburg State University
> Pittsburg, Kansas 66762
>
> ----- Original Message -----
>
> From: "Rebecca Casey" <rcasey@pittstate.edu>
> To: "Bobby Winters" <bwinters@pittstate.edu>
> Cc: "Maeve Cummings" <mcummings@pittstate.edu>
> Sent: Tuesday, November 13, 2012 8:54:35 AM
> Subject: Bach of Int Studies with an Emphasis in Analytics
>
>
> Good Morning Bobby,
>
>
> The CIS faculty have approved proposed legislation whereby CIS250
> Principles of Software Design will no longer be offered. This course
> is a requirement for the major: Bachelor of Integrated Studies with
> an Emphasis in Analytics. We recommend changing this requirement
> from CIS250 Principles of Software Design to CIS615 Database
> Management and believe it to be a better fit for this degree
> program.
>
>
> Proposed legislation for the prerequisite for CIS615 has been
> approved by the CIS Curriculum Committee as CIS240 C++ Programming.
>
>
> Proposed legislation for the prerequisite for CIS240 has been
> approved by the CIS Curriculum Committee as CIS230 Visual Basic
> Programming.

https://zimbra.pittstate.edu/zimbra/h/printmessage?id=27136&xim=1

11/16/2012
> Please let me know if you have any concerns in this regard. Thank you.
>
> Sincerely,
>
> Becky Casey
>
> Department Chair
>
> Accounting and Computer Information Systems
> Pittsburg State University
> 1701 S. Broadway
> Pittsburg, KS 66762
> 620-235-4084
> rcasey@pittstate.edu
>
>
Request for Revision to Major Template

Department: ACIS    College: Business

Date of Submission to the Department: 11-12-12

Contact Person: Rebecca Casey    ☑ Faculty member    ☐ Chair

Brief Description of Change: Change to require courses in two different programming languages rather than two levels of one programming language as requirements for the major in Computer Information Systems.

Additional requirements for each of the two emphases within the major are unchanged and thus are not included below.

Type of Modification:
☐ Name    ☐ Credit Hour    ☑ Course content/objectives    ☐ Prerequisite Change    ☐ Other

Rationale for Change: To better prepare students for CIS career options.

Information from Existing Major

Name of Existing Major: Computer Information Systems

Current CIP Number: ______

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

Information Systems Major Requirements:
CIS 230: Visual Basic Programming........................................3
and CIS 325: Advanced Visual Basic Programming..............3
or CIS 240: C++ Programming........................................3
and CIS 250: Principles of Software Design........................3
CIS 380: Application Systems Analysis and Design Methods......3
CIS 470: Computer Networking........................................3
CIS 615: Database Management......................................3
Information for Proposed Modified Major

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

Name of Modified Major: **Computer Information Systems**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 230: Visual Basic Programming</td>
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<td>CIS 240: C++ Programming</td>
<td>3</td>
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<tr>
<td>CIS 380: Application Systems Analysis and Design Methods</td>
<td>3</td>
</tr>
<tr>
<td>CIS 470: Computer Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 615: Database Management</td>
<td>3</td>
</tr>
</tbody>
</table>

CIP Number: _____
Date first offered: Fall, 2013

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

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.

Rationale: ______

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

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

What additional costs will be required for this modification (e.g. staffing, equipment, etc.)? none

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

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

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

LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☐ Approved: Department Chairperson
Date 2/1/13 Signature, Department Chairperson

☐ Approved: College Curriculum Committee
Date 2/1/13 Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
Date 2/16/13 Signature, Dean

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/14/13 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 completion of the approval process.

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

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

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

*This is at least a two-to-three month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.*
January 4, 2007

Kansas Board of Regents

APPLICATION FOR CHANGES TO AN EXISTING MAJOR

PITTSBURG STATE UNIVERSITY
(NAME OF INSTITUTION)

1701 South Broadway – Pittsburg, KS 66762
(ADDRESS)

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

MAJOR:

Computer Information Systems
(Title and CIP)

☐ New

☒ Derived from Existing Program

(DATE SUBMITTED)

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

Kansas Board of Regents

Submitted by: PITTSBURG STATE UNIVERSITY

College of Business

Division of: Office of the Provost - PSU

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

Current Name: **Computer Information Systems**

New Name (if applicable): _____

Description of Purpose/Rationale for Change: **Change to require courses in two different programming languages rather than two levels of one programming language as requirements for the major in Computer Information Systems.**

Additional requirements for each of the two emphases within the major are unchanged and are thus not included below.
Provide curriculum for the current major AND indicate proposed course changes:

**Computer Information Systems**  
Name of Major

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

| Electives:           |              |
|                      |              |
|                      |              |
|                      |              |

| Research:            |              |
|                      |              |
|                      |              |
|                      |              |

| Practica:            |              |
|                      |              |
|                      |              |
|                      |              |

Total: _____

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

**Information Systems Major Requirements:**

- **CIS 230: Visual Basic Programming**.............................3
- **and CIS 325: Advanced Visual Basic Programming**.........3
- **or CIS 240: C++ Programming**.................................3
- **and CIS 250: Principles of Software Design**............3
- **CIS 380: Application Systems Analysis and Design Methods**.....3
- **CIS 470: Computer Networking**.................................3
- **CIS 615: Database Management**.................................3
**Computer Information Systems**
(Name of Major)

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

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

**Computer Information Systems Major Requirements:**

- **CIS 230: Visual Basic Programming**..........................3
- **CIS 240: C++ Programming**..................................3
- **CIS 380: Application Systems Analysis and Design Methods**........3
- **CIS 470: Computer Networking**.................................3
- **CIS 615: Database Management**.................................3
Re: curriculum change

From: Tim Thomas <tthomas@pittstate.edu>  
Subject: Re: curriculum change  
To: Rebecca Casey <rcasey@pittstate.edu>  
Cc: Greg Murray <gmurray@pittstate.edu>

Wed, Oct 17, 2012 10:52 AM

Becky;

ETECH has one major that currently requires 230 or 240. The major has approximately 40 students in each year group or 140 total majors. So, about 20 students per semester in our department potentially would be impacted by the change.

The impact would most likely result in ... 1) those majors only take CIS 230 or, 2) the programing course requirement would be eliminated from the major.

A review of our accreditation requirements and a discussion with our industry advisory committee would be needed to figure out which way we go.

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

From: "Rebecca Casey" <rcasey@pittstate.edu>
To: "Tim Thomas" <tthomas@pittstate.edu>
Sent: Wednesday, October 17, 2012 8:51:22 AM
Subject: curriculum change

Good Morning Tim,

The CIS faculty are proposing the following curriculum change:

Instead of requiring CIS major to take:

CIS230 Visual Basic and CIS325 Advanced Visual Basic
OR
CIS240 C++ and CIS250 Principles of Software Design
Require:
CIS230 Visual Basic and CIS240 C++ Programming
(CIS230 would become a prerequisite for CIS240)

Please let me know if you have any concerns regarding this change with regard to your departmental curriculum.

Thanks,

Becky
Re: CIS 230 and 240

From: Rebecca Casey <rcasey@pittstate.edu>  
Subject: Re: CIS 230 and 240  
To: Tim Flood <tflood@pittstate.edu>  
Cc: Maeve Cummings <mcummings@pittstate.edu>

Tim,

The official start date will be WF13. We absolutely could waive the prereq under appropriate circumstances.

Thanks for the quick reply.

Becky

---- Original Message ----
From: "Tim Flood" <tflood@pittstate.edu>
To: "Rebecca Casey" <rcasey@pittstate.edu>
Cc: "Maeve Cummings" <mcummings@pittstate.edu>
Sent: Tuesday, November 13, 2012 9:52:57 AM
Subject: Re: CIS 230 and 240

Becky,

Thanks for the heads up. That shouldn't cause a hardship for us as long as there are adequate seats available. We don't really care what flavor, we just want our majors to have some experience with programming.

When does the new pre-req for 240 go into effect? How much will 240 rely on 230? Or more specifically, would it be possible to waive the pre-req for an occasional good math student that was in a bind?

Thanks,
Tim

---- Original Message ----
> From: "Rebecca Casey" <rcasey@pittstate.edu>
> To: "Tim Flood" <tflood@pittstate.edu>
> Cc: "Maeve Cummings" <mcummings@pittstate.edu>
> Sent: Tuesday, November 13, 2012 9:26:40 AM
> Subject: CIS 230 and 240
> >
> > Good Morning Tim,
I believe we may have discussed this issue previously, but to be certain and for the sake of documentation, please note the following.

Proposed legislation which has been approved by the CIS Curriculum Committee.

Instead of requiring CIS majors to take:

- CIS230 Visual Basic Programming and CIS325 Advanced Visual Basic
- OR
- CIS240 C++ Programming and CIS250 Principles of Software Design

Require:

- CIS230 Visual Basic Programming and CIS240 C++ Programming

(CIS230 will include introductory programming concepts and become a prerequisite for CIS240 which will include more advanced programming concepts)

Please let me know if you have any concerns in this regard.

Thank you,

Becky Casey
Department Chair

Accounting and Computer Information Systems
Pittsburg State University
1701 S. Broadway
Pittsburg, KS 66762
620-235-4084
rcasey@pittstate.edu
Department: ACIS  College: Business

Date of Submission to the Department: 11-12-12

Contact Person: Rebecca Casey  □ Faculty member  □ Chair

Revision of a: □ Concentration  □ Minor  □ Emphasis

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

Major in Which Concentration/Minor/Emphasis is to be located: Computer Information Systems

Information from Existing Concentration/Minor/Emphasis

Name of Major: Computer Information Systems

Associated Major’s CIP Number: _____

Name of Existing Concentration/Minor/Emphasis: Computing

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

The minor in Computing is available to students seeking the Bachelor of Arts or the Bachelor of Science degree. This minor will consist of a minimum of 21 semester hours chosen from Computer Information Systems courses. At least six hours must be upper division courses (numbered above 299). Students must complete a two course sequence in either C++ or Visual Basic.

Programming Sequence
Choose between CIS 240 and CIS 250  OR CIS 230 and CIS 325.

CIS 240: C++ Programming...............................3
and CIS 250: Principles of Software Design..............3
CIS 230: Visual Basic Programming..........................3
and CIS 325: Advanced Visual Basic Programming......3

Rationale for Change: To provide students exposure to two programming languages rather than two levels of one language.
Information for Proposed Changes to Concentration/Minor/Emphasis

Name of Major: Computer Information Systems (if different from above)

Associated Major's CIP Number: _____

Name of Proposed Concentration/Minor/Emphasis: Computing

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

The minor in Computing is available to students seeking the Bachelor of Arts or the Bachelor of Science degree. This minor will consist of a minimum of 21 semester hours chosen from Computer Information Systems courses. At least six hours must be upper division courses (numbered above 299). Students must complete a two course sequence of Programming courses consisting of CIS230 Visual Basic Programming and CIS240 C++ Programming.

Programming Sequence
CIS 230: Visual Basic Programming ................. 3
CIS 240: C++ Programming ............................ 3

Date first offered: Fall, 2013
(Year)

Additional Resources Required [e.g. library or multimedia resources, technology, space, major expense, etc.]: None

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.

Rationale: _____

Will this concentration/minor/emphasis affect any education majors? ☐ Yes ☒ No

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

What additional costs will be required for this course [e.g. staffing, equipment, etc.]? None

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

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

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

LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

☒ Approved: Department Chairperson
Date 2/1/12 Signature, Department Chairperson

☐ Approved: College Curriculum Committee
Date 2/1/12 Signature, College Curriculum Committee Chair

☐ Approved: Dean of College
Date 2/1/13 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 3/14/13 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 completion of the approval process.

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

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

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

Kansas Board of Regents

APPLICATION FOR CHANGES TO AN EXISTING
MINOR/CONCENTRATION/EMPHASIS

PITTSBURG STATE UNIVERSITY
(NAME OF INSTITUTION)

1701 South Broadway – Pittsburg, KS 66762
(ADDRESS)

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

Concentration/Minor/Emphasis:

Computing
(Title and CIP)

☐ New
☒ Derived from Existing Program

______
(DATE SUBMITTED)

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

Kansas Board of Regents

Submitted by: PITTSBURG STATE UNIVERSITY

College of Business

Division of: Office of the Provost - PSU

I. Indicate major in which concentration is located:

Computer Information Systems

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

Current Name: Computing

New Name (if applicable): _____

Description of Purpose/Rationale for Change:

To provide students exposure to two programming languages rather than two levels of one language.
Provide curriculum for the current AND the new emphasis and indicate courses required for each concentration/emphasis:

**Name of Minor**: Computing  
Name of Major

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses:</td>
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If the above format does not fit your curriculum outline, please use this text box: The minor in Computing is available to students seeking the Bachelor of Arts or the Bachelor of Science degree. This minor will consist of a minimum of 21 semester hours chosen from Computer Information Systems courses. At least six hours must be upper division courses (numbered above 299). Students must complete a two course sequence in either C++ or Visual Basic.

**Programming Sequence**  
Choose between CIS 240 and CIS 250 OR CIS 230 and CIS 325.

**CIS 240**: C++ Programming........................................3
and CIS 250: Principles of Software Design.............3
CIS 230: Visual Basic Programming............................3
and CIS 325: Advanced Visual Basic Programming.........3
(Name of Concentration/Minor/Emphasis)

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<tr>
<th>Course Name &amp; Number</th>
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Concentration/Emphasis:

Total: ____________

If the above format does not fit your curriculum outline, please use this text box:
The minor in Computing is available to students seeking the Bachelor of Arts or the Bachelor of Science degree. This minor will consist of a minimum of 21 semester hours chosen from Computer Information Systems courses. At least six hours must be upper division courses (numbered above 299). Students must complete a two course sequence of Programming courses consisting of CIS230 Visual Basic Programming and CIS240 C++ Programming.

Programming Sequence
CIS 230: Visual Basic Programming............3
CIS 240: C++ Programming..........................3
Request for Revision to Course Template
(Undergraduate Course Numbers through Course Number 699)

Department: ACIS College: Business

Date of Submission to the Department: 11-12-12

Contact Person: Rebecca Casey □ Faculty member □ Chair

Title of Course: C++ Programming Credit Hours: 3

Course Number: CIS 240 Hegis Number: ___

Revision Effective: WF/13 Offered: ☑ Fall ☑ Spring ☐ Summer
(Semester/Year) (check all that apply)

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

Current listing: 3 hours. An introduction to programming using the C++ language. Prerequisite: MATH 113 College Algebra or MATH 110 College Algebra with Review or MATH 126 Pre-Calculus or permission of instructor.

Modification (as it will appear in the next catalog): 3 hours. An introduction to programming using the C++ language. Prerequisite: CIS 230 Visual Basic Programming and 25 hours completed or permission of instructor. Please highlight the change in the proposed listing

Purpose/Justification for Revision of Course: To improve flow of course content among CIS major and minor requirements.

Is this course approved for General Education? ☐ Yes ☑ No

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

n/a

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

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

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

What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? none
Will this revision impact any other department’s/college’s/unit’s curricula or programs? ☒ Yes ☐ No

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

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

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

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

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

☒ Approved: College Curriculum Committee
  Date 10/3 Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
  Date 4/10 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 3/14/13 Signature, Undergraduate Curriculum Committee Chair

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

Please Note
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Request for Revision to Course Template
(Undergraduate Course Numbers through Course Number 699)

Department: ACIS         College: Business

Date of Submission to the Department: 11-12-12

Contact Person: Rebecca Casey  □ Faculty member  □ Chair

Title of Course: Introduction to System Administration
Credit Hours: 3

Course Number: CIS 350
Hegis Number: _____

Revision Effective: WF/13  Offered:  □ Fall  □ Spring  □ Summer
(Semester/Year)  (check all that apply)

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

Current listing: 3 hours. An introduction to the concepts and practices of computer systems administration. Topics include the installation and management of systems and applications and hardware components including network devices, access control for system resources; the role of administrative policies and procedures, identification of threats and countermeasures; operational controls, and audit practices required for system security and system recovery. Prerequisites: CIS 230 Visual Basic Programming or CIS 240 C++ Programming or equivalent or permission of instructor. May be taken for honors.

Modification (as it will appear in the next catalog): 3 hours. An introduction to the concepts and practices of computer systems administration. Topics include the installation and management of systems and applications and hardware components including network devices, access control for system resources; the role of administrative policies and procedures, identification of threats and countermeasures; operational controls, and audit practices required for system security and system recovery. Prerequisites: CIS 240 C++ Programming and 55 hours completed or permission of instructor. May be taken for honors.

Please highlight the change in the proposed listing

Purpose/Justification for Revision of Course: To improve flow of course content among CIS major requirements.

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

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

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

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

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

What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? none

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

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

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

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

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PITTSBURG STATE UNIVERSITY

LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

Signatures:

☑ Approved: Department Chairperson
  Date 2/1/13 Signature, Department Chairperson

☐ Approved: College Curriculum Committee
  Date 3/12/13 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 4/10/13 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 3/14/13 Signature, Undergraduate Curriculum Committee Chair

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

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Request for Revision to Course Template
(Undergraduate Course Numbers through Course Number 699)

Department: ACIS    College: Business

Date of Submission to the Department: 11-12-12

Contact Person: Rebecca Casey    ☑ Faculty member    ☑ Chair

Title of Course: Application Systems Analysis and Design Methods
Credit Hours: 3

Course Number: CIS 380    Hegis Number: _____

Revision Effective: WF/13 Offered: ☑ Fall    ☑ Spring    ☑ Summer
(Semester/Year)    (check all that apply)

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

Current listing: 3 hours. An introduction to methods used to design computer applications. The course will explore traditional and object oriented methods used for the analysis and design of large application systems. It will focus on Object Oriented Analysis (OOA) and Object Oriented Design (OOD) methodologies. Prerequisite: CIS 250 Principles of Software Design or CIS 325 Advanced Visual Basic Programming and 55 hours completed or permission of instructor. May be taken for honors.

Modification (as it will appear in the next catalog): 3 hours. An introduction to methods used to design computer applications. The course will explore traditional and object oriented methods used for the analysis and design of large application systems. It will focus on Object Oriented Analysis (OOA) and Object Oriented Design (OOD) methodologies. Prerequisite: CIS 240 C++ Programming and 55 hours completed or permission of instructor. May be taken for honors.

Please highlight the change in the proposed listing.

Purpose/Justification for Revision of Course: To improve flow of course content among CIS major requirements.

Is this course approved for General Education? ☐ Yes    ☑ No

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

n/a

Please realize that it will need to gain approval of the General Education Committee.
Is this course required of any education majors? □ Yes  ■ No

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

What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?  ■ none

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

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

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

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PITTSBURG STATE UNIVERSITY

LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

Signatures:

☐ Approved: Department Chairperson
   Date 3/1/13 Signature, Department Chairperson
   
☐ Approved: College Curriculum Committee
   Date 2/19/13 Signature, College Curriculum Committee Chair
   
☒ Approved: Dean of College
   Date 2/10/13 Signature, Dean
   
☐ Approved: General Education Committee (if applicable)
   Date ______ Signature, General Education Committee Chair
   
☐ Approved: Teacher Education Council (if applicable)
   Date ______ Signature, Teacher Education Council Chair
   
☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
   Date 3/14/13 Signature, Undergraduate Curriculum Committee Chair
   
☐ Approved: Faculty Senate
   Date ______ Signature, Recording Secretary, Faculty Senate

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Department: ACIS    College: Business

Date of Submission to the Department: 11-12-12

Contact Person: Rebecca Casey  ☐ Faculty member  ☑ Chair

Title of Course: Computer Networking  Credit Hours: 3

Course Number: CIS 470  Hegis Number: ______

Revision Effective: WF/13  Offered: ☐ Fall  ☑ Spring  ☐ Summer  (check all that apply)

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

Current listing: 3 hours. Concepts of communications, computer networking principles, and survey of technical components of a distributed computer system. Prerequisite: CIS 340 Digital Computer Design or CIS 350 Introduction to System Administration, 55 hours completed and 2.50 GPA. May be taken for honors.

Modification (as it will appear in the next catalog): 3 hours. Concepts of communications, computer networking principles, and survey of technical components of a distributed computer system. Prerequisite: CIS 350 Introduction to System Administration, 55 hours completed and 2.50 GPA. May be taken for honors. Please highlight the change in the proposed listing

Purpose/Justification for Revision of Course: To improve flow of course content among CIS major requirements.

Is this course approved for General Education? ☐ Yes  ☑ No

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

n/a

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

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

If "yes," please realize that it will need to have the approval of the Teacher Education Council.
What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?  

\[ \text{none} \]

Will this revision impact any other department's/college's/unit's curricula or programs?  

\[ \square \text{Yes} \quad \square \text{No} \]

If "yes," have relevant discussion occurred:  

\[ \square \text{Yes} \quad \square \text{No} \]

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

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

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LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

Signatures:

☑ Approved: Department Chairperson
  Date 2/1/13 Signature, Department Chairperson

☑ Approved: College Curriculum Committee
  Date 2/19/12 Signature, College Curriculum Committee Chair

☑ Approved: Dean of College
  Date 3/6/13 Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 3/14/13 Signature, Undergraduate Curriculum Committee Chair

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

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Request for Revision to Course Template
(Undergraduate Course Numbers through Course Number 699)

Department: ACIS College: Business

Date of Submission to the Department: 11-12-12

Contact Person: Rebecca Casey [ ] Faculty member [x] Chair

Title of Course: Database Management Credit Hours: 3

Course Number: CIS 615 Hegis Number: _____

Revision Effective: WF/13 Offered: [x] Fall [x] Spring [ ] Summer
(Semester/Year) (check all that apply)

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

Current listing: 3 hours. Analysis and design of large integrated data bases. Design alternatives. Logical and physical representation of data. Storage and retrieval mechanisms and languages. Survey of existing systems. Roles of the Database Manager and Analyst. Prerequisite: CIS 250 Principles of Software Design or CIS 325 Advanced Visual Basic Programming or permission of instructor. May be taken for honors.

Modification (as it will appear in the next catalog): 3 hours. Analysis and design of large integrated data bases. Design alternatives. Logical and physical representation of data. Storage and retrieval mechanisms and languages. Survey of existing systems. Roles of the Database Manager and Analyst. Prerequisite: CIS 240 C++ Programming, 55 hours completed, and 2.50 GPA. May be taken for honors.

Please highlight the change in the proposed listing

Purpose/Justification for Revision of Course: To improve flow of course content among CIS major requirements.

Is this course approved for General Education? [ ] Yes [x] 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:

n/a

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

Is this course required of any education majors? [ ] Yes [x] No

If “yes,” please realize that it will need to have the approval of the Teacher Education Council.
What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)? none

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

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

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

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

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PITTSBURG STATE UNIVERSITY

LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

Signatures:

☒ Approved: Department Chairperson
  Date 2/11/13  Signature, Department Chairperson

☒ Approved: College Curriculum Committee
  Date 2/11/13  Signature, College Curriculum Committee Chair

☒ Approved: Dean of College
  Date 2/11/13  Signature, Dean

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 2/11/13  Signature, Undergraduate Curriculum Committee Chair

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

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Request for Revision to Course Template
(Undergraduate Course Numbers through Course Number 699)

Department: ACIS  College: Business

Date of Submission to the Department: 11-12-12

Contact Person: Rebecca Casey  □ Faculty member  □ Chair

Title of Course: Information Assurance and Computer Security I  Credit Hours: 3

Course Number: CIS 670  Hegis Number: ___

Revision Effective: WF/13  Offered: □ Fall  □ Spring  □ Summer
(Semester/Year)
(check all that apply)

Type of Modification:

□ Course Title  □ Course Number  □ Course Description  □ Course content/objectives
□ Credit Hour  □ Prerequisite Change  □ Other

Current listing: 3 hours. Overview of the central issues that impact upon information assurance and
computer security. Material covered will address the administrative, technical, physical, legal, and ethical
issues related to providing confidentiality, integrity, and availability of information in a networked
computing environment. Prerequisites: CIS 350 Introduction to System Administration or CIS 470
Computer Networking, 55 hours completed, 2.50 GPA or permission of the instructor. May be taken for
honors.

Modification (as it will appear in the next catalog): 3 hours. Overview of the central issues that impact upon
information assurance and computer security. Material covered will address the administrative, technical,
physical, legal, and ethical issues related to providing confidentiality, integrity, and availability of information
in a networked computing environment. Prerequisites: CIS 350 Introduction to System Administration, 55
hours completed, 2.50 GPA or permission of instructor. May be taken for honors.

Please highlight the change in the proposed listing.

Purpose/Justification for Revision of Course: To improve flow of course content among CIS major
requirements.

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

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

Please realize that it will need to gain approval of the General Education Committee.
Is this course required of any education majors?  □ Yes  ☒ No

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

What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?  none

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

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

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

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PITTSBURG STATE UNIVERSITY

LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

Signatures:

☐ Approved: Department Chairperson
  Date 2/12/13 Signature, Department Chairperson
  ____________________________
  Earle Casey

☐ Approved: College Curriculum Committee
  Date 2/14/13 Signature, College Curriculum Committee Chair
  ____________________________
  D. C. Adams

☐ Approved: Dean of College
  Date 2/14/13 Signature, Dean
  ____________________________
  Paul W. McGee

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

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

☐ Approved: Faculty Senate University Undergraduate Curriculum Committee
  Date 2/14/13 Signature, Undergraduate Curriculum Committee Chair
  ____________________________
  ____________________________
  ____________________________

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

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Request for Revision to Major Template

Department: GIT    College: College Of Technology

Date of Submission to the Department: 11/16/2012

Contact Person: Chris Huitt  ☒ Faculty member ☐ Chair

Brief Description of Change: Removing 3 credit hours from the Support classes area by removing COMM 274: Introduction to Audio and Video Production class from the support courses area: Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis. Adding 3 credit hours into the Electives area of the Digital Media Emphasis area.

Type of Modification:
☐ Name ☐ Credit Hour ☐ Course content/objectives ☐ Prerequisite Change ☒ Other

Rationale for Change: ______

Information from Existing Major

Name of Existing Major: Major in Graphic Communications: Digital Media Emphasis area.    Current CIP Number: ______

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

Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis

The Digital Media emphasis area focuses on digital graphics, which includes digital photography, video and audio editing, special effects and 3D rendering and animation. Students will develop skills for creating and manipulating 2D and 3D graphics audio and video for use in television, digital signage and video games.

Basic Skills (12-14 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

Mathematics (select one) (3-5 hours)
MATH 110: College Algebra with Review ..........5
MATH 113: College Algebra .........................3
MATH 133: Quantitative Reasoning ..................3
MATH 143: Elementary Statistics ....................3
General Education Electives (35-41 hours)

Sciences (8-9 hours)

Natural Sciences (Select one) (4-5 hours)
BIOL 111: General Biology .........................3
and BIOL 112: General Biology Laboratory ..........2
BIOL 113: Environmental Life Science ...............4
BIOL 211: Principles of Biology I ..................4

Physical Sciences (Select one) (4 hours)
CHEM 105: Introductory Chemistry .................3
and CHEM 106: Introductory Chemistry Laboratory .....................................................1
PHYS 160: Physical Geology .......................3
and PHYS 165: Physical Geology Laboratory ......1
PHYS 162: Physical Oceanography ..................3
and PHYS 163: Physical Oceanography Laboratory .....................................................1
PHYS 166: Meteorology .............................3
and PHYS 167: Meteorology Laboratory ..........1
PHYS 171: Physical Science .......................3
and PHYS 172: Physical Science Laboratory ......1
PHYS 175: Descriptive Astronomy ..................3
and PHYS 176: Astronomy Laboratory .............1
PHYS 375: Solar System Astronomy ................3
and PHYS 176: Astronomy Laboratory .............1

Social Studies (Select one) (3 hours)
SOC 100: Introduction to Sociology ...............3
WOMEN 200: Introduction to Women's Studies ....3

Political Studies (3 hours)
POLS 101: U.S. Politics ................................3

Producing and Consuming (Select one from two of the following three categories) (5-6 hours)

Economy
ECON 191: Issues in Today's Economy ............3
FCS 230: Consumer Education and Personal Finance ..................................................3

Technology
EET 247: Computer Programming for Electronic Systems .................................................3
GT 190: Introduction to Technological Systems ....2
GT 350: Technology and Civilization ...............3
EDTH 330: Technology for the Classroom ........3
TE 551: Integrated Technology for Educators ....3
TM 350: Societal Influence of Technology .............3

Business
ACCTG 201: Financial Accounting ....................3
CIS 130: Computer Information Systems ...............3
MGMKT 101: Introduction to Business .................3

Fine Arts and Aesthetic Studies (3 hours)
ART 178: Introduction to the Visual Arts ............3

Cultural Studies (Select one) (3-5 hours)
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

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

Human Heritage (Select one from two of the following three categories) (6 hours)

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
ENGL 315: Mythology ..................................3
ENGL 320: Literature and Film .......................3
### Philosophy

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 103</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<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>
</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>

### GIT Core Courses (22-23 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIT 100</td>
<td>Introduction to Graphics Technologies</td>
<td>3</td>
</tr>
<tr>
<td>GIT 141</td>
<td>Vector Based Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GIT 142</td>
<td>Raster Graphics Software</td>
<td>3</td>
</tr>
<tr>
<td>GIT 230</td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>GIT 240</td>
<td>Page Layout Software</td>
<td>3</td>
</tr>
<tr>
<td>GIT 301</td>
<td>Graphics Career Development</td>
<td>2</td>
</tr>
<tr>
<td>GIT 600</td>
<td>Graphics Internship</td>
<td>3</td>
</tr>
<tr>
<td>GIT 650</td>
<td>Production Graphics</td>
<td>3</td>
</tr>
<tr>
<td>or GIT 690</td>
<td>Senior Project</td>
<td>2</td>
</tr>
</tbody>
</table>

### Digital Media Emphasis Courses (24 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIT 231</td>
<td>Audio/Video Software</td>
<td>3</td>
</tr>
<tr>
<td>GIT 310</td>
<td>Photography</td>
<td>3</td>
</tr>
<tr>
<td>GIT 311</td>
<td>Studio Product Photography</td>
<td>3</td>
</tr>
<tr>
<td>GIT 334</td>
<td>3D Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GIT 410</td>
<td>Commercial Photography</td>
<td>3</td>
</tr>
<tr>
<td>GIT 432</td>
<td>Digital Media Design</td>
<td>3</td>
</tr>
<tr>
<td>GIT 510</td>
<td>Portrait Photography</td>
<td>3</td>
</tr>
<tr>
<td>GIT 530</td>
<td>3D Animation and Rendering</td>
<td>3</td>
</tr>
</tbody>
</table>

### Digital Media Electives (10-11 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIT 221</td>
<td>Web Graphics Software</td>
<td>3</td>
</tr>
<tr>
<td>GIT 322</td>
<td>Web Site Design</td>
<td>3</td>
</tr>
<tr>
<td>GIT 323</td>
<td>Web and Motion Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GIT 342</td>
<td>Print File Preparation and Preflighting</td>
<td>3</td>
</tr>
<tr>
<td>GIT 350</td>
<td>Printing Technologies</td>
<td>3</td>
</tr>
<tr>
<td>GIT 355</td>
<td>Specialty Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GIT 400</td>
<td>Investigations</td>
<td>1-4</td>
</tr>
<tr>
<td>GIT 401</td>
<td>Graphics Work Experience</td>
<td>1-3</td>
</tr>
<tr>
<td>GIT 421</td>
<td>Interactive Media Design</td>
<td>3</td>
</tr>
<tr>
<td>GIT 521</td>
<td>Mobile Media Development</td>
<td>3</td>
</tr>
<tr>
<td>GIT 523</td>
<td>Web Content Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>GIT 531</td>
<td>Publication Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GIT 532</td>
<td>Packaging Graphics has</td>
<td>3</td>
</tr>
<tr>
<td>GIT 552</td>
<td>Digital and Variable Data Technologies</td>
<td>3</td>
</tr>
<tr>
<td>GIT 562</td>
<td>Graphics Cost Analysis and Estimating</td>
<td>3</td>
</tr>
<tr>
<td>GIT 580</td>
<td>Sales and Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>GIT 590</td>
<td>Special Topics (___)</td>
<td>1-3</td>
</tr>
<tr>
<td>GIT 601</td>
<td>Laboratory Practicum</td>
<td>1-4</td>
</tr>
<tr>
<td>GIT 640</td>
<td>Color Reproduction</td>
<td>3</td>
</tr>
</tbody>
</table>
Total Technical Courses (57 hours)

Support Courses (12 hours)
ENGL 301: Technical/Professional Writing ..........3
MGMKT 330: Basic Marketing ........................3
COMM 200: Introduction to Mass Communication 3
COMM 274: Introduction to Audio and Video Production ............................................................3

- Electives (by advisement) (0-8 hours)

Total hours for Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis (124 hours)
Information for Proposed Modified Major

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

Name of Modified Major: Graphic Communications: Digital Media Emphasis Area. CIP Number:______

Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis

The Digital Media emphasis area focuses on digital graphics, which includes digital photography, video and audio editing, special effects and 3D rendering and animation. Students will develop skills for creating and manipulating 2D and 3D graphics audio and video for use in television, digital signage and video games.

Basic Skills (12-14 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

Mathematics (select one) (3-5 hours)

MATH 110: College Algebra with Review ...........5
MATH 113: College Algebra .........................3
MATH 133: Quantitative Reasoning .................3
MATH 143: Elementary Statistics ...................3

General Education Electives (35-41 hours)

Sciences (8-9 hours)

Natural Sciences (Select one) (4-5 hours)

BIOL 111: General Biology ..........................3
and BIOL 112: General Biology Laboratory .......2
BIOL 113: Environmental Life Science ............4
BIOL 211: Principles of Biology I ..................4

Physical Sciences (Select one) (4 hours)

CHEM 105: Introductory Chemistry .................3
and CHEM 106: Introductory Chemistry Laboratory .........................................................1
PHYS 160: Physical Geology .......................3
and PHYS 165: Physical Geology Laboratory .....1
PHYS 162: Physical Oceanography .................3
and PHYS 163: Physical Oceanography Laboratory .........................................................1
PHYS 166: Meteorology .............................3
and PHYS 167: Meteorology Laboratory ..........1
PHYS 171: Physical Science .......................3
and PHYS 172: Physical Science Laboratory .....1
PHYS 175: Descriptive Astronomy ..................3
and PHYS 176: Astronomy Laboratory ..............1
PHYS 375: Solar System Astronomy .................3
and PHYS 176: Astronomy Laboratory ..............1

Social Studies (Select one) (3 hours)
SOC 100: Introduction to Sociology ..................3
WOMEN 200: Introduction to Women's Studies .....3

Political Studies (3 hours)
POLS 101: U.S. Politics ..................................3

Producing and Consuming (Select one from two of the following three categories) (5-6 hours)

Economy
ECON 191: Issues in Today's Economy .............3
FCS 230: Consumer Education and Personal Finance .........................................................3

Technology
EET 247: Computer Programming for Electronic Systems ..........................................................3
GT 190: Introduction to Technological Systems ....2
GT 350: Technology and Civilization .................3
EDTH 330: Technology for the Classroom ..........3
TE 551: Integrated Technology for Educators .....3
TM 350: Societal Influence of Technology ..........3

Business
ACCTG 201: Financial Accounting .................3
CIS 130: Computer Information Systems ..........3
MGMKT 101: Introduction to Business ...............3

Fine Arts and Aesthetic Studies (3 hours)
ART 178: Introduction to the Visual Arts ..........3

Cultural Studies (Select one) (3-5 hours)
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
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

Human Heritage (Select one from two of the following three categories) (6 hours)

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
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 (_____) ........3
PHIL 208: Logic and Critical Thinking .................3
PHIL 231: World Religions ...............................3

GIT Core Courses (22-23 hours)
GIT 100: Introduction to Graphics Technologies ...3
GIT 141: Vector Based Graphics ..........................3
GIT 142: Raster Graphics Software .......................3
GIT 230: Graphic Design ................................3
GIT 240: Page Layout Software ..........................3
GIT 301: Graphics Career Development .................2
GIT 600: Graphics Internship ............................3
GIT 650: Production Graphics ............................3
or GIT 690: Senior Project .............................2

Digital Media Emphasis Courses (24 hours)
GIT 231: Audio/Video Software ..........................3
GIT 310: Photography .....................................3
Digital Media Electives (13-14 hours)

GIT 221: Web Graphics Software ..................................3
GIT 322: Web Site Design ...........................................3
GIT 323: Web and Motion Graphics ...............................3
GIT 342: Print File Preparation and Preflighting ............3
GIT 350: Printing Technologies ....................................3
GIT 355: Specialty Graphics .........................................3
GIT 400: Investigations ..............................................1-4
GIT 401: Graphics Work Experience .............................1-3
GIT 421: Interactive Media Design ...............................3
GIT 521: Mobile Media Development ............................3
GIT 523: Web Content Management Systems ................3
GIT 531: Publication Graphics .....................................3
GIT 532: Packaging Graphics ......................................3
GIT 552: Digital and Variable Data Technologies .3
GIT 562: Graphics Cost Analysis and Estimating ............3
GIT 580: Sales and Customer Service .........................3
GIT 590: Special Topics (_____) .................................1-3
GIT 601: Laboratory Practicum ...................................1-4
GIT 640: Color Reproduction .....................................3
GIT 680: Graphics Administration ................................3

Total Technical Courses (60 hours)

Support Courses (9 hours)

ENGL 301: Technical/Professional Writing ............3
MGMKT 330: Basic Marketing .................................3
COMM 200: Introduction to Mass Communication 3

* Electives (by advisement) (0-8 hours)

Total hours for Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis (124 hours)
Date first offered: Fall, 2013
(Year)

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

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.

Rationale: ______

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

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

What additional costs will be required for this modification (e.g. staffing, equipment, etc.)? ☒ No

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

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

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

From: "Cynthia Allan" <callan@pittstate.edu>
To: "Chris Huitt" <chuitt@pittstate.edu>
Sent: Monday, December 3, 2012 5:07:53 PM
Subject: Re: Proposed Communication Department class changes to Digital Media Emphasis support courses

Chris,
I met with the COMM faculty about the GIT curriculum and they suggested two other possible courses that might be added to your core if you need to get back to the 12 hours. You could also, perhaps, suggest that your students take one or the other so they have a choice. We feel there is no problem providing seats in either of these courses.

COMM 730 Interpersonal Communication (we will be putting a change through this year to bring the course number down to COMM 530, which is where it used to be some years ago).

COMM 626 Law of Mass Communication (the faculty felt this might be a good choice given the issues surrounding all the image and sound manipulation inherent in both our degree programs)

Let me know what you think or if you would like any further clarification.

Regards,
Cynthia

**************************************
Cynthia L. Allan, Ph.D.
Professor and Chair
Department of Communication

From: "Chris Huitt" <chuitt@pittstate.edu>
To: callan@pittstate.edu
Cc: "Barry Wilson" <bwilson@pittstate.edu>, "Christel Benson" <cbenson@pittstate.edu>, "David Oldham" <doldham@pittstate.edu>, "Jason Ward" <jward@pittstate.edu>, "Doug Younger" <dyounger@pittstate.edu>
Sent: Friday, November 16, 2012 2:37:21 PM  
Subject: Proposed Communication Department class changes to Digital Media Emphasis support courses

Dr. Allan,

My name is Chris Huitt, I am the new Chairperson of the Graphics & Imaging Technologies Department's Curriculum Committee.

I am contacting you about proposed changes to the support courses for the Digital Media Emphasis area in our department.

These changes are in response to the meeting our departments had last semester, overseen by Dr. Chung. I was present at this meeting and took from it that the class, COMM 200: Introduction to Mass Communication, could stay as a support course, but, COMM 274: Introduction to Audio and Video Production, could not stay in the support courses due to software, hardware and class space limitations.

After reviewing our options, we have decided to put forward the reduction of support courses from 12 hours, down to 9 hours. This option does need approval from the College of Technologies Curriculum Review Committee, but I can't first present it to them without your department's approval of the following:

1. Keeping COMM 200
2. Dropping COMM 274

If the COT Curriculum Review Committee does not approve a reduction in support courses, is there possibly another class within your department that might be acceptable? If not, we have identified other courses that would work in this support area from various other departments. We currently have 19 students under the Digital Media emphasis area.

All students enrolling last semester and for this upcoming Spring 2013 semester were advised not to enroll into either of the communication classes in the support courses area. All of the advisement material students received for this emphasis had these two classes removed, to help keep them from choosing them. Because this is a new emphasis area most of the students were at a freshmen or sophomore level, so choosing any support class this early was not an issue.

Regards,

Chris Huitt

The proposed changes for the support courses are as follows:

**Digital Media Electives (13-14 hours)**  
*(Adding 3 hours into electives area)*

GIT 221: Web Graphics Software ............... 3
GIT 322: Web Site Design ................... 3
GIT 323: Web and Motion Graphics .......... 3
GIT 342: Print File Preparation and Preflighting ........... 3
GIT 350: Printing Technologies ............. 3
GIT 355: Specialty Graphics ................ 3
GIT 400: Investigations ................... 1-4
GIT 401: Graphics Work Experience ........... 1-3
GIT 421: Interactive Media Design ............ 3
GIT 521: Mobile Media Development ........... 3
GIT 523: Web Content Management Systems ........ 3
GIT 531: Publication Graphics ............. 3
GIT 532: Packaging Graphics ............. 3
GIT 552: Digital and Variable Data Technologies ............... 3
GIT 562: Graphics Cost Analysis and Estimating ............... 3
GIT 580: Sales and Customer Service ......................... 3
GIT 590: Special Topics (___) .......................... 1-3
GIT 601: Laboratory Practicum .......................... 1-4
GIT 640: Color Reproduction ......................... 3
GIT 580: Graphics Administration ......................... 3

Total Technical Courses (60 hours)
(Adding 3 hours into technical courses)

Support Courses (9 hours)
(Subtracting 3 hours from support courses)
ENGL 301: Technical/Professional Writing ............... 3
MGMKT 330: Basic Marketing ........................ 3
COMM 200: Introduction to Mass Communication ........... 3

(Removing from support course offering)
COMM 274: Introduction to Audio and Video Production ........ 3

From: "Barry Wilson" <bjwilson@pittstate.edu>
To: "Cynthia Allan" <callan@pittstate.edu>
Sent: Friday, January 18, 2013 11:57:44 AM
Subject: Re: Comm 274

Dr. Allan,

Thank you for your response. I will attach the email correspondence between you and Chris. I wanted to make sure the new process goes smoothly.

Barry

From: "Cynthia Allan" <callan@pittstate.edu>
To: "Barry Wilson" <bjwilson@pittstate.edu>
Sent: Friday, January 18, 2013 10:07:24 AM
Subject: Re: Comm 274

I did respond to the GIT committee about this revision. Might Chris still have my response to the committee on this matter? If so, could you attach that to the document or do you want me to provide it in another format. Let me know how to proceed and I will be happy to do so.

Cynthia

***************************
Cynthia L. Allan, Ph.D.
Professor and Chair
Department of Communication

From: "Barry Wilson" <bjwilson@pittstate.edu>
To: "Cynthia Allan" <callan@pittstate.edu>
Sent: Wednesday, January 16, 2013 4:47:14 PM
Subject: Comm 274

Revision to Major

Last Revision: Fall, 2012

12
Dr. Allan,

I received a Revision to Major form routed to me by the Graphics and Imaging Technologies Curriculum Committee concerning the removal of the Comm 274 requirement for the Digital Media Emphasis in the Graphic Communications Major. As this change will impact your Department, I wanted to make sure you were aware of the removal of this class prior to my approval. I believe that it would be best to attach your response to the Revision to Major Form in the area asking if relevant discussions have occurred.

If you have any questions, please feel free to contact me.

Barry Wilson  
Chair, Graphics and Imaging Technology  
ext 4420
PITTSBURG STATE UNIVERSITY

LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

X  Approved:  Department Chairperson
    Date 1-21-2013  Signature, Department Chairperson

[X] Approved:  College Curriculum Committee
    Date 2.5.13  Signature, College Curriculum Committee Chair

[X] Approved:  Dean of College
    Date 2.15.13 Signature, Dean

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

☐ Approved:  Faculty Senate University Undergraduate Curriculum Committee
    Date 3.14.13 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 completion of the approval process.

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

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

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

Kansas Board of Regents

APPLICATION FOR CHANGES TO AN EXISTING MAJOR

PITTSBURG STATE UNIVERSITY
(NAME OF INSTITUTION)

1701 South Broadway – Pittsburg, KS 66762
(ADDRESS)

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

MAJOR:

Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis
>Title and CIP

☐ New
☒ Derived from Existing Program

_______
(DATE SUBMITTED)

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

Kansas Board of Regents

Submitted by: PITTSBURG STATE UNIVERSITY

College of Technology

Division of: Office of the Provost - PSU

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

Current Name: Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis

New Name (if applicable): N/A (No Change)

Description of Purpose/Rationale for Change: Removing 3 credit hours from the Support classes area by removing COMM 274: Introduction to Audio and Video Production class from the support courses area: Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis. Adding 3 credit hours into the Electives area of the Digital Media Emphasis area.
Provide curriculum for the current major AND indicate proposed course changes:

**Major in Graphic Communications: Digital Media Emphasis Area**

**Name of Major**

**CURRENT**

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

| Research:            |              |
|                      |              |
|                      |              |
|                      |              |
|                      |              |

| Practica:            |              |
|                      |              |
|                      |              |
|                      |              |
|                      |              |

**Total: __________**

*If the above format does not fit your curriculum outline, please use this text box: Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis*

The Digital Media emphasis area focuses on digital graphics, which includes digital photography, video and audio editing, special effects and 3D rendering and animation. Students will develop skills for creating and manipulating 2D and 3D graphics audio and video for use in television, digital signage and video games.
Basic Skills (12-14 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

Mathematics (select one) (3-5 hours)
MATH 110: College Algebra with Review ...........5
MATH 113: College Algebra ...........................3
MATH 133: Quantitative Reasoning ..................3
MATH 143: Elementary Statistics .....................3

General Education Electives (35-41 hours)

Sciences (8-9 hours)

Natural Sciences (Select one) (4-5 hours)
BIOL 111: General Biology ..........................3
and BIOL 112: General Biology Laboratory .......2
BIOL 113: Environmental Life Science .............4
BIOL 211: Principles of Biology I .................4

Physical Sciences (Select one) (4 hours)
CHEM 105: Introductory Chemistry ..................3
and CHEM 106: Introductory Chemistry Laboratory .........................................................1
PHYS 160: Physical Geology ........................3
and PHYS 165: Physical Geology Laboratory .....1
PHYS 162: Physical Oceanography ..................3
and PHYS 163: Physical Oceanography Laboratory .........................................................1
PHYS 166: Meteorology ................................3
and PHYS 167: Meteorology Laboratory ..........1
PHYS 171: Physical Science ..........................3
and PHYS 172: Physical Science Laboratory .....1
PHYS 175: Descriptive Astronomy ..................3
and PHYS 176: Astronomy Laboratory ..........1
PHYS 375: Solar System Astronomy .................3
and PHYS 176: Astronomy Laboratory ..........1

Social Studies (Select one) (3 hours)
SOC 100: Introduction to Sociology .................3
WOMEN 200: Introduction to Women's Studies ...3

Political Studies (3 hours)
POLS 101: U.S. Politics ...............................3
Producng and Consuming (Select one from two of the following three categories) (5-6 hours)

**Economy**
ECON 191: Issues in Today’s Economy ...............3
FCS 230: Consumer Education and Personal Finance .........................................................3

**Technology**
EET 247: Computer Programming for Electronic Systems ..................................................3
GT 190: Introduction to Technological Systems ....2
GT 350: Technology and Civilization ...............3
EDTH 330: Technology for the Classroom ..........3
TE 551: Integrated Technology for Educators ......3
TM 350: Societal Influence of Technology ........3

**Business**
ACCTG 201: Financial Accounting ..................3
CIS 130: Computer Information Systems ...........3
MGMKT 101: Introduction to Business .............3

**Fine Arts and Aesthetic Studies (3 hours)**
ART 178: Introduction to the Visual Arts ..........3

**Cultural Studies (Select one) (3-5 hours)**
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

**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
Human Heritage (Select one from two of the following three categories) (6 hours)

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
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 (___) .........3
PHIL 208: Logic and Critical Thinking ..............3
PHIL 231: World Religions ..........................3

GIT Core Courses (22-23 hours)
GIT 100: Introduction to Graphics Technologies ...3
GIT 141: Vector Based Graphics ..................3
GIT 142: Raster Graphics Software ................3
GIT 230: Graphic Design ..........................3
GIT 240: Page Layout Software ....................3
GIT 301: Graphics Career Development ............2
GIT 600: Graphics Internship ......................3
GIT 650: Production Graphics .....................3
or GIT 690: Senior Project ........................2

Digital Media Emphasis Courses (24 hours)
GIT 231: Audio/Video Software ....................3
GIT 310: Photography .............................3
GIT 311: Studio Product Photography .............3
GIT 334: 3D Graphics .............................3
GIT 410: Commercial Photography .................3
GIT 432: Digital Media Design ....................3
GIT 510: Portrait Photography .....................3
GIT 530: 3D Animation and Rendering ............3

Digital Media Electives (13-14 hours)
(Adding 3 hours into electives area)
GIT 221: Web Graphics Software ..................3
GIT 322: Web Site Design ........................3
GIT 323: Web and Motion Graphics ..........3
GIT 342: Print File Preparation and Preflighting ..3
GIT 350: Printing Technologies ..................3
GIT 355: Specialty Graphics ......................3
GIT 400: Investigations ..........................1-4
GIT 401: Graphics Work Experience ..........1-3
GIT 421: Interactive Media Design ..............3
GIT 521: Mobile Media Development ............3
GIT 523: Web Content Management Systems .....3
GIT 531: Publication Graphics ..................3
GIT 532: Packaging Graphics ....................3
GIT 552: Digital and Variable Data Technologies .3
GIT 562: Graphics Cost Analysis and Estimating ..3
GIT 580: Sales and Customer Service ..........3
GIT 590: Special Topics (___) ..................1-3
GIT 601: Laboratory Practicum ..................1-4
GIT 640: Color Reproduction ....................3
GIT 680: Graphics Administration ...............3

**Total Technical Courses (60 hours)**
(Adding 3 hours into technical courses)

**Support Courses (9 hours)**
(Subtracting 3 hours from support courses)
ENGL 301: Technical/Professional Writing ........3
MGMKT 330: Basic Marketing ......................3
COMM 200: Introduction to Mass Communication 3
(Removing from support courses offerings) COMM 274: Introduction to Audio and Video Production ..........3

  - Electives (by advisement) (0-8 hours)

Total hours for Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis (124 hours)
**PROPOSED**

**Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis**

(Shorten the name of Major)

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

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

**Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis**

The Digital Media emphasis area focuses on digital graphics, which includes digital photography, video and audio editing, special effects and 3D rendering and animation. Students will develop skills for creating and manipulating 2D and 3D graphics audio and video for use in television, digital signage and video games.

**Basic Skills (12-14 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

**Mathematics (select one) (3-5 hours)**

- MATH 110: College Algebra with Review .......5
- MATH 113: College Algebra .......................3
- MATH 133: Quantitative Reasoning ...............3
- MATH 143: Elementary Statistics .................3

**General Education Electives (35-41 hours)**

**Sciences (8-9 hours)**

**Natural Sciences (Select one) (4-5 hours)**

- BIOL 111: General Biology ........................3
  and BIOL 112: General Biology Laboratory ......2
BIOL 113: Environmental Life Science ..........4
BIOL 211: Principles of Biology 1 ..........4

Physical Sciences (Select one) (4 hours)
CHEM 105: Introductory Chemistry ..........3
and CHEM 106: Introductory Chemistry Laboratory ............................................1
PHYS 160: Physical Geology ..........3
and PHYS 165: Physical Geology Laboratory ....1
PHYS 162: Physical Oceanography ..........3
and PHYS 163: Physical Oceanography Laboratory ............................................1
PHYS 166: Meteorology ..........3
and PHYS 167: Meteorology Laboratory ....1
PHYS 171: Physical Science ..........3
and PHYS 172: Physical Science Laboratory ....1
PHYS 175: Descriptive Astronomy ..........3
and PHYS 176: Astronomy Laboratory ....1
PHYS 375: Solar System Astronomy ..........3
and PHYS 176: Astronomy Laboratory ....1

Social Studies (Select one) (3 hours)
SOC 100: Introduction to Sociology ..........3
WOMEN 200: Introduction to Women's Studies ...3

Political Studies (3 hours)
POLS 101: U.S. Politics ..........3

Producing and Consuming (Select one from two of the following three categories) (5-6 hours)

Economy
FCS 230: Consumer Education and Personal Finance ............................................3

Technology
EET 247: Computer Programming for Electronic Systems ........................................3
GT 190: Introduction to Technological Systems ....2
GT 350: Technology and Civilization ..........3
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TE 551: Integrated Technology for Educators ..........3
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Total hours for Bachelor of Science in Technology Degree with a Major in Graphic Communications: Digital Media Emphasis (124 hours)
Concerns Voiced about Senior Honors Project and Responses

What is the benefit for faculty? Faculty Mentors could certainly be second authors on these projects and use them for their own scholarly record if appropriate. They could also include this activity under Student Involvement and Success in the TEACHING part of their annual appraisal materials.

Who gets the SCH? We have now worked out that we will use two common numbers across campus, 603 and 604, with the exception of Biology and English, which will be 601 and 604 as their 603 number is already being used. The departments will now get the SCH production for offering the course.

Who get the teaching credit? The faculty mentor will be able to show it on their load and it will show up in the system under their name. Once I know which students are selecting this track, I will contact the chair and/or administrative assistant in the department to create a section of the course for the student(s) with the faculty mentor name as the instructor of record.

Who is going to pay for any research costs? The student would be responsible for these costs if there are any. In no way would any department be expected to fund any part of the research project.

Can a faculty mentor decline to participate? Absolutely. It is up to the faculty mentor to decide if they want to serve in that capacity for the student. This will be made crystal clear to the HC membership.

Can students use degree required projects to satisfy this requirement? There will be no double-dipping. If students are required to complete a Senior Capstone Project/Thesis within their major degree requirements, that project cannot be used to satisfy this program.

Will other students on campus be able to participate? Like Interdisciplinary Courses, the Senior Honors Project is a sort of pilot program within the Honors College. There is no reason this program cannot be offered campus wide to all students eventually. Sometimes it is good to work a new process through a small cohort to see where the challenges are before opening the program up to the entire campus.

Why A, B, N/C rather than regular grading? As we looked at best practices in other Honors Programs that have a Senior Honors Project, this grading structure was the norm. I believe students who participate in this program will know early on whether or not it is going to work for them and if it isn’t, they will likely drop the course anyway. A new point here is that I will encourage students to go ahead and process a Departmental Academic Honors Project application during the semesters they are doing the Honor 600 and 601 courses so that just in case they back out, they still are able to accomplish a DHC credit that term. If things are going well in Honor 600/601, they can just drop the DHC project.

Can students start the process before their junior year second semester? Yes, and for education majors who will be student teaching in the second semester of their senior year, this will be mandatory as they will not be able to enroll in Honor 601 during their final semester. Their schedule will be:

Junior Year 1st semester-work to find Faculty Mentor and organize project
Junior Year 2nd semester-enroll in Honor 600
Senior Year 1st semester-enroll in Honor 601
Senior Year 2nd semester-student teach
What can we do to inform students of what “research” means? I will encourage, but not require, the students to enroll in the UGS 241 course which is under legislation right now. If their home department already has an Intro to Research class in the curriculum, they will be encouraged to take that course if it is not already required.

Cohort Meetings. A very nice suggestion that came from the College of Business meeting was to hold Cohort Meetings throughout the semester to check progress and allow the students to share challenges and ideas about their research, probably every two to three weeks. I would host these meetings and facilitate these discussions, as well as seek out resources as needed or requested by the students.