



Pittsburg State University

Faculty Senate Meeting

Date: Monday, Dec 9, 2024

Time: 3:00 p.m.

Location: Sunflower Room, Overman Student Center

Agenda

- I. **Call to order**
- II. **Campus Update(s):**
 - a. **Nicolle Murphy - Assistant Athletic Director for Student Success**
- III. **Approval of Nov 18, 2024 minutes**
- IV. **Announcements**
 - a. **Provost and Vice President of Academic Affairs - Dr. Susan Bon**
 - b. **PSU/KNEA Remarks – Khamis Siam**
 - c. **Student Senate Remarks – Jonah Sandford**
 - d. **Unclassified Professional Senate Remarks – Greg Belcher**
 - e. **University Support Staff Remarks – Michelle Hensley**
 - f. **Graduate College Remarks – Kyle Thompson**
 - g. **Faculty Senate President’s Report – Norman Philipp**
- V. **Committee Reports**
 - a. **Academic Affairs Committee - Chair: Mark Diacopoulos**
 - Undergraduate Curriculum Subcommittee - Chair: **Byron McKay**
 - Library Services/Leaming Resources Subcommittee - Chair: **Lora Winters**
 - Online and Distance Learning Committee - Chair: **Kelly Woestmann**
 - Academic Honors Subcommittee - Chair: **Rion Huffman (Brian Moots)**
 - Honors College Subcommittee - Chair: **Randy Winzer**
 - Writing Across the Curriculum Subcommittee - Chair: **Ashley Shaw**
 - Diversity and Multicultural Affairs Subcommittee - Chair: **Dennis Audo**

- b. **Student-Faculty Committee - Chair: Serif Uran**
- c. **All-University Committee - Chair: Kristen Maceli**
- d. **Faculty Affairs Committee - Chair: David Sikolia**
- e. **Constitution Committee - Chair: Mark Johnson**
- f. **General Education Committee - Chair: Mark Johnson (Michelle Hensley)**
- g. **Budget Committee - Chair: Kent Runyan**
- h. **Academic Honesty Committee - Chair: David Weaver**

VI. Unfinished Business:

a. Honors College - *Request for support in space allocation request*

- Discussed with Provost
- Submitted previous accommodations along with current needs/wants as provided by Brian Moots

b. AI Committee

- Temporary or On-Going
- Maybe subcommittee under Academic Affairs
- One rep from each: Academic Affairs, Constitution, Faculty Affairs, Gen Ed, Library Services, Online & Distance Learning, Student-Faculty, Undergrad Curriculum, Others??? (Provost & CTLT ex-officio)

VII. New Business:

a. CONSTITUTION

- Review of constitution and by-laws to check university/college titles
- Start audit of senate seats to determine areas for reduction/addition of seats
 1. Propose changing language from “department” to “program”

b. Propose forming next year’s Academic Honors Subcommittee in April

- Expedite honors student applications in the Fall semester
- Will require colleges to form their committees in the Spring as well

VIII. Open Forum:

a. Holiday Reception – Thurs, Dec. 12 from 3:00-5:00 at the Bicknell Center!

Drop in any time during the two hours and enjoy holiday refreshments, a gift, and good times. Stay a while!

IX. Adjournment

- Next Faculty Senate Meeting: **Jan 27, 2025**, in the Sunflower Room, OSC

Faculty Senate President's Report – Dec 2024

- All institutions to receive 100% of available funding for 2025-2026
- CoFSP review of Credit for Prior Learning Guidelines document – Approved by KBOR
- KBOR Faculty Awards
 - CoFSP developing a revised draft to present to COCOA
 - Include additional faculty roles (clinical, library, extension, ...) and a third award for non-tenure track full-time faculty
 - Possibly shift award to May/June
- Ongoing push for Discussion on AI in Kansas Higher Education
- Requested an annual lunch with KS Legislature Higher Ed Committee
- Looking for assurance from KBOR that change in wording from “Faculty Salary” to “Student Affordability” does not change the intention for \$90M request in budget
- Dan along with ESU president met with Gov Kelly about \$21M regional institution budget request. Shared the funding discrepancy between higher ed institutions in the state. Gov is taking it under consideration, looking to “dig further into that”
- KBOR First 15 Initiative
 - BASSC (11.06.24) OTHER MATTERS – CONTINUATION OF “FIRST 15” DISCUSSION
 - *“The proposed recommendations suggest that the Board of Regents designate five specific courses, called the “First 15,” that eligible high school students can take at no cost.”*
 - On-going effort at KBOR that is still evolving
 - Course credit & headcount
 - Tuition loss versus potential increase in enrollment
- KBOR Unified Tuition Assistance Program (UTAP)
 - On-going effort
 - First reading to Council of Presidents at Dec KBOR mtg (Topeka)

Academic Affairs Committee

Chair: Mark Diacopoulos / Recorder: Christine Brodsky

Summary: Met via email since the last November meeting. Committee will send out a draft of a syllabus suggested template to Faculty Senate for discussion either for the December or January meeting. Next Meeting will occur in the Spring semester.

SYLLABUS DRAFT

Pittsburg State University	
COURSE CODE	COURSE TITLE
Your Name	Course Semester & Year
Your Email Address	Course Meeting Days
Phone Number	Course Meeting Times
Office Hours / Virtual Office Hours	Course Credit Hours
	Course Delivery Method

COURSE DESCRIPTION:	Briefly describe the course here.
PREREQUISITES/COREQUISITES	List course prerequisites and corequisites here.
OBJECTIVES	As a result of this course, you will be able to: <ul style="list-style-type: none"> • Objective. • Objective. • Objective.
GENERAL EDUCATION	Include specific general education goals that the course covers.
REQUIRED TEXTS AND RESOURCES:	Text author, title, date of publication, etc. Include any required online resources here.
METHODS OF INSTRUCTION	
USE OF TECHNOLOGY, INCLUDING CANVAS	
FEEDBACK	How and when students can expect to receive feedback.
SUBMISSION OF ASSIGNMENTS	How and where students will be submitting assignments.
FACULTY NOTIFICATION OF STUDENT ACADEMIC PROGRESS	Midterm grades, Navigate, etc.
INSTRUCTOR ABSENCE & INCLEMENT WEATHER POLICY	

ATTENDANCE AND PUNCTUALITY	Explain your policies and expectations for attendance, punctuality, and staying until the end of class.
COMMUNICATION	Explain how students should contact you and stay in communication. This can include information about regularly checking email or online course platforms (like Canvas), how to contact you about absences, assignments, etc.
CELL PHONES, COMPUTERS, AND OTHER ELECTRONIC DEVICES	Explain your policy on devices, including any information about whether exceptions are made for students with accommodations.
FOOD AND DRINK	Explain your policy on food and drink in class.
ACCOMMODATIONS	Reference your institution's policy for accommodating individuals with disabilities.
PSU SYLLABUS SUPPLEMENT	Link to supplement here

COURSE REQUIREMENTS		
Deadlines for all assignments are listed in the course calendar at the end of this syllabus		
Assignment Name	Details about the assignment	100pts
Assignment Name	Details about the assignment	100pts
Assignment Name	Details about the assignment	100pts
Total Points available		

Subject and or Content Specific information
Include any mandatory info from accrediting bodies here

GRADING SCALE and WEIGHTING	
Are assignments weighted? Include categories here.	
Category 1	
Category 2	
Category 3	

Total	100%
A	90%
B	80%
C	70%
D	60%
F	0%

ASSIGNMENT SUBMISSION POLICIES	
ASSIGNMENT SUBMISSION:	Explain how assignments are to be submitted.
LATE WORK:	Explain your policy for late work, including whether points will be deducted for late work and at what point you will no longer accept a late assignment. When you use "days" as a measurement of lateness, specify whether you are talking about weekdays only, or calendar days (including weekends).
RESUBMISSIONS:	If you will allow students to re-submit assignments for a higher grade, describe that process here.
PLAGIARISM/ACADEMIC OFFENSES:	Describe your policy for dealing with plagiarism. This should be in line with PSU'S policy on academic offenses. Include a reference to this policy, so students can look it up themselves.
POLICY ON EXTRA CREDIT:	

Undergraduate Curriculum Subcommittee

Chair: Byron McKay / Recorder: Anuradha Ghosh

UGCC voting Dec 2024	Voting Members Approval of Proposed Changes								
	Pursley	Carper	Ghosh	McKay	Weaver	Hess*			
In attendance on Nov 22	X		X	X	X				
Dept: The Kelce Undergraduate School of Business									
BBA in HRD - new major	X		X	X	X		Accepting without comment		
Supply Chain Management - new major	X		X	X	X		Accepting without comment		
Dept: Teaching and Leadership									
Early Childhood Unified - Birth-Kindergarten -revision	X		X	X	X		Accepting without comment		
Dept: HHPR									
Exercise science major - revision	X		X	X	X		Accepting without comment		
Dept: Construction management									
Construction management - revision	X		X	X	X		Accepting without comment		
Dept: TWL									
BAS Technology management emphasis - revision	X		X	X	X		TM501 needs to reactivate		
GIT - inactivate	X		X	X	X		Accepting without comment		
GT210 - Survey of technological system - revision	X		X	X	X		Accepting without comment		
GT380 - Supply chain managemnt - notification							No voting		
ID210 - Industrial distribution - new course	X		X	X	X		Accepting without comment		
ID400 - Industrial distribution internship - new course	X		X	X	X		Accepting without comment		
Industrial distribution - new major	X		X	X	X		support courses change to 14-15 credits		
BS in Career and technical education - revision	X		X	X	X		Accepting without comment		
*non-voting member									

Library Services/Leaming Resources Subcommittee

Chair: Lora Winters / Recorder: Beth Hendrickson

No Report

Online and Distance Learning Committee

Chair: Kelly Woestmann / Recorder: Paige Boydston

No Report

Academic Honors Subcommittee

Chair: Rion Huffman / Recorder:

No Report

Honors College Subcommittee

Chair: Randy Winzer / Recorder: Emily George

No Report

Writing Across the Curriculum Subcommittee

Chair: Ashley Shaw / Recorder: Janet Zepernick

No Report

Diversity and Multicultural Affairs Subcommittee

Chair: Joanne Britz / Recorder: Kristen Maceli

Dec - No Report

Student-Faculty Committee

Chair: Serif Uran / Recorder: Joanne Britz

Dec - No Report

All-University Committee

Chair: Kristen Maceli / Recorder: Anna Beth Gilmore

Dec - No Report

Faculty Affairs Committee

Chair: David Sikolia / Recorder: Kevin Elliott

Attached

Constitution Committee

Chair: Mark Johnson / Recorder: Beth Hendrickson

Dec - No Report

General Education Committee

Chair: Mark Johnson / Recorder: Michele Barnaby

Dec - Report Pending

Budget Committee

Chair: Kent Runyan / Recorder: Karen Johnson

Dec - No Report

Academic Honesty Committee

Chair: David Weaver / Recorder:

Dec - No Report

Faculty Affairs Committee Report

12-1-2024

The Faculty Affairs committee met via Teams, and through email exchanges, to address the following:

- The committee continues to review applications through Teams and approve those which fall under the guidelines as established.
- The committee will continue to review new submissions.
- The committee has discussed a possible need for more clarity within the descriptors of the different priority levels. The current descriptions allow for some ambiguity. This may be due to the Request for Professional Development Travel Reserve Funds form not asking for enough information to provide ample clarity when determining eligibility.

Submitted 12-1-24 by Kevin Elliott

Request for New Major

Effective Date: FALL 2025

Submission Date: 10/11/24

Department: The Kelce Undergraduate School of Business

College of: Business

Contact Person: Krissy Lewis

Degree: BBA

Minor Required: **No**

Modality: Online

Proposed Major: BBA in HRD

New Major – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

Used to create a new program and requires KBOR approval.

Will become effective the upcoming academic catalog if all approvals received.

IMPORTANT: Proposals should be uploaded no later than the **OCTOBER** Preliminary legislation month. This is to allow faculty senate approval at the December meeting, and KBOR review, approval, and implementation for the following Fall semester.

Following Faculty Senate Approval, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for board approval. (must be entered into KBOR PI/CIP system at time of submission).

Forms to accompany Approved Proposal

A. PSU Request for New Major Form (preceding)

B. PSU Legislative Process Authorization/Notification Sign-Off Sheet (preceding)

C. KBOR Application for New Program, https://www.kansasregents.org/academic_affairs/new_program_approval or located on the FS website

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

1. Purpose/Justification for Major:

This is not a new major, but rather a revised one. The need for the revision is due to moving the program from the Crossland College of Technology (CCOT) to the Kelce College of Business (KCOB). As such, the program will fall under the AACSB accreditation umbrella and needs to be revised to fit the business degree/major criteria.

Furthermore, the rationale is that by moving the current online program to the KCOB it will enhance their overall offering. Currently, the KCOB does not have a fully 100% online degree. The hope is that the community college graduates will have a seamless pathway from an associate's to a bachelor's in business that aligns with the KBOR business school initiative.

Another factor is that the CCOT will have the opportunity to continue offering a fully online technology management finishing program. This will allow those students completing their AAS or AA/AS to seamlessly transfer to the PSU CCOT program.

In summary, this should improve overall enrollment for PSU by retaining current transfer students to CCOT and grow transfer student enrollment at KCOB.

2. Is this new major proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at PSU or any other Regent University? *If "yes", please provide an explanation and upload with any documentation between departments and/or other Regent Universities.* Yes No

As stated above, this is not a new, but rather a revision due to moving the program from the Crossland College of Technology (CCOT) to the Kelce College of Business (KCOB). Under the KCOB, this major is in human resource development. All other Regent Universities have human resource management majors.

Relative to PSU, with the move to the KCOB, we will be removing the Hospitality Management emphasis due to low enrollment numbers in the current emphasis. HHPR has been notified of the pending change. See attached emails.

The Psychology department offers an emphasis in HRD. This move will reduce the number of HRD courses listed as part of the HRD emphasis, but will still provide more than enough options for students to choose from. Please see attached emails detailing the notification of changes between Psychology and the BBA in HRD.

Some programs in the CCOT have used HRD courses to supplement their programs or offer as electives. We have provided the CCOT directors with the current listing of courses offered and the new listing of courses that will be offered. The majority of programs use HRD 520, HRD 596, and HRD 679. These courses will remain unchanged and will still be available for other programs to enroll in.

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

Yes No

4. Will additional resources or costs will be required? Yes No
If so, what will be needed?

5. Describe the program assessment plan:

a. Enrollment targets = 55-75

b. Outcome expected and process to evaluate =

This program is being revised and moved from the College of Technology to the Kelce College of Business. In this regard, we anticipate continued enrollment as in previous years.

c. Plan to abandon if enrollment targets not met =

If need be. Not anticipated as per KBOR policy.

Authorization Sign-Off

Checklist

Academic Planning Excel Attached
Course Id's match Course Names
Course hours are correct
Courses are currently Active

Curriculum hours meet 120
KBOR forms attached
Provost Office contacted

-Approved: Department Chair/Director

Date: 10/14/24 Signature: Alexander D. Birnba

-Approved: College Curriculum Chair

Date: 11/6/24 Signature: Jennifer Pivale

-Approved: Dean of College

Date: 11/7/24 Signature: Paul W. Grimes

Digitally signed by Paul W. Grimes
Date: 2024.11.07 09:14:14 -06'00'

-Approved: Council for Teacher Education, if applicable

Date: 11/22/24 Signature: Byron McKay

Digitally signed by Byron McKay
Date: 2024.11.22 16:51:35 -06'00'

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature: _____

-Approved: Faculty Senate

Date: _____ Signature: _____

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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

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

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

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

Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - BBA in HRD

Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			51
Kelce Core & Prerequisites			
DSIS	130	Computer Information Systems	3
ECON	200	Principles of Microeconomics	3
ECON	201	Principles of Macroeconomics	3
QBA	210	Business Statistics	3
QBA	310	Business Analytics I	3
QBA	410	Business Analytics II	3
ACCTG	201	Financial Accounting	3
ACCTG	202	Managerial Accounting	3
DSIS	420	Management Information Systems	3
FIN	326	Business Finance	3
BUS	101	Introduction to Business	3
BUS	210	Business Professionalism	3
MGT	330	Management and Organizational Behavior	3
MGT	430	Legal and Social Environment of Business	3
MGT	690	Business Strategy	3
MKTG	330	Principles of Marketing	3
ECON	>300	Economics Elective	3
Support Courses -			18
HRD	520	Leadership in the Workplace	3
HRD	530	Change Management	3
HRD	596	Introduction to Human Resource Development	3
HRD	653	Project Management Skills for Supervisors	3
HRD	679	Presentation Skills	3
MGT	540	Human Resources Management	3
Emphasis Courses -			0
Elective Courses -			16
Open Electives 16-17 Hours			
General PSU electives, including Kelce Courses to reach 120 hour minimum			
Total Credit Hours -			85
Minor -			
General Education, 34-35 hours -			35
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

Pittsburg State University

B.B.A. in HRD

Program Approval

I. General Information

A. Institution Pittsburg State University

B. Program Identification

Degree Level: Bachelor's
Program Title: Human Resource Development (HRD)
Degree to be Offered: Bachelor of Business Administration
Responsible Department or Unit: Kelce Undergraduate School of Business
CIP Code: 52.1005 (Human Resource Development)
Modality: Online
Proposed Implementation Date: Fall Semester 2025

Total Number of Semester Credit Hours for the Degree: 120

II. Clinical Sites: Does this program require the use of Clinical Sites? No

III. Justification

The proposal to revise the Bachelor of Science in Workforce Development, currently housed within Pittsburg State University's Crossland College of Technology (CCOT), into a Bachelor of Business Administration (BBA) in Human Resource Development (HRD) under the Kelce College of Business (KCOB) stems from the strategic need to align the program with business standards and increase its accessibility. This revision is not a new major; it is a targeted restructuring and rebranding to enhance the program's value and relevance within the KCOB, meet AACSB accreditation standards, and streamline the program's focus.

Program Revision and Alignment with Business Standards

Moving the Workforce Development program into the KCOB requires its realignment to fit business education criteria. In keeping with this, the curriculum will be reduced from 60 credit hours of HRD coursework to 18 credit hours, allowing for the inclusion of the 51-hour Kelce business core curriculum. This revision preserves essential HRD content while providing students with a robust foundational business education. No new faculty will be added; existing faculty will continue delivering this program's courses, ensuring consistency and continuity in instruction. The degree will now also fall under the AACSB accreditation, enhancing its standing and rigor.

Enhancing Online Offerings within KCOB

One compelling reason for moving this program into KCOB is to introduce a fully online BBA option within the college's portfolio. Currently, KCOB does not offer a 100% online degree program, and with this revision, the BBA in HRD will provide a flexible, online learning pathway that meets the demands of today's adult learners, working professionals, and non-traditional students. Additionally, this move aligns with the Kansas Board of Regents' (KBOR) associate degree initiative in business administration, allowing seamless transfer opportunities for community college graduates. This new structure fosters a clear academic path from associate degree completion to a bachelor's in business, strengthening PSU's partnerships with regional two-year institutions and broadening access to higher education for transfer students.

Maintaining the Crossland College of Technology's Online Offerings

The restructuring also benefits CCOT by allowing it to focus on its strengths in technology management. CCOT will retain a fully online Technology Management finishing program, creating transfer pathways for students completing their AAS or AA/AS degrees to advance into a technology-oriented bachelor's degree program. This differentiation between KCOB and CCOT online offerings allows PSU to better meet the diverse needs of transfer students by maintaining continuity and alignment within each college's focus.

Anticipated Impact on Enrollment

The revised BBA in HRD degree will support PSU's overall enrollment goals by increasing transfer student retention and growth. It provides a compelling business degree option for students seeking online, career-relevant education in HR and organizational leadership. With clear academic pathways to both the KCOB and CCOT, this restructuring is expected to improve retention, broaden PSU's marketability to transfer students, and support stronger enrollment within both colleges.

IV. Program Demand:

Market Analysis

The current Bachelor of Science in Workforce Development with an emphasis in Human Resource Development has already shown itself to be a sustainable program. It has been offered as an online degree for more than a decade and the enrollment for the program has grown from around 5 graduates per year to about 25 graduates per year in that timespan. Currently, there are 58 majors with a five-year average of 52 in a program composed predominantly of associate's degree graduates. The proposed Bachelor of Business Administration in HRD, which will provide students with a foundation in business, is expected to draw even more demand from prospective students.

Market Analysis shows a growing demand for employees in the HRD field, including career counselors, human resource specialists, learning specialists, and educational consultants, as well as a need for skills in coaching and employee development. The U.S. Bureau of Labor Statistics estimates 8% growth in jobs for human resource specialists, which is above the 4% average growth rate for all occupations. Glassdoor.com reports 173 current openings for human resources jobs in Kansas and 89 openings within a 100-mile radius of Pittsburg. They also report 24 openings for career counselors, 51 openings for training specialists, 35 openings for learning specialists, 13 openings for educational consultants, and 31 for recruitment coordinators in Kansas. Overall, the current and growing demand for an online pathway to a bachelor's degree in business for working professionals and the demand for employees in human resource development should bolster the program's enrollment as it transitions to the KCOB.

V. Projected Enrollment for the Initial Three Years of the Program

Year	Total Headcount Per Year		Total Sem Credit Hrs Per Year	
	Full- Time	Part- Time	Full- Time	Part- Time
Implementation	15	5	450	45
Year 2	25	10	750	90
Year 3	50	20	1500	180

* Assumes 15 credit hour load per semester for full time and 9 credit hour load for part time

VI. Employment

Graduates of HRD programs can pursue a wide range of careers, such as:

Job Title	Job Description	Employment	Average
-----------	-----------------	------------	---------

		Outlook	Annual Salary
Human Resources Specialist	Manages recruitment, screening, interviews, and placement of workers, and handles employee relations, compensation, and benefits.	Expected to grow 8% from 2022-2032, as demand for HR services increases.	\$67,760
Training and Development Specialist	Designs, conducts, and evaluates programs to improve employee skills and knowledge. Works closely with management to align training with organizational goals.	Projected to grow 9% by 2032, with increasing focus on skill development.	\$66,570
Compensation and Benefits Analyst	Analyzes and manages employee compensation, benefits programs, and compensation structures to ensure equity and competitiveness.	Expected to grow 6% by 2032, as companies emphasize competitive benefits.	\$70,000
Recruitment Coordinator	Supports the recruiting process by coordinating interviews, managing applicant tracking systems, and conducting initial candidate screenings.	Projected steady demand as companies continue active recruitment.	\$52,000
Employee Relations Specialist	Manages employee relations issues, including conflict resolution, workplace investigations, and policy enforcement to ensure a positive work environment.	Expected steady demand due to ongoing need for workplace conflict management.	\$65,000
HR Consultant	Provides expert guidance to organizations on HR strategies, workforce planning, and organizational development, typically in a contract or freelance role.	Employment for consultants is expected to grow as companies seek flexible HR solutions.	\$80,000+
HR Generalist	Performs a broad range of HR functions including recruiting, employee relations, compliance, and performance management. Often acts as a primary HR contact within an organization.	Expected steady demand, particularly in small to mid-sized organizations.	\$64,000
Labor Relations Specialist	Negotiates between management and unionized employees, handles contracts, grievance procedures, and advises on labor law	Expected to remain stable with need for expertise in labor relations and unionized	\$79,000

	compliance.	environments.	
Talent Acquisition Manager	Leads the talent acquisition team, develops recruiting strategies, and ensures the hiring of qualified personnel to meet organizational needs.	Growing demand as companies prioritize strategic recruiting for competitive advantage.	\$85,000
Diversity and Inclusion Specialist	Focuses on creating, implementing, and monitoring programs that support a diverse and inclusive workplace environment.	High demand with growth driven by DEI initiatives across various sectors.	\$77,000

VII. Admission and Curriculum

A. Admission Criteria

Students pursuing the proposed BBA in HRD will be admitted to the university according to current Pittsburg State campus-wide policies. Enrollment in the BBA in HRD also requires admission to the Kelce College of Business. Formal admission to the Kelce College of Business occurs upon completion of the following requirements:

- Completion of at least 30 credit hours applicable to the degree.
- Achievement of a 2.25 cumulative grade point average.
- Completion of these courses with a C or better:

English Composition (ENGL 101 or ENGL 190)
Introduction to Research Writing (ENGL 299 or ENGL 190)
Speech Communications (COMM 207)
College Algebra or Elementary Statistics (MATH 113, MATH 143, or higher)
Computer Information Systems (DSIS 130)
Financial Accounting (ACCTG 201)

- Signing the Kelce College of Business Application for Admission Form and the Kelce College of Business Student Oath and Code of Ethics.

Admission to the Kelce College of Business is required prior to enrollment in all upper-level business courses numbered 400 and above.

B. Curriculum

Year 1: Fall

SCH = Semester Credit Hours

Course #	Course Name	SCH
ENGL 101	ENGLISH COMPOSITION (Gen Ed Bucket 1)	3
MATH 143 or MATH 113	ELEMENTARY STATISTICS or COLLEGE ALGEBRA (Gen Ed Bucket 3)	3
BUS 101	INTRODUCTION TO BUSINESS	3
UGS 150	GORILLA GATEWAY (Gen Ed Bucket 7)	2

TBD	Social & Behavioral Sciences Gen Ed (Gen Ed Bucket 5)	3
TBD	Pitt State Designated Requirement (Gen Ed Bucket 7)	1
	SEMESTER TOTAL	15

Year 1: Spring

Course #	Course Name	SCH
ACCTG 201	FINANCIAL ACCOUNTING	3
ENGL 299	INTRODUCTION TO RESEARCH WRITING (Gen Ed Bucket 1)	3
TBD	Pitt State Designated Requirement (Gen Ed Bucket 7)	3
TBD	Natural & Physical Sciences Requirement (Gen Ed Bucket 4)	4
TBD	Arts & Humanities Requirement (Gen Ed Bucket 6)	3
	SEMESTER TOTAL	16

Year 2: Fall

Course #	Course Name	SCH
ACCTG 202	MANAGERIAL ACCOUNTING	3
DSIS 130	COMPUTER INFORMATION SYSTEMS	3
QBA 210	BUSINESS STATISTICS	3
COMM 207	SPEECH COMMUNICATION (Gen Ed Bucket 2)	3
ECON 200	PRINCIPLES OF MICROECONOMICS	3
	SEMESTER TOTAL	15

Year 2: Spring

Course #	Course Name	SCH
ECON 201	PRINCIPLES OF MACROECONOMICS	3
QBA 310	BUSINESS ANALYTICS I	3
TBD	Open Elective	3
TBD	Social & Behavioral Sciences Gen Ed (Gen Ed Bucket 5)	3
TBD	Arts & Humanities Requirement (Gen Ed Bucket 6)	3
	SEMESTER TOTAL	15

Year 3: Fall

Course #	Course Name	SCH
BUS 210	BUSINESS PROFESSIONALISM	3
HRD 596	INTRODUCTION TO HUMAN RESOURCE DEVELOPMENT	3
MGT 330	MANAGEMENT AND ORGANIZATIONAL BEHAVIOR	3
MKTG 330	PRINCIPLES OF MARKETING	3
QBA 410	BUSINESS ANALYTICS II	3
	SEMESTER TOTAL	15

Year 3: Spring

Course #	Course Name	SCH
DSIS 420	MANAGEMENT INFORMATION SYSTEMS	3
FIN 326	BUSINESS FINANCE	3
HRD 520	LEADERSHIP IN THE WORKPLACE	3
MGT 430	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
TBD	Open Elective	3
	SEMESTER TOTAL	15

Year 4: Fall

Course #	Course Name	SCH
HRD 653	PROJECT MANAGEMENT SKILLS FOR SUPERVISORS	3
HRD 679	PRESENTATION SKILLS	3
MGT 540	HUMAN RESOURCES MANAGEMENT	3
ECON XXX	Upper Division Economics Elective	3
TBD	Open Elective	3
SEMESTER TOTAL		15

Year 4: Spring

Course #	Course Name	SCH
HRD 530	CHANGE MANAGEMENT	3
MGT 690	BUSINESS STRATEGY	3
TBD	Open Elective	3
TBD	Open Elective	3
TBD	Open Elective	2
SEMESTER TOTAL		14

Total Number of Semester Credit Hours **[120]**

VIII. Core Faculty

Note: * Next to Faculty Name Denotes Director of the Program, if applicable
 FTE: 1.0 FTE = Full-Time Equivalency Devoted to Program

Faculty Name	Rank	Highest Degree	Tenure Track Y/N	Academic Area of Specialization	FTE to Proposed Program
Mark Johnson	University Prof	Ed.D.	Y	Learning and Development	1
Krissy Lewis	Asst Inst Prof	Ed.D.	N	Organization Development	1
Judy Smetana*	Asst Prof	Ph.D.	Y	Learning and Development	1
Kelce Core Courses					
26 Full-time faculty members					

Number of graduate assistants assigned to this program **1**

IX. Expenditure and Funding Sources [List amounts in dollars. Provide explanations as necessary. Please double-check the math.]

Three full-time HRD faculty members will be transferred from the CCOT to the KCOB. The Expenditures for Faculty in section A. Existing positions, represent the approximate salaries plus benefits for these three lines. (Note: an estimate is necessary because one faculty member will be leaving an administrative appointment and the amount of final salary to be transferred for this line is not yet determined.) Under section B. New Positions, the reported expenditures represent the adjustment necessary to bring the HRD faculty salaries in line with the salary structure for the KCOB. Adjusted salaries will be benchmarked to current KCOB salaries and those for HR faculty members at Pitt State peer institutions using AACSB Small School Salary Survey Data as well as CUPA Public Masters School data. Operating costs are based on expected expenditures on supplies, computer equipment, and travel (at one trip per FTE per year).

A. EXPENDITURES	First FY	Second FY	Third FY
Personnel – Reassigned or Existing Positions			
Faculty (rounded)	\$310K	\$310K	\$310K
Administrators (<i>other than instruction time</i>)			
Graduate Assistants			
Support Staff for Administration (<i>e.g., secretarial</i>)			
Fringe Benefits (<i>total for all groups</i>)			
Other Personnel Costs			
Total Existing Personnel Costs – Reassigned or Existing	\$310K	\$310K	\$310K
Personnel – New Positions			
Faculty (adjustments)	\$65K	\$65K	\$65K
Administrators (<i>other than instruction time</i>)			
Graduate Assistants			
Support Staff for Administration (<i>e.g., secretarial</i>)			
Fringe Benefits (<i>total for all groups</i>)			
Other Personnel Costs			
Total Existing Personnel Costs – New Positions			
Start-up Costs - One-Time Expenses			
Library/learning resources			
Equipment/Technology			
Physical Facilities: Construction or Renovation			
Other			
Total Start-up Costs			
Operating Costs – Recurring Expenses			
Supplies/Expenses (existing funds)	\$1000	\$1000	\$1000
Library/learning resources			
Equipment/Technology (existing funds)	\$2000	\$2000	\$2000

Travel (existing funds)	\$6000	\$6000	\$6000
Other			
Total Operating Costs	\$8000	\$8000	\$8000
GRAND TOTAL COSTS	\$392K	\$392K	\$392K

B. FUNDING SOURCES <i>(projected as appropriate)</i>	Current	First FY (New)	Second FY (New)	Third FY (New)
Tuition / State Funds	\$392K	\$392K	\$392K	\$392K
Student Fees				
Other Sources				
GRAND TOTAL FUNDING	\$392K	\$392K	\$392K	\$392K
C. Projected Surplus/Deficit (+/-) (Grand Total Funding <i>minus</i> Grand Total Costs)		\$0	\$0	\$0

X. Expenditures and Funding Sources Explanations

This proposal represents a transfer of an existing program from one college to another. The program is currently 100% funded through the university's general budget and has not run a deficit. The only added costs of moving and operating the program is the additional salary dollars needed to reflect the refocusing of the program from technology to business. The new salaries will be based on documented benchmarks for equivalent faculty with comparable experience and within the same ranks. The dollars used to make the adjustments will represent a reallocation within the KCOB's annual allocation of funds from the university's general budget. No new sources of revenue are required or requested.

A. Expenditures

Personnel – Reassigned or Existing Positions

The BBA in HRD is not a new program, but rather a revised program due to moving from the CCOT to the KCOB. No new courses were created for this program. All courses in this program are already available and being taught by existing faculty members on staff.

Personnel – New Positions

No new positions are required to operate the BBA in HRD. All courses are currently available and being taught by current faculty members. New positions will only be required in the long run if enrollment in the program grows overall total enrollment in the college beyond previously experienced levels.

Start-up Costs – One-Time Expenses

No one-time start up costs are expected to result from the relocation. Adequate office space and support

materials are readily available in the KCOB to absorb this program.

Operating Costs – Recurring Expenses

As noted above, the only recurring operating costs of moving the program is the additional salary dollars needed to reflect the refocusing of the program from technology to business. The new salaries will be based on documented benchmarks for equivalent faculty with comparable experience and within the same ranks. The dollars used to make the adjustments will represent a reallocation within the KCOB's annual allocation of funds from the university's general budget. No new sources of revenue are required or requested.

B. Revenue: Funding Sources

As noted above, the dollars used to make the adjustments will represent a reallocation within the KCOB's annual allocation of funds from the university's general budget. No new sources of revenue are required or requested.

C. Projected Surplus/Deficit

The proposed relocation and refocusing of the HRD program is expected to breakeven for the first three years as reflected in the figures above. If we are able to grow the program beyond these projections, in the long-run the program could produce a net surplus for the university. To the extent that the relocation adds students on net, the university has an incentive to support and grow this program over time.

XI. References

Glassdoor.com. (2024, October 14). "Career Counselor jobs in Kansas." https://www.glassdoor.com/Job/kansas-us-career-counselor-jobs-SRCH_IL.0.9_IS3107_KO10.26.htm

Glassdoor.com. (2024, October 14). "Educational Consultant jobs in Kansas." https://www.glassdoor.com/Job/kansas-educational-consultant-jobs-SRCH_IL.0.6_IS3107_KO7.29.htm

Glassdoor.com. (2024, October 14). "Human Resources jobs in Kansas." https://www.glassdoor.com/Job/kansas-human-resources-jobs-SRCH_IL.0.6_IS3107_KO7.22.htm

Glassdoor.com. (2024, October 14). "Learning Specialist jobs in Kansas." https://www.glassdoor.com/Job/kansas-learning-specialist-jobs-SRCH_IL.0.6_IS3107_KO7.26.htm

Glassdoor.com. (2024, October 14). "Recruitment Coordinator jobs in Kansas." https://www.glassdoor.com/Job/kansas-recruitment-coordinator-jobs-SRCH_IL.0.6_IS3107_KO7.30.htm

Glassdoor.com. (2024, October 14). "Training Specialist jobs in Kansas." https://www.glassdoor.com/Job/kansas-training-specialist-jobs-SRCH_IL.0.6_IS3107_KO7.26.htm

U.S. Bureau of Labor Statistics. (2024). "Human Resources Specialists." <https://www.bls.gov/ooh/business-and-financial/human-resources-specialists.htm>

U.S. Bureau of Labor Statistics. (2024). "Human resources managers." <https://www.bls.gov/ooh/management/human-resources-managers.htm>

U.S. Bureau of Labor Statistics. (2024). "Operations managers." <https://www.bls.gov/ooh/management/operations-managers.htm>

U.S. Bureau of Labor Statistics. (2024). "Operations research analysts."

<https://www.bls.gov/ooh/math/operations-research-analysts.htm>

U.S. Bureau of Labor Statistics. (2024). "Organizational development specialists."

<https://www.bls.gov/ooh/business-and-financial/training-and-development-specialists.htm>

U.S. Bureau of Labor Statistics. (2024). "Production managers."

<https://www.bls.gov/ooh/management/industrial-production-managers.htm>

U.S. Bureau of Labor Statistics. (2024). "Project coordinators."

<https://www.bls.gov/ooh/business-and-financial/meeting-convention-and-event-planners.htm>

U.S. Bureau of Labor Statistics. (2024). "Sales managers."

<https://www.bls.gov/ooh/management/sales-managers.htm>

U.S. Bureau of Labor Statistics. (2024). "Team leaders (first-line supervisors)."

<https://www.bls.gov/ooh/management/first-line-supervisors-of-office-and-administrative-support-workers.htm>

U.S. Bureau of Labor Statistics. (2024). "Training and development managers."

<https://www.bls.gov/ooh/management/training-and-development-managers.htm>

Memorandum

To: PSU Faculty and Staff

From: Judy Smetana, HRD Program Coordinator/Associate Professor

Date: October 7, 2024

Re: Fall 2025 HRD program move

To Whom It May Concern:

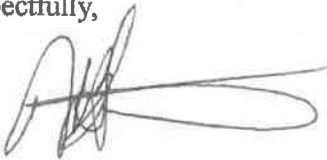
This memorandum serves to inform PSU Faculty and Staff that the HRD graduate program will be moving from the Crossland College of Technology to the Kelce College of Business. The program offerings are 100% online and will remain so through Summer 2025. Beginning with the Fall 2025, and pending Graduate Council approval, the program will begin to be offered under the Kelce College of Business and as such, will have minor degree changes [two business courses will replace two HRD courses]. The program will continue to be offered 100% online with possible face to face sections.

Furthermore, the Bachelor's of Science in Workforce Development will move as well. It, too, will continue to be 100% online and a finishing degree through the Summer 2025. Beginning in the Fall 2025, and pending both legislation and KBOR approval, the degree will be offered as a Bachelor's of Business Administration in Human Resource Development [BBA-HRD] or a BBA – HRD with a Supervision and Leadership emphasis. The program will continue to be offered 100% online with possible face to face sections.

Moreover, as of Fall 2025 all HRD prefixed classes will move from the Crossland College of Technology to the Kelce College of Business.

Thank you for your support and understanding.

Respectfully,

A handwritten signature in black ink, appearing to read 'Judy Smetana', with a long horizontal flourish extending to the right.

Judy Smetana, Ph.D.

Interim Associate Dean SAET & STWL, HRD Program Coordinator/Associate Professor

Bachelor of Science Degree with a Major in Workforce Development

Degree: Bachelor of Science

Major: Workforce Development

Emphasis available: Hospitality Management, Human Resource , Supervision and Leadership

Core Requirements (39 hours)

Foundation Courses (27 hours)

- HRD-390 Trade and Job Analysis (3 hours)
- HRD-525 History of Workforce Development (3 hours)
- HRD-535 Ethical Decision Making in Workforce Development (3 hours)
- HRD-545 Introduction to Organizational Development (3 hours)
- HRD-555 Diversity and Non-Exclusion in the Workforce (3 hours)
- HRD-556 Legal and Ethical Issues in the Workplace (3 hours)
- HRD-565 Workforce Supervision (3 hours)
- HRD-575 Instructional Media in Human Resource Development (3 hours)
- HRD-653 Project Management Skills for Supervisors (3 hours)

Workforce Development Courses (12 hours)

- HRD-520 Leadership in the Workplace (3 hours)
- HRD-585 Career and Professional Development (3 hours)
- HRD-595 Developing a Learning Organization (3 hours)
- HRD-596 Introduction to Human Resource Development (3 hours)

The Bachelor of Science in Workforce Development program has three emphasis areas from which to choose: Supervision & Leadership, for those seeking mid-level management positions in all industry areas. Human Resource, for those interested in the human resource development field. Hospitality Management, for those looking to become professionals in the hospitality field.

Hospitality Management Emphasis (21 hours)

- REC-400 Event Design, Planning and Management (3 hours)
- REC-402 Event Entertainment and Technology (3 hours)
- REC-406 Resort, Spa, Casino and Lodging Operations (3 hours)
- REC-410 Tourism Planning and Development (3 hours)
- REC-430 Business of Recreation, Sport, and Hospitality (3 hours)
- REC-435 Facility Design and Operations (3 hours)
- REC-438 Current Issues in the Professions (3 hours)

Human Resource Emphasis (21 hours)

- HRD-597 Organizational Staffing (3 hours)
- HRD-598 Talent Management (3 hours)
- HRD-625 Coaching Skills for Workforce Supervisors (3 hours)
- HRD-630 Employee and Labor Relations (3 hours)
- HRD-679 Presentation Skills (3 hours)
- HRD-706 Strategies in the Development of Human Resources (3 hours)
- HRD-741 HRD Strategies for Quality Improvement (3 hours)

Supervision & Leadership Emphasis (21 hours)

- HRD-530 Change Management (3 hours)
- HRD-597 Organizational Staffing (3 hours)
- HRD-625 Coaching Skills for Workforce Supervisors (3 hours)
- HRD-635 The Emotionally Intelligent Supervisor (3 hours)
- HRD-645 Building Teams in the Workplace (3 hours)
- HRD-655 Effective Performance Improvement (3 hours)
- HRD-679 Presentation Skills (3 hours)

General Education Requirements

English Discipline Requirements - 6 Total Hours

- ENGL-101 English Composition (3 hours)
- ENGL-299 Introduction to Research Writing (3 hours)

Communications Discipline Requirements - 3 Total Hours

- COMM-207 Speech Communication (3 hours)

Mathematics & Statistics Discipline Requirements - 3 Total Hours

- MATH-110 College Algebra with Review (5 hours)
- MATH-113 College Algebra (3 hours)
- MATH-126 Pre-Calculus (4 hours)
- MATH-133 Quantitative Reasoning (3 hours)
- MATH-143 Elementary Statistics (3 hours)
- MATH-150 Calculus I (5 hours)
- MATH-204 Mathematics for Education I (3 hours)

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

- BIOL-111 General Biology (3 hours)
- BIOL-112 General Biology Laboratory (2 hours)
- BIOL-113 Environmental Life Science (4 hours)
- BIOL-211 Principles of Biology I (4 hours)
- CHEM-105 Introductory Chemistry (3 hours)
- CHEM-106 Introductory Chemistry Laboratory (1 hour)
- CHEM-215 General Chemistry I (3 hours)
- CHEM-216 General Chemistry I Laboratory (2 hours)
- PHYS-100 College Physics I (4 hours)
- PHYS-104 Engineering Physics I (4 hours)

- ___ PHYS-130 Elementary Physics Laboratory I (1 hour)
- ___ PHYS-160 Physical Geology (3 hours)
- ___ PHYS-165 Physical Geology Laboratory (1 hour)
- ___ PHYS-166 Meteorology (3 hours)
- ___ PHYS-167 Meteorology Laboratory (1 hour)
- ___ PHYS-171 Physical Science (3 hours)
- ___ PHYS-172 Physical Science Laboratory (1 hour)
- ___ PHYS-175 Descriptive Astronomy (3 hours)
- ___ PHYS-176 Astronomy Laboratory (1 hour)
- ___ PHYS-375 Solar System Astronomy (3 hours)

Social & Behavioral Sciences Discipline Requirements - 6 Total Hours

- ___ ANTH-101 Introduction to Cultural Anthropology (3 hours)
- ___ ECON-191 Issues in Today's Economy (3 hours)
- ___ ECON-200 Principles of Microeconomics (3 hours)
- ___ ECON-201 Principles of Macroeconomics (3 hours)
- ___ ETECH-502 Engineering Economy (3 hours)
- ___ GEOG-106 World Regional Geography (3 hours)
- ___ GEOG-300 Elements of Geography (3 hours)
- ___ GEOG-304 Human Geography (3 hours)
- ___ POLS-101 U.S. Politics (3 hours)
- ___ POLS-103 Comparative Politics (3 hours)
- ___ POLS-201 Introduction to Public Policy (3 hours)
- ___ PSYCH-155 General Psychology (3 hours)
- ___ SOC-100 Introduction to Sociology (3 hours)
- ___ SWK-250 Relationship Skills (3 hours)
- ___ WGS-200 Introduction to Women's Studies (3 hours)
- ___ WGS-399 Global Women's Issues (3 hours)

Arts & Humanities Discipline Requirements - 6 Total Hours

- ___ ART-178 Introduction to the Visual Arts (3 hours)
- ___ ART-188 The Designed World (3 hours)
- ___ ART-217 Crafts I (3 hours)
- ___ ART-222 Jewelry/Metals I (3 hours)
- ___ ART-233 Drawing I (3 hours)
- ___ ART-244 Ceramics I (3 hours)
- ___ ART-266 Sculpture I (3 hours)
- ___ ART-277 Painting I (3 hours)
- ___ ART-288 Introduction to Art History I (3 hours)
- ___ ART-289 Introduction to Art History II (3 hours)
- ___ ART-311 Art Education (3 hours)
- ___ COMM-105 Performance Appreciation (3 hours)
- ___ COMM-205 Performance Studies (3 hours)
- ___ COMM-395 Theatre History () (3 hours)
- ___ ENGL-113 Literature and Culture (3 hours)
- ___ ENGL-114 General Literature (Genre) (3 hours)
- ___ ENGL-116 General Literature (Theme) (3 hours)
- ___ ENGL-117 Introduction to Fiction (3 hours)
- ___ ENGL-118 Introduction to Poetry (3 hours)
- ___ ENGL-120 Literature and Film (3 hours)
- ___ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- ___ ENGL-122 Introduction to Women's Literature (3 hours)
- ___ ENGL-123 The Citizen in Literature (3 hours)
- ___ ENGL-125 Introduction to Horror in Literature (3 hours)
- ___ ENGL-250 Introduction to Creative Writing (3 hours)
- ___ ENGL-315 Mythology (3 hours)
- ___ ENGL-320 Literature and Film (3 hours)

- ___ HHP-151 Dance Appreciation (3 hours)
- ___ HIST-101 World History to 1500 (3 hours)
- ___ HIST-102 World History from 1500 (3 hours)
- ___ HIST-201 American History to 1865 (3 hours)
- ___ HIST-202 American History from 1865 (3 hours)
- ___ HONOR-200 The Power of Music (3 hours)
- ___ MLL-124 French Language and Culture I (3 hours)
- ___ MLL-154 Spanish Language and Culture I (3 hours)
- ___ MUSIC-120 Music Appreciation () (3 hours)
- ___ MUSIC-121 Introduction to Music Literature (3 hours)
- ___ MUSIC-321 History of Music (3 hours)
- ___ MUSIC-322 History of Music (3 hours)
- ___ PHIL-103 Introduction to Philosophy (3 hours)
- ___ PHIL-105 Ethics (3 hours)
- ___ PHIL-112 Biomedical Ethics (3 hours)
- ___ PHIL-113 Business Ethics (3 hours)
- ___ PHIL-114 Environmental Ethics (3 hours)
- ___ PHIL-231 World Religions (3 hours)

Institutionally Designated Requirements - 6 Total Hours

- ___ UGS-150 Gorilla Gateway (2 hours)

Any 1 credit hour class from the following:

- ___ DANCE-200 Dance () (1-3 hours)
- ___ EXSCI-200 Introduction to Exercise Science (1 hour)
- ___ HHP-150 Lifetime Fitness Concepts (1 hour)

Any 3 credit hour class from 4, 5, 6 or the following:

- ___ BIOL-617 Environmental Health (3 hours)
- ___ BUS-101 Introduction to Business (3 hours)
- ___ DSIS-130 Computer Information Systems (3 hours)
- ___ EDUC-261 Explorations in Education (3 hours)
- ___ EET-247 Computer Programming for Electronic Systems (3 hours)
- ___ EDTH-330 Technology for Teaching and Learning (3 hours)
- ___ FCS-203 Nutrition and Health (3 hours)
- ___ FCS-230 Consumer Education and Personal Finance (3 hours)
- ___ FIN-210 Financial Planning (3 hours)
- ___ GT-210 Technology in the World Today (3 hours)
- ___ GT-350 Technology and Civilization (3 hours)
- ___ HIST-207 Health Habits in American History (3 hours)
- ___ MECET-121 Engineering Graphics I (3 hours)
- ___ MFGET-263 Manufacturing Methods I (2 hours)
- ___ MFGET-268 Manufacturing Methods I Laboratory (1 hour)
- ___ MFGET-405 Quality Control (3 hours)
- ___ NURS-303 Introduction to Public Health (3 hours)
- ___ PHIL-206 Rational Decisions (3 hours)
- ___ PHIL-207 Critical Thinking (3 hours)
- ___ PHIL-208 Logic (3 hours)
- ___ REC-350 Promoting Community and Worksite Wellness (3 hours)

Revised: 10/03/2024

BBA in HRD Course Listings

From Krissy Lewis <klewis@pittstate.edu>

Date Tue 10/8/2024 1:41 PM

To Andrew Klenke <aklenke@pittstate.edu>; Don Colegrove <dcolegrove@pittstate.edu>; Greg Murray <gmurray@pittstate.edu>

Cc Mark Johnson <mjohnson@pittstate.edu>; Judy Smetana <jsmetana@pittstate.edu>; Alex Binder <abinder@pittstate.edu>; Paul Grimes <pgrimes@pittstate.edu>

CCOT Directors,

With the move of the BSWD program to the KCOB, we have had to revise the listing of courses available for students to take with the HRD prefix. I know several programs in the CCOT take some HRD courses as part of their programs: the majority taking HRD 520, 596, and/or 679. We will still be offering these courses for others to enroll in on a regular basis. However, we will be reducing the number of HRD courses available. I wanted to share these changes with you all so you may plan accordingly. These changes will be effective in the Fall 2025.

This is the list of courses we currently offer:

Current Listing of Available HRD Courses
HRD-390 Trade and Job Analysis (3 hours)
HRD-520 Leadership in the Workplace (3 hours)
HRD-525 History of Workforce Development (3 hours)
HRD-530 Change Management (3 hours)
HRD-535 Ethical Decision Making in Workforce Development (3 hours)
HRD-545 Introduction to Organizational Development (3 hours)
HRD-555 Diversity and Non-Exclusion in the Workforce (3 hours)
HRD-556 Legal and Ethical Issues in the Workplace (3 hours)
HRD-565 Workforce Supervision (3 hours)
HRD-575 Instructional Media in Human Resource Development (3 hours)
HRD-585 Career and Professional Development (3 hours)
HRD-595 Developing a Learning Organization (3 hours)
HRD-596 Introduction to Human Resource Development (3 hours)
HRD-597 Organizational Staffing (3 hours)
HRD-598 Talent Management (3 hours)
HRD-625 Coaching Skills for Workforce Supervisors (3 hours)
HRD-630 Employee and Labor Relations (3 hours)
HRD-635 The Emotionally Intelligent Supervisor (3 hours)
HRD-645 Building Teams in the Workplace (3 hours)
HRD-653 Project Management Skills for Supervisors (3 hours)
HRD-655 Effective Performance Improvement (3 hours)
HRD-679 Presentation Skills (3 hours)
HRD-706 Strategies in the Development of Human Resources (3 hours)
HRD-741 HRD Strategies for Quality Improvement (3 hours)

This is the new listing of courses to be offered:

New Listing of HRD Courses	Rotation
HRD-520 Leadership in the Workplace (3 hours)	Every Spring and Fall
HRD-530 Change Management (3 hours)	Every Spring and Fall
HRD-565 Workforce Supervision (3 hours)	Every Spring and Fall
HRD-596 Introduction to Human Resource Development (3 hours)	Every Spring and Fall
HRD-625 Coaching Skills for Workforce Supervisors (3 hours)	Every Spring and Fall
HRD-635 The Emotionally Intelligent Supervisor (3 hours)	Every Spring and Fall
HRD-645 Building Teams in the Workplace (3 hours)	Every Spring and Fall

HRD-653 Project Management Skills for Supervisors (3 hours)	Every Spring and Fall
HRD-679 Presentation Skills (3 hours)	Every Spring and Fall
HRD-706 Strategies in the Development of Human Resources (3 hours)	Summer

Please let me know if you have any questions.

Best,
Krissy



Krissy Lewis, Ed.D., SHRM-SCP
Assistant Instructional Professor, BSWD Program Coordinator
Pittsburg State University
Technology and Workforce Learning
P: 620-235-4179
A: 1701 S. Broadway, S215, Kansas Technology Center
E: kllewis@pittstate.edu



Re: BSWD Hospitality Management Emphasis Changes

From Krissy Lewis <kllewis@pittstate.edu>

Date Mon 10/7/2024 1:12 PM

To Laura Miller <lcovert@pittstate.edu>

Cc Judy Smetana <jsmetana@pittstate.edu>; Mark Johnson <mjohnson@pittstate.edu>; Alex Binder <abinder@pittstate.edu>; Paul Grimes <pgrimes@pittstate.edu>; Andrew Klenke <aklenke@pittstate.edu>; Cole Shewmake <cshewmake@pittstate.edu>

Laura,

Thank you for understanding. We will certainly keep your programs in mind for future endeavors.

Best,
Krissy



Krissy Lewis, Ed.D., SHRM-SCP

Assistant Instructional Professor, BSWD Program Coordinator

Pittsburg State University

Technology and Workforce Learning

P: 620-235-4179

A: 1701 S. Broadway, S215, Kansas Technology Center

E: klewis@pittstate.edu

A graphic with the text "Ready to Finish?" written in a cursive, handwritten font, set against a light gray background.

From: Laura Miller <lcovert@pittstate.edu>

Sent: Monday, October 7, 2024 1:10 PM

To: Krissy Lewis <kllewis@pittstate.edu>

Cc: Judy Smetana <jsmetana@pittstate.edu>; Mark Johnson <mjohnson@pittstate.edu>; Alex Binder <abinder@pittstate.edu>; Paul Grimes <pgrimes@pittstate.edu>; Andrew Klenke <aklenke@pittstate.edu>; Cole Shewmake <cshewmake@pittstate.edu>

Subject: Re: BSWD Hospitality Management Emphasis Changes

Hi Krissy,

I appreciate the information. I did wonder if your program was going to keep the hospitality emphasis with the move to the Kelce College of Business. I understand about the low numbers and dropping the emphasis.

Please let me know if there are any ways we can assist your students in the future.

Have a good week,
Laura

Laura Covert Miller, PhD, CTRS
Professor
Health, Human Performance & Recreation Dept.

Pittsburg State University
620-235-4670
lcovert@pittstate.edu

Follow the TR program on Instagram! @pittstatetr & @pittstatehhpr

Checkout the TR program: <https://www.pittstate.edu/hhpr/programs/recreation-services-sport-and-hospitality-management-major/therapeutic-recreation/index.html>



Pittsburg State University Therapeutic Recreation

From: Krissy Lewis <kllewis@pittstate.edu>
Sent: Monday, October 7, 2024 12:44 PM
To: Laura Miller <lcovert@pittstate.edu>
Cc: Judy Smetana <jsmetana@pittstate.edu>; Mark Johnson <mjohnson@pittstate.edu>; Alex Binder <abinder@pittstate.edu>; Paul Grimes <pgrimes@pittstate.edu>; Andrew Klenke <aklenke@pittstate.edu>
Subject: BSWD Hospitality Management Emphasis Changes

Laura,

You may have heard that the BSWD program is moving from the Crossland College of Technology to the Kelce College of Business and will be renamed as a BBA in HRD. With the move, we have looked at our numbers and due to low enrollment (we currently only have 2 students in the hospitality management emphasis), we will not be including the hospitality management emphasis with the new program. This should not impact your program as we never really got the numbers we were hoping for from the BSWD side for the HM emphasis. We will be teaching out the two currently enrolled in the emphasis but will no longer be accepting new majors as of the Fall 2025 semester. I have enjoyed working with you and your department as you have always been very helpful and collaborative.

Please let me know if you have any questions.

Best,
Krissy



Krissy Lewis, Ed.D., SHRM-SCP
Assistant Instructional Professor, BSWD Program Coordinator
Pittsburg State University
Technology and Workforce Learning
P: 620-235-4179
A: 1701 S. Broadway, S215, Kansas Technology Center
E: klewis@pittstate.edu

*Ready to
Finish?*

Re: Psychology with HRD Emphasis Courses

From Bruce Warner <cwarner@pittstate.edu>
Date Wed 10/9/2024 1:57 PM
To Krissy Lewis <kllewis@pittstate.edu>

Krissy, thank you much. I doubt we will have many students wanting to take a 700-level course in the summer, but there could always be a couple.

B

C. Bruce Warner, Ph.D.
Department of Psychology and Counseling
Pittsburg State University
1701 S. Broadway
Pittsburg, KS 66762

Office: 1-620-235-4980
Fax: 1-620-235-6102
cwarner@pittstate.edu

From: Krissy Lewis <kllewis@pittstate.edu>
Sent: Wednesday, October 9, 2024 9:02 AM
To: Judy Smetana <jsmetana@pittstate.edu>; Bruce Warner <cwarner@pittstate.edu>
Subject: Re: Psychology with HRD Emphasis Courses

Bruce,

It looks like we are good to go with including HRD 706 for the HRD emphasis for your psychology students.

Thanks,
Krissy



Krissy Lewis, Ed.D., SHRM-SCP
Assistant Instructional Professor, BSWD Program Coordinator
Pittsburg State University
Technology and Workforce Learning
P: 620-235-4179
A: 1701 S. Broadway, S215, Kansas Technology Center
E: kllewis@pittstate.edu

Ready to Finish?

From: Judy Smetana <jsmetana@pittstate.edu>
Sent: Tuesday, October 8, 2024 4:08 PM

To: Krissy Lewis <kllewis@pittstate.edu>; Bruce Warner <cwarner@pittstate.edu>
Subject: Re: Psychology with HRD Emphasis Courses

No, I think we should be good.
Thanks.

Appreciatively,
Judy

Dr. Judy B. Smetana, Ph.D., MBA, PCC, SHRM-SCP
Interim Associate Dean - Crossland College of Technology - SAET & STWL
Associate Professor, HRD Graduate Program Coordinator
Office: S216
Pittsburg State University
Pittsburg, Kansas 66762
Phone: 620 235 4704
Email: jsmetana@pittstate.edu



From: Krissy Lewis <kllewis@pittstate.edu>
Sent: Tuesday, October 8, 2024 3:27 PM
To: Bruce Warner <cwarner@pittstate.edu>; Judy Smetana <jsmetana@pittstate.edu>
Subject: Re: Psychology with HRD Emphasis Courses

Judy,

I included HRD 706 as an option for the Psychology majors with an emphasis in HRD. Should I remove that course for undergraduate students?

Thanks,
Krissy

Krissy Lewis, Ed.D., SHRM-SCP
Instructor/Program Coordinator
Pittsburg State University
Technology and Workforce Learning
P: ~~620-235-4179~~
A: 1701 S. Broadway, S215, Kansas Technology Center
E: kllewis@pittstate.edu

Ready to Finish?

From: Bruce Warner <cwarner@pittstate.edu>
Sent: Tuesday, October 8, 2024 3:17:53 PM
To: Krissy Lewis <kllewis@pittstate.edu>
Subject: Re: Psychology with HRD Emphasis Courses

Hi Krissy, one question I do have for you is whether you would want our undergraduates in HRD 706. I was told in the past that your program wanted to reserve 700-level courses for graduate students.

Thanks for the information.

B

C. Bruce Warner, Ph.D.

Department of Psychology and Counseling
Pittsburg State University
1701 S. Broadway
Pittsburg, KS 66762

Office: 1-620-235-4980
Fax: 1-620-235-6102
cwarner@pittstate.edu

From: Krissy Lewis <kllewis@pittstate.edu>
Sent: Tuesday, October 8, 2024 11:56 AM
To: Bruce Warner <cwarner@pittstate.edu>; David Hurford <dphurford@pittstate.edu>
Cc: Mark Johnson <mjohnson@pittstate.edu>; Judy Smetana <jsmetana@pittstate.edu>; Alex Binder <abinder@pittstate.edu>; Paul Grimes <pgrimes@pittstate.edu>; Andrew Klenke <aklenke@pittstate.edu>
Subject: Re: Psychology with HRD Emphasis Courses

Bruce,

As of this time, here are the proposed rotations for the HRD courses. If these rotations change, I will let you know as soon as possible.

HRD-520 Leadership in the Workplace (3 hours)	Every Spring and Fall
HRD-530 Change Management (3 hours)	Every Spring and Fall
HRD-596 Introduction to Human Resource Development (3 hours)	Every Spring and Fall
HRD-625 Coaching Skills for Workforce Supervisors (3 hours)	Every Spring and Fall
HRD-635 The Emotionally Intelligent Supervisor (3 hours)	Every Spring and Fall
HRD-645 Building Teams in the Workplace (3 hours)	Every Spring and Fall
HRD-653 Project Management Skills for Supervisors (3 hours)	Every Spring and Fall
HRD-679 Presentation Skills (3 hours)	Every Spring and Fall
HRD-706 Strategies in the Development of Human Resources (3 hours)	Summer Only

Best,
Krissy



Krissy Lewis, Ed.D., SHRM-SCP
Assistant Instructional Professor, BSWD Program Coordinator
Pittsburg State University
Technology and Workforce Learning
P: 620-235-4179
A: 1701 S. Broadway, S215, Kansas Technology Center
E: kllewis@pittstate.edu

Ready to Finish?

From: Bruce Warner <cwarner@pittstate.edu>
Sent: Monday, October 7, 2024 3:11 PM
To: Krissy Lewis <kllewis@pittstate.edu>; David Hurford <dphurford@pittstate.edu>
Cc: Mark Johnson <mjohnson@pittstate.edu>; Judy Smetana <jsmetana@pittstate.edu>; Alex Binder <abinder@pittstate.edu>; Paul Grimes <pgrimes@pittstate.edu>; Andrew Klenke <aklenke@pittstate.edu>
Subject: Re: Psychology with HRD Emphasis Courses

Krissy, thank you for the information. I will forward the changes to our current chair, Robin Blair, and members of our Undergraduate Curriculum Committee. Whenever you have a table describing the rotation of these 9 courses, please let us know.

All the best,
B

C. Bruce Warner, Ph.D.
Department of Psychology and Counseling
Pittsburg State University
1701 S. Broadway
Pittsburg, KS 66762

Office: 1-620-235-4980
Fax: 1-620-235-6102
cwarner@pittstate.edu

From: Krissy Lewis <kllewis@pittstate.edu>
Sent: Monday, October 7, 2024 2:09 PM
To: Bruce Warner <cwarner@pittstate.edu>; David Hurford <dphurford@pittstate.edu>
Cc: Mark Johnson <mjohnson@pittstate.edu>; Judy Smetana <jsmetana@pittstate.edu>; Alex Binder <abinder@pittstate.edu>; Paul Grimes <pgrimes@pittstate.edu>; Andrew Klenke <aklenke@pittstate.edu>
Subject: Psychology with HRD Emphasis Courses

Bruce and David,

You may have heard that the BS in Workforce Development program is moving from the Crossland College of Technology to the Kelce College of Business and will be renamed as a BBA in HRD. With the move, we will be changing our course offerings in the Fall 2025. This will impact the available HRD electives for your major in psychology with an emphasis in HRD. We currently have 22 courses listed as available electives. Moving forward, we will have 9 courses listed as available electives for your emphasis in HRD.

Current courses listed as available electives for the HRD Emphasis:

HRD-390 Trade and Job Analysis (3 hours)
HRD-520 Leadership in the Workplace (3 hours)
HRD-525 History of Workforce Development (3 hours)
HRD-530 Change Management (3 hours)
HRD-535 Ethical Decision Making in Workforce Development (3 hours)
HRD-545 Introduction to Organizational Development (3 hours)
HRD-555 Diversity and Non-Exclusion in the Workforce (3 hours)
HRD-556 Legal and Ethical Issues in the Workplace (3 hours)
HRD-565 Workforce Supervision (3 hours)
HRD-575 Instructional Media in Human Resource Development (3 hours)
HRD-585 Career and Professional Development (3 hours)
HRD-595 Developing a Learning Organization (3 hours)
HRD-596 Introduction to Human Resource Development (3 hours)
HRD-597 Organizational Staffing (3 hours)
HRD-598 Talent Management (3 hours)
HRD-625 Coaching Skills for Workforce Supervisors (3 hours)
HRD-630 Employee and Labor Relations (3 hours)
HRD-635 The Emotionally Intelligent Supervisor (3 hours)
HRD-645 Building Teams in the Workplace (3 hours)
HRD-653 Project Management Skills for Supervisors (3 hours)
HRD-655 Effective Performance Improvement (3 hours)
HRD-679 Presentation Skills (3 hours)

New listing of courses that will be offered online on a regular basis for your students to satisfy the requirements for the emphasis:

HRD-520 Leadership in the Workplace (3 hours)
HRD-530 Change Management (3 hours)
HRD-596 Introduction to Human Resource Development (3 hours)
HRD-625 Coaching Skills for Workforce Supervisors (3 hours)
HRD-635 The Emotionally Intelligent Supervisor (3 hours)
HRD-645 Building Teams in the Workplace (3 hours)
HRD-653 Project Management Skills for Supervisors (3 hours)
HRD-679 Presentation Skills (3 hours)
HRD-706 Strategies in the Development of Human Resources (3 hours)

Please let me know if you have any questions. I am happy to help in any way.

Best,
Krissy



Krissy Lewis, Ed.D., SHRM-SCP
Assistant Instructional Professor, BSWD Program Coordinator
Pittsburg State University
Technology and Workforce Learning
P: 620-235-4179
A: 1701 S. Broadway, S215, Kansas Technology Center
E: kllewis@pittstate.edu

*Ready to
Finish?*

Human Resource Development Emphasis - BS

Degree: Bachelor of Science

Major: Psychology

Emphasis: Human Resource Development

Core Requirements

See notes *1

- PSYCH-155 General Psychology (3 hours)
- PSYCH-165 Psychology as a Profession I (2 hours)
- PSYCH-263 Developmental Psychology (3 hours)
- PSYCH-389 Research Methods in Psychology I (3 hours)
- PSYCH-392 Research Methods in Psychology II (3 hours)
- PSYCH-394 Principles of Learning (3 hours)
- PSYCH-463 Cognitive Processes (3 hours)
- PSYCH-571 Abnormal Psychology (3 hours)
- PSYCH-665 Psychology as a Profession II (1 hour)
- PSYCH-698 Sensation and Perception (3 hours)
- or PSYCH-724 Physiological Psychology (3 hours)
- PSYCH-756 Social Psychology (3 hours)

Notes *1: Plus 9 hours Psychology electives Total hours in the major, 36 hours.

Math Requirement

- MATH-143 Elementary Statistics (3 hours)

Area of Emphasis

Required Courses (6 hours)

- PSYCH-575 Industrial and Organizational Psychology (3 hours)
- HRD-596 Introduction to Human Resource Development (3 hours)

And 18 hours chosen from:

- HRD-390 Trade and Job Analysis (3 hours)
- HRD-520 Leadership in the Workplace (3 hours)
- HRD-525 History of Workforce Development (3 hours)
- HRD-530 Change Management (3 hours)
- HRD-535 Ethical Decision Making in Workforce Development (3 hours)
- HRD-545 Introduction to Organizational Development (3 hours)
- HRD-555 Diversity and Non-Exclusion in the Workforce (3 hours)
- HRD-556 Legal and Ethical Issues in the Workplace (3 hours)
- HRD-565 Workforce Supervision (3 hours)

- HRD-575 Instructional Media in Human Resource Development (3 hours)
 - HRD-585 Career and Professional Development (3 hours)
 - HRD-595 Developing a Learning Organization (3 hours)
 - HRD-597 Organizational Staffing (3 hours)
 - HRD-598 Talent Management (3 hours)
 - HRD-625 Coaching Skills for Workforce Supervisors (3 hours)
 - HRD-630 Employee and Labor Relations (3 hours)
 - HRD-635 The Emotionally Intelligent Supervisor (3 hours)
 - HRD-645 Building Teams in the Workplace (3 hours)
 - HRD-653 Project Management Skills for Supervisors (3 hours)
 - HRD-655 Effective Performance Improvement (3 hours)
 - HRD-679 Presentation Skills (3 hours)
 - MGT-330 Management and Organizational Behavior (3 hours)
- Note: This course is a pre-requisite for MGT 540.
- MGT-430 Legal and Social Environment of Business (3 hours)
- Note: -Seek advisement before selecting. -See course description for prerequisite information and junior standing is required.
- MGT-540 Human Resources Management (3 hours)
- Note: See course description for prerequisite information.
- PSYCH-779 Fieldwork in Psychology: Human Resource Development Practicum (1-3 hours)
 - TM-606 Industrial Supervision (3 hours)

General Education Requirements

English Discipline Requirements - 6 Total Hours

- ENGL-101 English Composition (3 hours)
- ENGL-299 Introduction to Research Writing (3 hours)

Communications Discipline Requirements - 3 Total Hours

- COMM-207 Speech Communication (3 hours)

Mathematics & Statistics Discipline Requirements - 3 Total Hours

- MATH-110 College Algebra with Review (5 hours)
- MATH-113 College Algebra (3 hours)
- MATH-126 Pre-Calculus (4 hours)
- MATH-133 Quantitative Reasoning (3 hours)
- MATH-143 Elementary Statistics (3 hours)
- MATH-150 Calculus I (5 hours)
- MATH-204 Mathematics for Education I (3 hours)

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

- BIOL-111 General Biology (3 hours)
- BIOL-112 General Biology Laboratory (2 hours)
- BIOL-113 Environmental Life Science (4 hours)
- BIOL-211 Principles of Biology I (4 hours)
- CHEM-105 Introductory Chemistry (3 hours)
- CHEM-106 Introductory Chemistry Laboratory (1 hour)
- CHEM-215 General Chemistry I (3 hours)
- CHEM-216 General Chemistry I Laboratory (2 hours)
- PHYS-100 College Physics I (4 hours)
- PHYS-104 Engineering Physics I (4 hours)

- __ PHYS-130 Elementary Physics Laboratory I (1 hour)
- __ PHYS-160 Physical Geology (3 hours)
- __ PHYS-165 Physical Geology Laboratory (1 hour)
- __ PHYS-166 Meteorology (3 hours)
- __ PHYS-167 Meteorology Laboratory (1 hour)
- __ PHYS-171 Physical Science (3 hours)
- __ PHYS-172 Physical Science Laboratory (1 hour)
- __ PHYS-175 Descriptive Astronomy (3 hours)
- __ PHYS-176 Astronomy Laboratory (1 hour)
- __ PHYS-375 Solar System Astronomy (3 hours)

Social & Behavioral Sciences Discipline Requirements - 6 Total Hours

- __ ANTH-101 Introduction to Cultural Anthropology (3 hours)
- __ ECON-191 Issues in Today's Economy (3 hours)
- __ ECON-200 Principles of Microeconomics (3 hours)
- __ ECON-201 Principles of Macroeconomics (3 hours)
- __ ETECH-502 Engineering Economy (3 hours)
- __ GEOG-106 World Regional Geography (3 hours)
- __ GEOG-300 Elements of Geography (3 hours)
- __ GEOG-304 Human Geography (3 hours)
- __ POLS-101 U.S. Politics (3 hours)
- __ POLS-103 Comparative Politics (3 hours)
- __ POLS-201 Introduction to Public Policy (3 hours)
- __ PSYCH-155 General Psychology (3 hours)
- __ SOC-100 Introduction to Sociology (3 hours)
- __ SWK-250 Relationship Skills (3 hours)
- __ WGS-200 Introduction to Women's Studies (3 hours)
- __ WGS-399 Global Women's Issues (3 hours)

Arts & Humanities Discipline Requirements - 6 Total Hours

- __ ART-178 Introduction to the Visual Arts (3 hours)
- __ ART-188 The Designed World (3 hours)
- __ ART-217 Crafts I (3 hours)
- __ ART-222 Jewelry/Metals I (3 hours)
- __ ART-233 Drawing I (3 hours)
- __ ART-244 Ceramics I (3 hours)
- __ ART-266 Sculpture I (3 hours)
- __ ART-277 Painting I (3 hours)
- __ ART-288 Introduction to Art History I (3 hours)
- __ ART-289 Introduction to Art History II (3 hours)
- __ ART-311 Art Education (3 hours)
- __ COMM-105 Performance Appreciation (3 hours)
- __ COMM-205 Performance Studies (3 hours)
- __ COMM-395 Theatre History () (3 hours)
- __ ENGL-113 Literature and Culture (3 hours)
- __ ENGL-114 General Literature (Genre) (3 hours)
- __ ENGL-116 General Literature (Theme) (3 hours)
- __ ENGL-117 Introduction to Fiction (3 hours)
- __ ENGL-118 Introduction to Poetry (3 hours)
- __ ENGL-120 Literature and Film (3 hours)
- __ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- __ ENGL-122 Introduction to Women's Literature (3 hours)
- __ ENGL-123 The Citizen in Literature (3 hours)
- __ ENGL-125 Introduction to Horror in Literature (3 hours)
- __ ENGL-250 Introduction to Creative Writing (3 hours)
- __ ENGL-315 Mythology (3 hours)
- __ ENGL-320 Literature and Film (3 hours)

- __ HHP-151 Dance Appreciation (3 hours)
- __ HIST-101 World History to 1500 (3 hours)
- __ HIST-102 World History from 1500 (3 hours)
- __ HIST-201 American History to 1865 (3 hours)
- __ HIST-202 American History from 1865 (3 hours)
- __ HONOR-200 The Power of Music (3 hours)
- __ MLL-124 French Language and Culture I (3 hours)
- __ MLL-154 Spanish Language and Culture I (3 hours)
- __ MUSIC-120 Music Appreciation () (3 hours)
- __ MUSIC-121 Introduction to Music Literature (3 hours)
- __ MUSIC-321 History of Music (3 hours)
- __ MUSIC-322 History of Music (3 hours)
- __ PHIL-103 Introduction to Philosophy (3 hours)
- __ PHIL-105 Ethics (3 hours)
- __ PHIL-112 Biomedical Ethics (3 hours)
- __ PHIL-113 Business Ethics (3 hours)
- __ PHIL-114 Environmental Ethics (3 hours)
- __ PHIL-231 World Religions (3 hours)

Institutionally Designated Requirements - 6 Total Hours

- __ UGS-150 Gorilla Gateway (2 hours)

Any 1 credit hour class from the following:

- __ DANCE-200 Dance () (1-3 hours)
- __ EXSCI-200 Introduction to Exercise Science (1 hour)
- __ HHP-150 Lifetime Fitness Concepts (1 hour)

Any 3 credit hour class from 4, 5, 6 or the following:

- __ BIOL-617 Environmental Health (3 hours)
- __ BUS-101 Introduction to Business (3 hours)
- __ DSIS-130 Computer Information Systems (3 hours)
- __ EDUC-261 Explorations in Education (3 hours)
- __ EET-247 Computer Programming for Electronic Systems (3 hours)
- __ EDTH-330 Technology for Teaching and Learning (3 hours)
- __ FCS-203 Nutrition and Health (3 hours)
- __ FCS-230 Consumer Education and Personal Finance (3 hours)
- __ FIN-210 Financial Planning (3 hours)
- __ GT-210 Technology in the World Today (3 hours)
- __ GT-350 Technology and Civilization (3 hours)
- __ HIST-207 Health Habits in American History (3 hours)
- __ MECET-121 Engineering Graphics I (3 hours)
- __ MFGET-263 Manufacturing Methods I (2 hours)
- __ MFGET-268 Manufacturing Methods I Laboratory (1 hour)
- __ MFGET-405 Quality Control (3 hours)
- __ NURS-303 Introduction to Public Health (3 hours)
- __ PHIL-206 Rational Decisions (3 hours)
- __ PHIL-207 Critical Thinking (3 hours)
- __ PHIL-208 Logic (3 hours)
- __ REC-350 Promoting Community and Worksite Wellness (3 hours)

Revised: 10/03/2024

Request for New Major

Effective Date: FALL 2025

Submission Date: 10/11/24

Department: Kelce Undergraduate School of Business

College of: Business

Contact Person: Dr. Paul W. Grimes, Dean

Degree: Bachelor of Business Admin.

Minor Required: No

Modality: In Person

Proposed Major: Supply Chain Management

New Major – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

Used to create a new program and requires KBOR approval.

Will become effective the upcoming academic catalog if all approvals received.

IMPORTANT: Proposals should be uploaded no later than the **OCTOBER** Preliminary legislation month. This is to allow faculty senate approval at the December meeting, and KBOR review, approval, and implementation for the following Fall semester.

Following Faculty Senate Approval, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for board approval. (must be entered into KBOR PI/CIP system at time of submission).

Forms to accompany Approved Proposal

A. PSU Request for New Major Form (preceding)

B. PSU Legislative Process Authorization/Notification Sign-Off Sheet (preceding)

C. KBOR Application for New Program, https://www.kansasregents.org/academic_affairs/new_program_approval or located on the FS website

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

1. Purpose/Justification for Major:

The Kelce College of Business (KCOB) proposes to offer a new BBA major in Supply Chain Management to meet the growing workforce needs in this area. This major is proposed in collaboration with the Crossland College of Technology (CCOT) whereby each college will offer one half of the major core courses and an internship to support the degree. Business students will complete the required BBA curriculum consisting of the university's General Education package, the Kelce Core and its prerequisites, plus the new major core in Supply Chain Management. Note that a separate proposal is being submitted by the CCOT for a BST in Industrial Distribution in which students will complete the same major core but take the CCOT's foundational and support courses. A map comparing the two proposed degree programs is included on the next page.

Details concerning the market for Supply Chain Management majors and graduates can be found in the attached KBOR proposal for new degree programs. As described in the KBOR proposal, no new faculty resources are necessary to offer these degrees. The curriculum is basically a repackaging of existing courses. Only two new courses were necessary (MGT 550 - approved and ID 210 - pending).

Supply Chain and Industrial Distribution - Programs of Study

				Hrs.	BBA Supply Chain	BST Industrial Distribution
General Education (34 Hours)						
6 hours English	ENGL	101	English Composition	3	3	3
	ENGL	299	Introduction to Research Writing	3	3	3
3 hours Communications	COMM	207	Speech Communication	3	3	3
3 hours Mathematics	MATH	113	College Algebra, or	3	3	3
	MATH	143	Elementary Statistics, (Recommended) or			
	MATH	XXX	Higher level course			
4 hours Science	TBD	XXX	Restricted Student Choice	4	4	4
6 hours Social & Behavior Science	TBD	XXX	Restricted Student Choice (ECON 200 recommended)*	3	3	3
	TBD	XXX	Restricted Student Choice	3	3	3
6 hours Arts & Humanities	TBD	XXX	Restricted Student Choice	3	3	3
	TBD	XXX	Restricted Student Choice	3	3	3
6 hours University-designated	UGS	150	Gorilla Gateway	2	2	2
	TBD	XXX	Restricted Student Choice	1	1	1
	TBD	XXX	Restricted Student Choice (MECET 121, GT 210 or MGT 101 recommended)**	3	3	3
Kelce Core Prerequisites (9 Hours)						
	DSIS	130	Computer Information Systems	3	3	
	ECON	200	Principles of Microeconomics*	3	3	
	ECON	201	Principles of Macroeconomics	3	3	
Kelce Core (42 Hours)						
	ACCTG	201	Financial Accounting	3	3	
	ACCTG	202	Managerial Accounting	3	3	
	DSIS	420	Management Information Systems	3	3	
	ECON	XXX	Restricted Student Choice	3	3	
	FIN	326	Business Finance	3	3	
	BUS	101	Introduction to Business**	3	3	
	BUS	210	Business Professionalism	3	3	
	MGT	330	Management and Organizational Behavior	3	3	3
	MGT	430	Legal and Social Environment of Business	3	3	3
	MGT	690	Business Strategy	3	3	
	MKTG	330	Principles of Marketing	3	3	3
	QBA	210	Business Statistics	3	3	3
	QBA	310	Business Analytics I	3	3	3
	QBA	410	Business Analytics II	3	3	3
COT Prerequisites (3 Hours)						
	GT	210	Survey of Technological Systems**	3	3	3
COT BST Support Courses (30 Hours)						
	MECET	121	Engineering Graphics** (or CMCE 133 Construction Graphics)	3		3
	EET	141	Introduction to Electronics	3		3
	EST	293	Introduction to Industrial Safety (or EST 296 Intro. Construction Safety)	3		3
	GT	320	Communication Systems	3		3
	GT	350	Fundamentals of Coding and Robotics	3		3
	GT	360	Computer Aided Drafting for Automated Manufacturing	3		3
	AT	399	Professional Development in the Transportation Industry	3		3
	AT	400	Fluid Power	3		3
	TM	606	Industrial Supervision	3		3
Supply Chain & Industrial Distribution Major (27 Hours)						
	ID	210	Industrial Distribution Fundamentals	3	3	3
	GT	300	Engineering Design and Problem Solving	3	3	3
	GT	340	Power/Energy/Transportation Systems	3	3	3
	GT	380	Manufacturing Enterprise	3	3	3
	MGT	510	Operations Management	3	3	3
	MGT	520	Quality Management	3	3	3
	MGT	550	Supply Chain Management	3	3	3
	MKTG	430	Retail and Channels Management	3	3	3
	MGT	671	Internship in Supply Chain Management	3	3	
	ID	400	Internship for Industrial Distribution	3		3
Elective Courses (5 to 11 Hours minimum)						
	TBD	XXX	Approved Student Choices (minimum (Total number of elective hours dependent upon Gen Ed choices.)		5	11
Total Hours					120	120

2. Is this new major proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at PSU or any other Regent University? *If "yes", please provide an explanation and upload with any documentation between departments and/or other Regent Universities.* Yes No

The program reflects a collaboration between the KCOB and the CCOT.

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

Yes No

4. Will additional resources or costs will be required? Yes No
If so, what will be needed?

The program is a repackaging of existing courses supplemented with the addition of two new courses for which faculty resources will be reallocated.

5. Describe the program assessment plan:

a. Enrollment targets = For the BBA in SCM; Year 1 = 5, Year 2 = 15, Year 3 = 25

b. Outcome expected and process to evaluate =

The program will be integrated into the KCOB's Assurance of Learning assessment system mandated by AACSB. Student learning will be evaluated using direct and indirect measures against the college's identified student learning competencies.

c. Plan to abandon if enrollment targets not met =

If the program does not attract a sufficient number of students and the program is not generating graduates earning reasonable job offers, the program will be discontinued and faculty resources will be reallocated to support the other BBA majors.

Authorization Sign-Off

Checklist

- Academic Planning Excel Attached
- Course Id's match Course Names
- Course hours are correct
- Courses are currently Active

- Curriculum hours meet 120
- KBOR forms attached
- Provost Office contacted

-Approved: Department Chair/Director

Date: 10/9/24 Signature: *Alexander D. Bindu*

-Approved: College Curriculum Chair

Date: 11/6/24 Signature: *Jennifer Puraley*

-Approved: Dean of College

Date: 11/07/24 Signature: *Paul W. Gair*

-Approved: Council for Teacher Education, if applicable

Date: _____ Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 11/22/24 Signature: *Ryan*

-Approved: Faculty Senate

Date: _____ Signature: _____

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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

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

Pittsburg State University

B.B.A. in Supply Chain Management

Program Approval

I. General Information

A. Institution Pittsburg State University

B. Program Identification

Degree Level: Bachelor's
Program Title: Supply Chain Management
Degree to be Offered: Bachelor of Business Administration
Responsible Department or Unit: Kelce Undergraduate School of Business
CIP Code: 52.0203 (Logistics/Materials/Supply Chain Management)
Modality: Face-to-Face
Proposed Implementation Date: Fall Semester 2025

Total Number of Semester Credit Hours for the Degree: 120

II. Clinical Sites: Does this program require the use of Clinical Sites? No

III. Justification

Pittsburg State University proposes to create a "Supply Chain and Industrial Distribution Program" to help meet the growing need for supply chain managers across the state of Kansas and the Midwest region. This program will be a unique collaboration between the Kelce College of Business (KCOB) and the Crossland College of Technology (CCOT) with each college offering a separate undergraduate degree in the field. The KCOB will offer a Bachelor of Business Administration (BBA) in Supply Chain Management and the CCOT will offer a Bachelor of Science in Technology (BST) with a major in Industrial Distribution. The two degrees will share a number of common courses including eight major core courses – four taught by each college. In addition, both the BBA and the BST students will be required to complete a professional internship. The common major core will be surrounded by each respective college's foundation and support courses representing their separate academic traditions. Thus, BBA graduates will complete courses required of all business majors while BST students will complete courses across a wide variety of technology disciplines. An appendix is attached to this proposal to illustrate how the two degrees share courses and provide students with a choice of how to focus their studies from either a business or a technological perspective. Given the wide variety of occupations across many different industries which hire supply chain professionals, the option to choose either a business or technology path will give students an option not found at other institutions.

Following KBOR guidelines, this document represents the proposal to create the BBA in Supply Chain Management while a separate proposal has been prepared for the BST in Industrial Distribution. Note that this organizational structure allows Pitt State to leverage resources across the two colleges and to combine existing complementary courses into new degree programs. Of the eight major core courses, only two new courses needed to be developed – one in each college (KCOB's MGT 550 Supply Chain Management and CCOT's GRT 210 Industrial Distribution Fundamentals). Thus, given that most of the courses needed to develop these two majors already resided in the university catalog, the marginal, incremental, cost of these programs is low. Neither the KCOB or the CCOT has the resources to produce these programs individually but cross-college collaboration makes it possible and cost-effective for both.

IV. Program Demand:

Market Analysis

In recent years, the market for those holding a degree in supply chain management and related fields has grown significantly. The COVID pandemic highlighted the critical need to effectively manage the ever-increasing complexity of global supply chains and advancements in distribution and transportation technology. Within virtually every industry, the competitive pressures of the global economy have increased the demand for skilled professionals who can manage supply chain operations. As evidenced by the number of job vacancies and the level of competitive salaries (see Section VI below), there is a strong labor market for supply chain professionals in the state of Kansas. Two of the three research universities within the KBOR system currently offer supply chain undergraduate degrees, KU – BSB in Supply Chain Management, and KSU – BS in Operations & Supply Chain Management, while WSU offers a Masters in Management Science & Supply Chain Management. Other 4-year campuses within the system offer coursework in the field and some 2-year campuses such as WSU-Tech and JCCC offer certificates and/or an AA in supply chain management. However, supply chain management degrees are not offered currently at the three regional 4-year campuses. Recent initiatives through the Kansas Department of Commerce (<https://www.kansascommerce.gov/program/workforce-services/ktrain/>), and highlighted by KBOR’s Workforce Development Staff, indicate that there is a need to produce more in-state supply chain professionals (https://www.kansasregents.org/workforce_development/workforce_news_media). Likewise, at the national level, the U.S. Bureau of Labor Statistics estimated that there will be a 28% job growth for logisticians, including supply chain managers, between the years 2021 and 2031. Pitt State’s proposed Supply Chain Management and Industrial Distribution Program is designed to help meet these statewide and national workforce needs.

Pitt State is uniquely situated and equipped to supplement the talent pool for supply chain professionals in the state of Kansas. Located in the extreme southeast corner of the state, regional students do not have a local option to access training in supply chain management. The nearest 4-year bachelor programs are in Lawrence, Manhattan, Springfield, Missouri, and Fayetteville, Arkansas – each of these options is two or more hours away and attracts a different demographic mix of students than Pitt State. Given these facts, the proposed program is not anticipated to be in direct competition with those programs at KU, KSU, Missouri State, or the University of Arkansas. In addition, Pittsburg has traditionally been a transportation hub since its days as the center of the southeast Kansas coal mining district a hundred years ago. Previously the location of a major Kansas City Southern railyard, Pittsburg is now home to Watco Companies, a major transportation service firm which integrates rail, water, road, and air to meet supply chain needs of businesses across the region, nation, and world. Watco is the second largest operator of short line railroads in the United States with operations in 27 states, Canada, and Australia. In addition, Pittsburg is less than one hundred miles from the headquarters of Walmart, in Bentonville, Arkansas. Due to corporate policies, numerous Walmart suppliers and their distribution centers are located in Northwest Arkansas, one of the fastest growing metropolitan areas in the country. Pitt State has a history of placing graduates with Watco, Walmart, and their affiliates, and we believe the proposed new supply chain major will enhance our relationships with them. As structured, there is a strong local and regional market for graduates of the proposed supply chain BBA.

V. Projected Enrollment for the Initial Three Years of the Program

Year	Headcount Per Year		Sem Credit Hrs Per Year*	
	Full- Time	Part- Time	Full- Time	Part- Time
Implementation	5		150	
Year 2	15		450	
Year 3	25		750	

*Assumes 15 credit hour load per semester

Note: Projections above for Supply Chain Management BBA only; see separate proposal for the Industrial Distribution BST for additional student projections

VI. Employment

Graduates of supply chain management programs can pursue a wide range of careers, such as:

- **Procurement Manager:** Source and negotiate with suppliers to ensure the timely delivery of materials and components at competitive prices.
- **Logistics Manager:** Coordinate the movement of goods from suppliers to customers, including transportation, warehousing, and distribution.
- **Operations Manager:** Oversee the overall operations of a business, including production, inventory management, and quality control.
- **Supply Chain Analyst:** Analyze resource supply data to develop strategies to optimize sourcing and production operations.
- **Supply Chain Consultant:** Provide expert advice to businesses on how to improve their supply chain performance.

The market for supply chain professionals in Kansas is currently strong. At the time of this writing (10/01/24), online recruiting firm Indeed.com reported 410 openings in the state for “supply chain manager jobs” while Glassdoor listed 365, and ZipRecruiter reported 342. Many of these jobs are entry level and located in communities where Pitt State already has a substantial alumni base, including Johnson County which is the second largest feeder county for Pitt State students. We anticipate that the Supply Chain Management degree will present an attractive opportunity for those students desiring a professional business career in Kansas.

Salaries for supply chain professionals in Kansas are also attractive and above average. A review of all supply chain jobs in Kansas currently listed by ZipRecruiter reveal a range from \$36K to \$130K per year. According to the U.S. Bureau of Labor Statistics, the median annual salary is \$77K. Long-term salary prospects in the field are very bright as Salary.com reports that supply chain senior managers have a median annual income of \$165K.

Given the current state-wide demand for supply chain professionals, graduates of the program should face plentiful opportunities for gainful employment in Kansas.

VII. Admission and Curriculum

A. Admission Criteria

Students pursuing the proposed BBA in Supply Chain Management will be admitted to the university according to prevailing Pittsburg State campus-wide policies. Enrollment in the Supply Chain Management BBA also requires admission to the Kelce College of Business. Formal admission to the Kelce College of Business occurs upon completion of the following requirements:

- Completion of at least 30 credit hours applicable to the degree.
- Achievement of a 2.25 cumulative grade point average
- Completion of these courses with a C or better:

English Composition (ENGL 101 or ENGL 190)

Introduction to Research Writing (ENGL 299 or ENGL 190)

Speech Communications (COMM 207)

College Algebra or Elementary Statistics (MATH 113, MATH 143, or higher)

Computer Information Systems (DSIS 130)
Financial Accounting (ACCTG 201)

- Signing the Kelce College of Business Application for Admission Form and the Kelce College of Business Student Oath and Code of Ethics.

Admission to the Kelce College of Business is required prior to enrollment in all upper-level business courses numbered 400 and above.

B. Curriculum

Year 1: Fall **SCH = Semester Credit Hours**

Course #	Course Name	SCH
ENGL 101	ENGLISH COMPOSITION (Gen Ed Bucket 1)	3
MATH 143 or MATH 113	ELEMENTARY STATISTICS or COLLEGE ALGEBRA (Gen Ed Bucket 3)	3
BUS 101	INTRODUCTION TO BUSINESS	3
UGS 150	GORILLA GATEWAY (Gen Ed Bucket 7)	2
TBD	Social & Behavioral Sciences Gen Ed (Gen Ed Bucket 5)	3
TBD	Pitt State Designated Requirement (Gen Ed Bucket 7)	1
SEMESTER TOTAL		15

Year 1: Spring

Course #	Course Name	SCH
ACCTG 201	FINANCIAL ACCOUNTING	3
ENGL 299	INTRODUCTION TO RESEARCH WRITING (Gen Ed Bucket 1)	3
TBD	Pitt State Designated Requirement (Gen Ed Bucket 7)	3
TBD	Natural & Physical Sciences Requirement (Gen Ed Bucket 4)	4
TBD	Arts & Humanities Requirement (Gen Ed Bucket 6)	3
SEMESTER TOTAL		16

Year 2: Fall

Course #	Course Name	SCH
ACCTG 202	MANAGERIAL ACCOUNTING	3
DSIS 130	COMPUTER INFORMATION SYSTEMS	3
QBA 210	BUSINESS STATISTICS	3
COMM 207	SPEECH COMMUNICATION (Gen Ed Bucket 2)	3
ECON 200	PRINCIPLES OF MICROECONOMICS	3
SEMESTER TOTAL		15

Year 2: Spring

Course #	Course Name	SCH
ECON 201	PRINCIPLES OF MACROECONOMICS	3
GT 210	SURVEY OF TECHNOLOGICAL SYSTEMS	3
QBA 310	BUSINESS ANALYTICS I	3
TBD	Social & Behavioral Sciences Gen Ed (Gen Ed Bucket 5)	3
TBD	Arts & Humanities Requirement (Gen Ed Bucket 6)	3
SEMESTER TOTAL		15

Year 3: Fall

Course #	Course Name	SCH
BUS 210	BUSINESS PROFESSIONALISM	3
ID 210	INDUSTRIAL DISTRIBUTION FUNDAMENTALS	3
QBA 410	BUSINESS ANALYTICS II	3
MGT 330	MANAGEMENT AND ORGANIZATIONAL BEHAVIOR	3
MKTG 330	PRINCIPLES OF MARKETING	3
	SEMESTER TOTAL	15

Year 3: Spring

Course #	Course Name	SCH
MGT 550	SUPPLY CHAIN MANAGEMENT	3
FIN 326	BUSINESS FINANCE	3
DSIS 420	MANAGEMENT INFORMATION SYSTEMS	3
GT 300	ENGINEERING DESIGN AND PROBLEM SOLVING	3
MGT 430	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
	SEMESTER TOTAL	15

Year 4: Fall

Course #	Course Name	SCH
GT 340	POWER/ENERGY/TRANSPORTATION SYSTEMS	3
MKTG 430	RETAIL AND CHANNELS MANAGEMENT	3
MGT 510	OPERATIONS MANAGEMENT	3
ECON XXX	Upper Division Economics Elective	3
TBD	Open Elective	3
	SEMESTER TOTAL	15

Year 4: Spring

Course #	Course Name	SCH
MGT 520	QUALITY MANAGEMENT	3
GT 380	MANUFACTURING ENTERPRISE	3
MGT 671	INTERNSHIP IN SUPPLY CHAIN MANAGEMENT	3
MGT 690	BUSINESS STRATEGY	3
TBD	Open Elective	2
	SEMESTER TOTAL	14

Total Number of Semester Credit Hours 120

VIII. Core Faculty

As proposed, the Supply Chain Management and Industrial Distribution program is a collaboration between the KCOB and CCOT. Like all BBAs in the KCOB, the curriculum for the Supply Chain Management major is modular in design – students take the university’s General Education package, the foundational multi-disciplinary business core (known as the Kelce Core) and prerequisites, followed by the major core courses. As described above, the major core for Supply Chain Management consists of eight courses and an internship – equally split between the KCOB and the CCOT. Since all of the General Education and Kelce Core courses are already established and have adequate capacity to absorb the projected new Supply Chain Management majors, the table below lists only those individual faculty who will teach KCOB’s share of major core courses. (The remaining major core courses will be reflected in the proposal for the CCOT’s proposal for the BST in Industrial Distribution.)

Note: * Next to Faculty Name Denotes Director of the Program, if applicable
 FTE: 1.0 FTE = Full-Time Equivalency Devoted to Program

Faculty Name	Rank	Highest Degree	Tenure Track Y/N	Academic Area of Specialization	FTE to Proposed Program
SCM Major Courses					
Lee, Sang-Heui*	Professor	Ph.D.	Y	Management/Supply Chain	1.0
Frank, Phillip	Assistant Professor	Ph.D.	Y	Marketing	0.33
Melissa Weed	Courtesy Professor (Internship Director)	MBA	N	Entrepreneurship	.10
Kelce Core Courses					
24 Additional Full-time faculty members					

Number of graduate assistants assigned to this program **0**

IX. Expenditure and Funding Sources (List amounts in dollars. Provide explanations as necessary.)

All faculty members who will teach the KCOB's share of Supply Chain Management courses are already on staff. The salary and fringe benefits numbers below for the first year are taken from the Pitt State FY25 budget prorated by the share of their FTE assignment to the program. The corresponding numbers for the second and third year reflect an increase of two percent annual increase (the average wage increase for Pitt State faculty in recent years). The annual administrator cost reflects the annual stipend paid in the KCOB for program coordinators.

A. EXPENDITURES	First FY	Second FY	Third FY
Personnel – Reassigned or Existing Positions			
Faculty	\$151,964	\$155,003	\$158,103
Administrators (other than instruction time)	\$2,500	\$2,500	\$2,500
Graduate Assistants			
Support Staff for Administration (e.g., secretarial)			
Fringe Benefits (total for all groups)	\$41,675	\$42,506	\$43,359
Other Personnel Costs			
Total Existing Personnel Costs – Reassigned or Existing	\$196,139	\$200,009	\$203,962
Personnel – New Positions			
Faculty			
Administrators (other than instruction time)			
Graduate Assistants			
Support Staff for Administration (e.g., secretarial)			
Fringe Benefits (total for all groups)			
Other Personnel Costs			
Total Personnel Costs – New Positions	N/A	N/A	N/A

Start-up Costs - One-Time Expenses			
Library/learning resources			
Equipment/Technology			
Physical Facilities: Construction or Renovation			
Other			
Total Start-up Costs	N/A	N/A	N/A
Operating Costs – Recurring Expenses			
Supplies/Expenses	\$500	\$500	\$500
Library/learning resources			
Equipment/Technology			
Travel	\$2,000	\$2,000	\$2,000
Other			
Total Operating Costs	\$2,500	\$2,500	\$2,500
GRAND TOTAL COSTS	\$198,639	\$202,509	\$206,462

B. FUNDING SOURCES <i>(projected as appropriate)</i>	Current	First FY (New)	Second FY (New)	Third FY (New)
Tuition / State Funds	\$198,639	\$198,639	\$202,509	\$206,462
Student Fees				
Other Sources				
GRAND TOTAL FUNDING	\$198,639	\$198,639	\$202,509	\$206,462
C. Projected Surplus/Deficit (+/-) (Grand Total Funding <i>minus</i> Grand Total Costs)		\$0	\$0	\$0

X. Expenditures and Funding Sources Explanations

A. Expenditures

Personnel – Reassigned or Existing Positions

The proposed collaborative Supply Chain Management and Industrial Distribution Program is primarily a “repackaging” of existing courses and curricula within the KCOB and the CCOT. Only two new courses were created to complete the major core. Thus, virtually all of the courses are already available and being taught by existing faculty members on staff. Currently, due to the recent declines in campus enrollment, there is capacity within the current and planned schedule of course offerings to accommodate the new students projected to enroll in the proposed program. This program will allow the two colleges to more efficiently utilize their existing resources by filling currently empty seats.

Personnel – New Positions

No new positions are required to operate the proposed Supply Chain Management and Industrial Distribution Program. With the addition of the two new courses, all other courses and curricula are already in place and being taught by current KCOB and CCOT faculty members. Due to the recent declines in enrollment at Pitt State, classroom capacity exists to accommodate the number of new students projected to enroll in the proposed program. New positions will only be required in the long-run if enrollment in the program grows overall total enrollment in the colleges beyond previously experienced levels.

Start-up Costs – One-Time Expenses

Again, no additional one-time start-up costs are anticipated. Needed resources and facilities are already in place to support the existing courses and curricula that are being repackaged to create the Supply Chain Management and Industrial Distribution Program. By spreading the costs of these existing fixed resources over more students, financial and operational efficiencies will be realized.

Operating Costs – Recurring Expenses

It is estimated that approximately \$500 in supplies/commodities will be consumed each year to support the proposed program. We anticipate the cost of one faculty member to attend one supply chain management conference or professional development program each year at a cost of about \$2,000. Again, these expenditures are already within our budgets and only represent a reallocation of use into the proposed program. No new funds will be necessary to support these direct outlays.

B. Revenue: Funding Sources

All major core faculty positions in the Kelce College of Business are fully funded by Pittsburg State University through annual state appropriations and self-generated student tuition and fees revenue. Because the proposed Supply Chain Management major is built by repurposing existing courses and curricula, and because we currently have excess capacity due to recent enrollment declines, no new revenues will be required to operate the program. The revenue to operate the program is already in our annual budget.

C. Projected Surplus/Deficit

The proposed Supply Chain Management and Industrial Distribution Program is expected to breakeven for the first three years as reflected in the figures above. If we are able to grow the program beyond these projections, in the long-run the program could produce a net surplus for the university. To the extent that the proposed new major adds students on net, the university and both colleges have an incentive to support and grow this program over time.

XI. References

Glassdoor.com. "Supply chain jobs in Kansas." https://www.glassdoor.com/Job/kansas-us-supply-chain-jobs-SRCH_IL.0.9_IS3107_KO10.22.htm

Salary.com. "Supply chain senior manager salary in the United States." <https://www.salary.com/research/salary/benchmark/supply-chain-senior-manager-salary>

U.S. Bureau of Labor Statistics. "Logisticians." <https://www.bls.gov/ooh/business-and-financial/logisticians.htm>."

APPENDIX: MAP OF SUPPLY CHAIN MANAGEMENT AND INDUSTRIAL DISTRIBUTION DEGREES

Supply Chain and Industrial Distribution - Programs of Study

				BBA		BST
				Hrs.	Supply Chain	Industrial Distribution
General Education (34 Hours)						
6 hours English	ENGL	101	English Composition	3	3	3
	ENGL	299	Introduction to Research Writing	3	3	3
3 hours Communications	COMM	207	Speech Communication	3	3	3
3 hours Mathematics	MATH	113	College Algebra, or	3	3	3
	MATH	143	Elementary Statistics, (Recommended) or			
	MATH	XXX	Higher level course			
4 hours Science	TBD	XXX	Restricted Student Choice	4	4	4
6 hours Social & Behavior Science	TBD	XXX	Restricted Student Choice (ECON 200 recommended)*	3	3	3
	TBD	XXX	Restricted Student Choice	3	3	3
6 hours Arts & Humanities	TBD	XXX	Restricted Student Choice	3	3	3
	TBD	XXX	Restricted Student Choice	3	3	3
6 hours University-designated	UGS	150	Gorilla Gateway	2	2	2
	TBD	XXX	Restricted Student Choice	1	1	1
	TBD	XXX	Restricted Student Choice (MECET 121, 6T 210 or MGT 101 recommended)**	3	3	3
Kelce Core Prerequisites (9 Hours)						
	DSIS	130	Computer Information Systems	3	3	
	ECON	200	Principles of Microeconomics*	3	3	
	ECON	201	Principles of Macroeconomics	3	3	
Kelce Core (42 Hours)						
	ACCTG	201	Financial Accounting	3	3	
	ACCTG	202	Managerial Accounting	3	3	
	DSIS	420	Management Information Systems	3	3	
	ECON	XXX	Restricted Student Choice	3	3	
	FIN	326	Business Finance	3	3	
	BUS	101	Introduction to Business**	3	3	
	BUS	210	Business Professionalism	3	3	
	MGT	330	Management and Organizational Behavior	3	3	3
	MGT	430	Legal and Social Environment of Business	3	3	3
	MGT	690	Business Strategy	3	3	
	MKTG	330	Principles of Marketing	3	3	3
	QBA	210	Business Statistics	3	3	3
	QBA	310	Business Analytics I	3	3	3
	QBA	410	Business Analytics II	3	3	3
COT Prerequisites (3 Hours)						
	GT	210	Survey of Technological Systems**	3	3	3
COT BST Support Courses (30 Hours)						
	MECET	121	Engineering Graphics** (or CMCET 133 Construction Graphics)	3		3
	EET	141	Introduction to Electronics	3		3
	EST	293	Introduction to Industrial Safety (or EST 296 Intro. Construction Safety)	3		3
	GT	320	Communication Systems	3		3
	GT	350	Fundamentals of Coding and Robotics	3		3
	GT	360	Computer Aided Drafting for Automated Manufacturing	3		3
	AT	399	Professional Development in the Transportation Industry	3		3
	AT	400	Fluid Power	3		3
	TM	606	Industrial Supervision	3		3
Supply Chain & Industrial Distribution Major (27 Hours)						
	ID	210	Industrial Distribution Fundamentals	3	3	3
	GT	300	Engineering Design and Problem Solving	3	3	3
	GT	340	Power/Energy/Transportation Systems	3	3	3
	GT	380	Manufacturing Enterprise	3	3	3
	MGT	510	Operations Management	3	3	3
	MGT	520	Quality Management	3	3	3
	MGT	550	Supply Chain Management	3	3	3
	MKTG	430	Retail and Channels Management	3	3	3
	MGT	671	Internship in Supply Chain Management	3	3	
	ID	400	Internship for Industrial Distribution	3		3
Elective Courses (5 to 11 Hours minimum)						
	TBD	XXX	Approved Student Choices (minimum) (Total number of elective hours dependent upon Gen Ed choices.)		5	11
Total Hours					120	120

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

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

Academic Planning Document for 2025-2026			
Major/Emphasis/Minor/Certificate - BBA Supply Chain Management			
Course Prefix	Course Num.	Course Name	Cr. Hr.
Major Courses - Supply Chain Management Major			30
ID	210	Industrial Distribution Fundamentals	3
GT	210	Survey of Technological Systems	3
GT	300	Engineering Design and Problem Solving	3
GT	340	Power/Energy/Transportation Systems	3
GT	380	Manufacturing Enterprise	3
MGT	510	Operations Management	3
MGT	520	Quality Management	3
MGT	550	Supply Chain Management	3
MKTG	430	Retail and Channels Management	3
MGT	671	Internship in Supply Chain Management	3
Core Courses - Kelce Core & Prerequisites			51
DSIS	130	Computer Information Systems	3
ECON	200	Principles of Microeconomics	3
ECON	201	Principles of Macroeconomics	3
QBA	210	Business Statistics	3
QBA	310	Business Analytics I	3
QBA	410	Business Analytics II	3
ACCTG	201	Financial Accounting	3
ACCTG	202	Managerial Accounting	3
DSIS	420	Management Information Systems	3
FIN	326	Business Finance	3
BUS	101	Introduction to Business	3
BUS	210	Business Professionalism	3
MGT	330	Management and Organizational Behavior	3
MGT	430	Legal and Social Environment of Business	3
MGT	690	Business Strategy	3
MKTG	330	Principles of Marketing	3
ECON	>300	Economics Elective	3
Elective Courses -			5
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	2
Total Credit Hours -			86
Minor -			
General Education, 34-35 hours -			34
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.
 Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
 Your legislation will be returned if either is found.

Faculty Senate Curriculum Revision Form

Effective Date: FALL

Submission Date: 9/17/2024

Department: HHPR

College of: Education

Contact Person: Cole Shewmake

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

Exercise Science (Major)

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

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.
Used to change program name and/or curriculum, effective the upcoming academic catalog.
Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe your Changes:

Adding Core classes that are prerequisites to other courses in the major. These courses have been previously excluded in the Core classes but are required of all Exercise Science majors.

Removing a class from the electives list and adding additional classes to the electives list.

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

These changes will make the requirements for the BS in the Exercise Science transparent to new and current students.

See Additional documents for specific changes.

Answers to Questions 3 and 6 below are both "No".

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

Yes No

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

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

Yes No

6. Will additional resources or costs will be required?

Yes No

If so, what will be needed?

Definition of an Emphasis

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

Definition of a Minor

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

Definition of Certificate Program

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

Authorization Sign-Off Sheet

Checklist

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

-Approved: Department Chair/Director

Date: 9/17/2024

Signature: Cole Shewmake



-Approved: College Curriculum Committee

Date: 11/5/24

Signature: _____



-Approved: Dean of College

Date: 11/5/24

Signature: _____



-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 11/22/24

Signature: _____



-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

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

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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

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

Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - Exercise Science B.S.

Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			51
BIOL	111	General Biology	3
BIOL	112	General Biology Lab	2
BIOL	257	Anatomy and Physiology	3
BIOL	258	Anatomy and Physiology Lab	2
CHEM	105	Introductory Chemistry	3
CHEM	106	Introductory Chemistry Lab	1
FCS	203	Nutrition and Health	3
FCS	405	Advanced Nutrition and Wellness	3
EXSCI	490	Strength and Conditioning	3
EXSCI	520	Exercise Testing and Prescription	3
EXSCI	540	Introduction to Research Methods	3
EXSCI	550	Research Project in Exercise Physiology	3
EXSCI	599	Pre-Internship	1
HHP	460	Kinesiology	3
HHP	464	Physiology of Exercise	3
HHP	466	Motor Learning and Development	3
MATH	110 OR 143	College Algebra OR Elementary Statistics	3
PHIL	105 OR 112	Ethics OR Biomedical Ethics	3
PSYCH	155	General Psychology	3
Support Courses -			0
Emphasis Courses -			21
Total hours for Either emphasis, 15-21 hrs			
Clinical/Pre-professional Emphasis			
EXSCI	500	Physiology of Exercise II	3
EXSCI	510	Technology and Instrumentation in Exercise Physiology	3
EXSCI	530	Clinical Exercise Physiology	3
EXSCI	600	Internship	12
OR			
Human Performance/Strength Conditioning			
FCS	406	Sports Nutrition	3
EXSCI	480	Science and Skills for the Fitness Professional	3
EXSCI	495	Physiology of Weight Management	3
EXSCI	600	Internship	12
Elective Courses -			14
General Electives for Both Emphases, 14-34 hrs			
BIOL	211	Principles of Biology I	4
BIOL	212	Principles of Biology II	4

BIOL	322	Genetics	3
BIOL	323	Genetics Lab	2
BIOL	371	General Microbiology	2
BIOL	372	General Microbiology Lab	2
BIOL	410	Biological and Medical Terminology	2
BIOL	656	Human Physiology	3
BIOL	657	Human Physiology Lab	2
BIOL	660	Human Anatomy and Dissection	5
CHEM	215	General Chemistry	3
CHEM	216	General Chemistry Lab	2
CHEM	225	General Chemistry II	3
CHEM	226	General Chemistry II Lab	2
CHEM	575	Biochemistry I	3
COMM	629	Theories of Human Communication	3
FCS	285	Lifespan Human Development	3
HHP	260	First Aid and CPR	2
HHP	262	Care and Prevention of Athletic Injuries	2
HHP	349	Group Fitness Instruction	2
HHP	462	Adaptive Physical Education	2
HHPR	763	Scientific Principles of Strength and Conditioning	3
MGT	101	Introduction to Business	3
MGT	105	Introduction to Entrepreneurship	3
MGT	201	Introduction to Management	3
MKTG	201	Fundamentals of Marketing	3
NURS	265	Health Promotion and Disease Prevention	2
NURS	314	Health Care Terminology and Drug Calculations	3
NURS	405	Health Alterations in Older Adults	3
NURS	440	Pharmacology in Nursing I	3
NURS	441	Pharmacology in Nursing II	3
PHIL	207	Critical Thinking	3
PHIL	208	Logic	3
PHYS	100/130	College Physics I/Lab	5
PHYS	101/131	College Physics II/Lab	4
PSYCH	263	Developmental Psychology	3
PSYCH	362	Death and Dying	3
PSYCH	394	Principles of Learning	3
PSYCH	456	Intro to Social Psychology	3
PSYCH	571	Abnormal Psychology	3
PSYCH	675	Human Factors Psychology	3
REC	240	Intro to Therapeutic Recreation	3
REC	280	Methods and Leadership	3
REC	320	Promotion in Recreation, Sport, and Hospitality	3
REC	419	Research in Recreation	3
REC	441	Therapeutic Interventions for Older Adults	3
REC	450	Sport Operations and Governance	3
REC	465	Assessment and Documentation in TR	3
REC	469	Intervention in Therapeutic Recreation	3

REC	473	Diagnostic Groups within Therapeutic Rec	3
		Additional Electives Available for Clinical/Pre-Professional Emphasis	
EXSCI	480	Science and Skills for the Fitness Professional	3
EXSCI	495	Physiology of Weight Management	3
FCS	406	Sports Nutrition	3
		Total Credit Hours -	86
		Minor -	
		General Education, 34-35 hours -	34
		Total Credit Hours:	120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

Bachelor of Science Degree with a major in Exercise Science

Degree: Bachelor of Science

Major: Exercise Science

**Emphasis available: Clinical/Pre-Professional,
Human Performance/Strength Conditioning**

Core Requirements, 32 hours

*See notes *1*

- __ CHEM-105 Introductory Chemistry (3 hours)
- __ CHEM-106 Introductory Chemistry Laboratory (1 hour)
- __ FCS-203 Nutrition and Health (3 hours)
- __ FCS-405 Advanced Nutrition and Wellness (3)
- __ EXSCI-490 Strength and Conditioning (3 hours)
- __ EXSCI-520 Exercise Testing and Prescription (3 hours)
- __ EXSCI-540 Introduction to Research Methods (3 hours)
- __ EXSCI-550 Research Project in Exercise Physiology (3 hours)
- __ EXSCI-599 Pre-Internship (1 hour)
- __ HHP-460 Kinesiology (3 hours)
- __ HHP-464 Physiology of Exercise (3 hours)
- __ HHP-466 Motor Learning and Development (3 hours)

*Notes *1: Minimum 3.00 GPA required*

Select Exercise Science electives from:

*See notes *2*

- __ BIOL-211 Principles of Biology I (4 hours)
- __ BIOL-212 Principles of Biology II (4 hours)
- __ BIOL-322 Genetics (3 hours)
- and __ BIOL-323 Genetics Laboratory (2 hours)
- __ BIOL-371 General Microbiology (3 hours)
- and __ BIOL-372 General Microbiology Laboratory (2 hours)
- __ BIOL-410 Biological and Medical Terminology (2 hours)
- __ BIOL-656 Human Physiology (3 hours)
- and __ BIOL-657 Human Physiology Laboratory (2 hours)
- __ BIOL-660 Human Anatomy and Dissection (5 hours)
- __ CHEM-215 General Chemistry I (3 hours)
- and __ CHEM-216 General Chemistry I Laboratory (2 hours)
- __ CHEM-225 General Chemistry II (3 hours)
- and __ CHEM-226 General Chemistry II Laboratory (2 hours)
- __ CHEM-575 Biochemistry I (3 hours)
- __ COMM-629 Theories of Human Communication (3 hours)
- __ EXSCI-480 Science and Skills for the Fitness Professional (3 hours)
- __ EXSCI-495 Physiology of Weight Management (3 hours)
- __ FCS-285 Lifespan Human Development (3 hours)

- __ FCS-406 Sports Nutrition (3 hours)
- __ HHP-260 First Aid and CPR (2 hours)
- __ HHP-262 Care and Prevention of Athletic Injuries (2 hours)
- __ HHP-349 Group Fitness Instruction (2 hours)
- __ HHP-462 Adapted Physical Education (2 hours)
- __ HHP-763 Scientific Principles of Strength and Conditioning (3 hours)
- __ MGT-101 Introduction to Business (3 hours)
- __ MGT-105 Introduction to Entrepreneurship (3 hours)
- __ MGT-201 Introduction to Management (3 hours)
- __ MKTG-201 Fundamentals of Marketing (3 hours)
- __ NURS-265 Health Promotion and Disease Prevention (2 hours)
- __ NURS-314 Health Care Terminology and Drug Calculations (3 hours)

*Notes *2: Other electives to meet minimum graduation requirements of 120 hours.*

Select one of the following Emphases:

Clinical/Pre-Professional

*See notes *3*

- __ EXSCI-500 Physiology of Exercise II (3 hours)
- __ EXSCI-510 Technology and Instrumentation in Exercise Physiology (3 hours)
- __ EXSCI-530 Clinical Exercise Physiology (3 hours)
- __ EXSCI-600 Internship (6-12 hours)

*Notes *3: 3.00 GPA required (Suggested Minor: Biology, Physical Science, Interdisciplinary Gerontology, Public Health, or Psychology)*

Human Performance/Strength Conditioning

*See notes *4*

- __ FCS-406 Sports Nutrition (3 hours)
- __ EXSCI-480 Science and Skills for the Fitness Professional (3 hours)
- __ EXSCI-495 Physiology of Weight Management (3 hours)
- __ EXSCI-600 Internship (6-12 hours)

*Notes *4: 3.00 GPA required (Suggested Minor: Business Administration, Marketing, Public Health, or Psychology)*

General Education Requirements

English Discipline Requirements - 6 Total Hours

- __ ENGL-101 English Composition (3 hours)
- __ ENGL-299 Introduction to Research Writing (3 hours)

Communications Discipline Requirements - 3 Total Hours

- __ COMM-207 Speech Communication (3 hours)

Mathematics & Statistics Discipline Requirements - 3 Total Hours

- ___ MATH-110 College Algebra with Review (5 hours)
- ___ MATH-113 College Algebra (3 hours)
- ___ MATH-126 Pre-Calculus (4 hours)
- ___ MATH-133 Quantitative Reasoning (3 hours)
- ___ MATH-143 Elementary Statistics (3 hours)
- ___ MATH-150 Calculus I (5 hours)
- ___ MATH-204 Mathematics for Education I (3 hours)

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

- ___ BIOL-111 General Biology (3 hours)
- ___ BIOL-112 General Biology Laboratory (2 hours)
- ___ BIOL-113 Environmental Life Science (4 hours)
- ___ BIOL-211 Principles of Biology I (4 hours)
- ___ CHEM-105 Introductory Chemistry (3 hours)
- ___ CHEM-106 Introductory Chemistry Laboratory (1 hour)
- ___ CHEM-215 General Chemistry I (3 hours)
- ___ CHEM-216 General Chemistry I Laboratory (2 hours)
- ___ PHYS-100 College Physics I (4 hours)
- ___ PHYS-104 Engineering Physics I (4 hours)
- ___ PHYS-130 Elementary Physics Laboratory I (1 hour)
- ___ PHYS-160 Physical Geology (3 hours)
- ___ PHYS-165 Physical Geology Laboratory (1 hour)
- ___ PHYS-166 Meteorology (3 hours)
- ___ PHYS-167 Meteorology Laboratory (1 hour)
- ___ PHYS-171 Physical Science (3 hours)
- ___ PHYS-172 Physical Science Laboratory (1 hour)
- ___ PHYS-175 Descriptive Astronomy (3 hours)
- ___ PHYS-176 Astronomy Laboratory (1 hour)
- ___ PHYS-375 Solar System Astronomy (3 hours)

Social & Behavioral Sciences Discipline Requirements - 6 Total Hours

- ___ ANTH-101 Introduction to Cultural Anthropology (3 hours)
- ___ ECON-191 Issues in Today's Economy (3 hours)
- ___ ECON-200 Principles of Microeconomics (3 hours)
- ___ ECON-201 Principles of Macroeconomics (3 hours)
- ___ ETECH-502 Engineering Economy (3 hours)
- ___ GEOG-106 World Regional Geography (3 hours)
- ___ GEOG-300 Elements of Geography (3 hours)
- ___ GEOG-304 Human Geography (3 hours)
- ___ POLS-101 U.S. Politics (3 hours)
- ___ POLS-103 Comparative Politics (3 hours)
- ___ POLS-201 Introduction to Public Policy (3 hours)
- ___ PSYCH-155 General Psychology (3 hours)
- ___ SOC-100 Introduction to Sociology (3 hours)
- ___ SWK-250 Relationship Skills (3 hours)
- ___ WGS-200 Introduction to Women's Studies (3 hours)
- ___ WGS-399 Global Women's Issues (3 hours)

Arts & Humanities Discipline Requirements - 6 Total Hours

- ___ ART-178 Introduction to the Visual Arts (3 hours)
- ___ ART-188 The Designed World (3 hours)
- ___ ART-217 Crafts I (3 hours)

- ___ ART-222 Jewelry/Metals I (3 hours)
- ___ ART-233 Drawing I (3 hours)
- ___ ART-244 Ceramics I (3 hours)
- ___ ART-266 Sculpture I (3 hours)
- ___ ART-277 Painting I (3 hours)
- ___ ART-288 Introduction to Art History I (3 hours)
- ___ ART-289 Introduction to Art History II (3 hours)
- ___ ART-311 Art Education (3 hours)
- ___ COMM-105 Performance Appreciation (3 hours)
- ___ COMM-205 Performance Studies (3 hours)
- ___ COMM-395 Theatre History (___) (3 hours)
- ___ ENGL-113 Literature and Culture (3 hours)
- ___ ENGL-114 General Literature (Genre) (3 hours)
- ___ ENGL-116 General Literature (Theme) (3 hours)
- ___ ENGL-117 Introduction to Fiction (3 hours)
- ___ ENGL-118 Introduction to Poetry (3 hours)
- ___ ENGL-120 Literature and Film (3 hours)
- ___ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- ___ ENGL-122 Introduction to Women's Literature (3 hours)
- ___ ENGL-123 The Citizen in Literature (3 hours)
- ___ ENGL-125 Introduction to Horror in Literature (3 hours)
- ___ ENGL-250 Introduction to Creative Writing (3 hours)
- ___ ENGL-315 Mythology (3 hours)
- ___ ENGL-320 Literature and Film (3 hours)
- ___ HHP-151 Dance Appreciation (3 hours)
- ___ HIST-101 World History to 1500 (3 hours)
- ___ HIST-102 World History from 1500 (3 hours)
- ___ HIST-201 American History to 1865 (3 hours)
- ___ HIST-202 American History from 1865 (3 hours)
- ___ HONOR-200 The Power of Music (3 hours)
- ___ MLL-124 French Language and Culture I (3 hours)
- ___ MLL-154 Spanish Language and Culture I (3 hours)
- ___ MUSIC-120 Music Appreciation (___) (3 hours)
- ___ MUSIC-121 Introduction to Music Literature (3 hours)
- ___ MUSIC-321 History of Music (3 hours)
- ___ MUSIC-322 History of Music (3 hours)
- ___ PHIL-103 Introduction to Philosophy (3 hours)
- ___ PHIL-105 Ethics (3 hours)
- ___ PHIL-112 Biomedical Ethics (3 hours)
- ___ PHIL-113 Business Ethics (3 hours)
- ___ PHIL-114 Environmental Ethics (3 hours)
- ___ PHIL-231 World Religions (3 hours)

Institutionally Designated Requirements - 6 Total Hours

- ___ UGS-150 Gorilla Gateway (2 hours)

Any 1 credit hour class from the following:

- ___ DANCE-200 Dance (___) (1-3 hours)
- ___ EXSCI-200 Introduction to Exercise Science (1 hour)
- ___ HHP-150 Lifetime Fitness Concepts (1 hour)

Any 3 credit hour class from 4, 5, 6 or the following:

- ___ BIOL-617 Environmental Health (3 hours)
- ___ BUS-101 Introduction to Business (3 hours)
- ___ DSIS-130 Computer Information Systems (3 hours)
- ___ EDUC-261 Explorations in Education (3 hours)
- ___ EET-247 Computer Programming for Electronic Systems (3 hours)

- ___ EDTH-330 Technology for Teaching and Learning (3 hours)
 - ___ FCS-203 Nutrition and Health (3 hours)
 - ___ FCS-230 Consumer Education and Personal Finance (3 hours)
 - ___ FIN-210 Financial Planning (3 hours)
 - ___ GT-210 Technology in the World Today (3 hours)
 - ___ GT-350 Technology and Civilization (3 hours)
 - ___ HIST-207 Health Habits in American History (3 hours)
 - ___ MECET-121 Engineering Graphics I (3 hours)
 - ___ MFGET-263 Manufacturing Methods I (2 hours)
 - ___ MFGET-268 Manufacturing Methods I Laboratory (1 hour)
 - ___ MFGET-405 Quality Control (3 hours)
 - ___ NURS-303 Introduction to Public Health (3 hours)
 - ___ PHIL-206 Rational Decisions (3 hours)
 - ___ PHIL-207 Critical Thinking (3 hours)
 - ___ PHIL-208 Logic (3 hours)
 - ___ REC-350 Promoting Community and Worksite Wellness (3 hours)
-

Revised: 08/13/2024

Curriculum Revision Form

Effective Date: FALL

Submission Date: 9/16/2024

Department: Teaching & Leadership

College of: Education

Contact Person: Amber Tankersley

Minor Required? No

Select One

Major/Minor/Emphasis/Certification Name:

Early Childhood Unified: Birth-Kindergarten

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

Revision to Curriculum -- REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.
Used to change program name and/or curriculum, effective the upcoming academic catalog.
Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe your Changes:

Some of the early childhood specific special education courses have not been offered for several semesters and may not be offered again, therefore, it was necessary to revise the SPED courses required for this major.

SPED 560--Assessment of Young Children will be satisfied by SPED 516 Assessment in SPED
SPED 511--Overview of SPED, Birth-6th grade will be satisfied by SPED 510--Overview of Inclusive Education

The credit hours required for FCS 491 will change to 2 credit hours to accommodate the credit hour lost with change from SPED 560 to SPED 516.

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

With changes, the curriculum guides will reflect courses that are regularly offered which will assist students in their planning. Students will not require multiple course substitutions.

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

Yes No

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

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

Yes No

6. Will additional resources or costs will be required?

Yes No

If so, what will be needed?

Definition of an Emphasis

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

Definition of a Minor

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

Definition of Certificate Program

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

Authorization Sign-Off Sheet

Checklist	
<input checked="" type="checkbox"/>	Program guide from current catalog.
<input checked="" type="checkbox"/>	Academic Planning Excel attached.
<input checked="" type="checkbox"/>	120 Credit hours met.
<input checked="" type="checkbox"/>	Course Id's match Course names.
<input checked="" type="checkbox"/>	Course hours are correct.
<input checked="" type="checkbox"/>	Listed courses are currently active
<input checked="" type="checkbox"/>	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 9/20/24

Signature: _____

Jason Clemensen

-Approved: College Curriculum Committee

Date: 11/5/24

Signature: _____

J. L. Orlin

-Approved: Dean of College

Date: 11/5/24

Signature: _____

J. L. Orlin

-Approved: Council for Teacher Education (if applicable)

Date: 11/6/24

Signature: _____

J. L. Orlin

-Approved: University Undergraduate Curriculum Committee

Date: 11/22/24

Signature: _____

R. J. ...

-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

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

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.



EC Unified Discussion

From Ashley Shaw <ajshaw@pittstate.edu>

Date Fri 8/30/2024 8:20 AM

To Jason Clemensen <jclemensen@pittstate.edu>; Emily George <eageorge@pittstate.edu>; Amber Tankersley <atankersley@pittstate.edu>

Good morning,

Would you all be willing to meet to discuss plans for the future of Early Childhood Unified? In the past we have had candidates join SPED 516. I'm okay with this for the spring but know we have talked about there potentially being a better fit and might be nice to discuss as we move forward.

Thank you!

Ashley

Ashley Shaw, Ed.D.
Assistant Professor of Special Education
Department of Teaching and Leadership
Pittsburg State University
970.426.9504 | ajshaw@pittstate.edu
<https://pittstate.zoom.us/j/ajshaw>



Re: Changes to ECU

From Jean Dockers <jdockers@pittstate.edu>
Date Thu 9/12/2024 12:25 PM
To Amber Tankersley <atankersley@pittstate.edu>

Amber,
I think those changes are fine.

Jean

Jean Dockers, Ph.D.
Director of Teacher Education
Pittsburg State University
jdockers@pittstate.edu
(620)235-4636



From: Amber Tankersley <atankersley@pittstate.edu>
Sent: Thursday, September 12, 2024 10:30 AM
To: Jean Dockers <jdockers@pittstate.edu>
Subject: Changes to ECU

Hi Jean,
I met with Ashley, Emily, and Jason today about the SPED courses in our ECU program that have faded away and how we were going to make permanent changes to the ECU program. I want to run this by you before I begin filling out paperwork to make the changes...is that all we do these days?

SPED 560 Assessment of Young Children hasn't been offered in several years and probably isn't feasible to offer due to the low number of students that would need it. We would replace it with SPED 516 Assessment in Special Education (we've been doing this already, but the course has gone through a change with the addition of SPED 517). This change will shorten the ECU program by an hour, but we can recoup it by requiring FCS 491 for 2 credit hours instead of one. We will also change the requirement of SPED 511 to SPED 510, the description of 510 already mentions the PK population so that helps.

Let me know if you have any questions or thoughts!

Amber

PS—I still have a sticky note that we need to visit about the structure of the Kindergarten Internship...maybe after the CAEP visit is over!

Amber Tankersley, Ph.D. (she/her)
Professor, Child Development/ECU
Director, Little Gorillas Preschool
Pittsburg State University
Teaching & Leadership/Family & Consumer Sciences
620-235-4460





PittState

**Early Childhood Unified Birth through Kindergarten
Teaching & Leadership/Family & Consumer Sciences**

<p>FRESHMAN YEAR</p> <p>UGS 160 Gorilla Gateway—Bucket 7..... 2 hours FCS 100 Career Management in FCS..... 1 hours ENGL 101 English Composition—Bucket 1..... 3 hours Bucket 6 3 hours * MATH 133 or 204—Bucket 3..... 3 hours * PSYCH 165 General Psychology 3 hours</p> <p>Total Semester Credits.....16 hours</p>	<p>FRESHMAN YEAR</p> <p>SOC 100 or WGS 399—Bucket 5..... 3 hours * COMM 207 Speech Communication—Bucket 2..... 3 hours FCS 285 Lifespan Human Development 3 hours ART 311—Bucket 6..... 3 hours * Bucket 7..... 1 hour * MUSIC 140 Children's Music or EDUC 321 Methods of Creative Expression 3 hours</p> <p>Total Semester Credits..... 16 hours</p>
<p>SOPHOMORE YEAR</p> <p>FCS 209 Nutrition and Health..... 3 hours BIOL 113 Environmental Science—Bucket 4..... 4 hours * FCS 230 Consumer Education..... 3 hours ENGL 299 Intro to Research Writing—Bucket 1..... 3 hours EDTH 330 Technology for Teaching & Learning 3 hours</p> <p>Total Semester Credits.....16 hours</p>	<p>SOPHOMORE YEAR</p> <p>FCS 290 Intro & Overview of Childhood Prog 3 hours % EDUC 281 Explorations in Education 3 hours FCS 390 Interacting with Children 3 hours FCS 381 Practicum..... 1 hours HHP 260 First Aid/CPR 2 hours # Bucket 5..... 3 hours *</p> <p>Total Semester Credits..... 15 hours</p> <p><small>Note: Complete all remaining general education courses in the summer session, if needed. HHP 260 or First Aid/CPR certification is required to enroll in FCS 491 and FCS 691.</small></p>
<p>JUNIOR YEAR</p> <p>FCS 490 Developmental Planning..... 3 hours FCS 491 Preschool Lab 2 hours SPED 510 Overview of Inclusive Education..... 3 hours FCS 590 Development of the Child: Birth-Age 8 3 hours SPED 450 Methods Preschoolers with Disabilities..... 2 hours @ Bucket 7 3 hours</p> <p>Total Semester Credits.....16 hours</p> <p><small>Note: Apply for FCS 691 while enrolled in FCS 490&491.</small></p>	<p>JUNIOR YEAR</p> <p>EDUC 322 Early Literacy/Language Dev..... 2 hours % EDUC 323 Literature for Young Children..... 1 hour % FCS 392 Infant/Toddler Development 3 hours % SPED 350 Methods Infants/Toddlers with Disabilities...2 hours % SPED 512 Char. of Students in Inclusive Stgs 3 hours FCS 691 Supervised Student Teaching—Preschool.... 5 hours</p> <p>Total Semester Credits..... 16 hours</p> <p><small>Note: Must be admitted to Teacher Education for Senior Year coursework.</small></p>
<p>SENIOR YEAR</p> <p>EDUC 307 Clinical Experience 1 hours FCS 470 Professional & Social Skills 3 hours @ EDUC 366 Science of Reading I 4 hours FCS 480 Dynamics of Family Relationships..... 3 hours @ PSYCH 357 Educational Psychology 3 hours</p> <p>Total Semester Credits.....14 hours</p>	<p>SENIOR YEAR</p> <p>SPED 516 Assessment in SPED..... 2 hours % EDUC 371 Assessment & Evaluation Elem Educ.....3 hours FCS 690 Parent/Professional Relationships..... 3 hours EDUC 345 TP: Internship—Kindergarten 3 hours FCS 572 Senior Seminar..... 1 hours</p> <p>Total Semester Credits..... 12 hours</p> <p>Total Credits.....120 hours</p>



Dr. Amber Tankersley, Early Childhood Unified Program Coordinator

atankersley@pittstate.edu
 820-235-4460

- @ Fall only
- % Spring only
- # If using First Aid/CPR certification, an additional 2 credit hours will need to be added.
- * Please choose in consultation with your advisor.

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

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

Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate -

Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			22
FCS	100	Career Management in Family and Consumer Sciences (offered only in fall semester beginning fall 2024)	1
PSYCH	155	General Psychology	3
FCS	203	Nutrition and Health	3
HHP	266	First aid and CPR	2
FCS	285	Lifespan Human Development	3
FCS	470	Professional and Social Skills	3
FCS	230	Consumer Education and Personal Finance	3
FCS	480	Dynamics of Family Relationships	3
FCS	572	Senior Seminar in Family and Consumer Sciences	1
Support Courses -			0
Emphasis Courses -			64
MUSIC	140	Children's Music or EDUC 321 Methods in Creative Expression	3
EDUC	261	Explorations in Educations	3
FCS	290	Introduction and Overview of Childhood Programs	3
EDUC	307	Clinical Experience	1
EDUC	322	Early Literacy and Language Development	2
EDUC	323	Literature for Young Children Birth-3rd	1
EDTH	330	Technology for Teaching and Learning	3
EDUC	345	Topics in ()	3
SPED	350	Methods, Infants/Toddlers with Disabilities	2
PSYCH	357	Educational Psychology	3
EDUC	366	Science of Reading I	4
EDUC	371	Assessment and Evaluation for Elementary Education	3
FCS	390	Interacting with Children	3
FCS	391	Practicum in Early Childhood	1
FCS	392	Infant and Toddler Development	3
SPED	450	Methods, Preschoolers with Disabilities	2
FCS	490	Developmental Planning: Preschool and Kindergarten	3
FCS	491	Preschool Laboratory	2
SPED	510	Overview of Inclusive Education	3
SPED	512	Characteristics of Students in Inclusive Settings	3
SPED	516	Assessment in Special Education	2
FCS	590	Development of the Child: Birth Through Age Eight	3
FCS	591	Supervised Teaching in the Early Childhood Lab	5
FCS	690	Parent/Professional Relationships	3
Elective Courses -			0
Total Credit Hours -			86

Minor -

General Educaton, 34-35 hours - 34
Total Credit Hours: 120

Be sure all information is correct and courses are active before submitting.
 Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
 Your legislation will be returned if either is found.

Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department: Construction Management

College of: Technology

Contact Person: Don Colegrove

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

Construction Management

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

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

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

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

1. Describe your Changes:

Changing the current either/or understanding of our math curriculum in regards to College Algebra and Plane Trigonometry.

Support courses will include the following:

MATH-122 Plane Trigonometry (3 hours)

MATH-113 College Algebra (3 hours) (If not completed in General Education Math Requirement)

(3-6) Hours of Construction electives (Refer to approved electives list)(3 hours of electives required if MATH 113 College Algebra is completed as a Support Course instead of General Education Requirement)

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

When we updated the program for the KBOR changes last year there was some confusion on how we stated our Math requirement. Our math requirement for College Algebra and Plane Trigonometry was interpreted as an either or situation, which was not correct. This is to clear that confusion up and get it in the program guide correctly.

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

Yes

No

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

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

Yes No

6. Will additional resources or costs will be required?

Yes No

If so, what will be needed?

Definition of an Emphasis

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

Definition of a Minor

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

Definition of Certificate Program

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

Authorization Sign-Off Sheet

Checklist

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

-Approved: Department Chair/Director

Date: 10/2/24

Signature: _____

-Approved: College Curriculum Committee

Date: 11/13/24

Signature: _____

-Approved: Dean of College

Date: 11/13/24

Signature: _____

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 11/22/24

Signature: _____

-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

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

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Bachelor of Science in Technology Degree with a Major in Construction Management

Degree: Bachelor of Science in Technology

Major: Construction Management

Emphasis available: Building Information Modeling (BIM), Business Management, Civil Construction, Field Management, General Construction, Residential Construction, Safety Management

Accreditation

Accredited by the Applied and Natural Science Accreditation Commission of ABET, <http://www.abet.org>

Core

Technical Specialties (55 hours)

See notes *1

- ___ CMCET-133 Construction Graphics (3 hours)
- ___ CMCET-234 The Construction Industry (3 hours)
- ___ CMCET-235 Methods of Construction-Light Frame and Finishes (2 hours)
- ___ CMCET-330 Mechanical Systems (HVAC) (3 hours)
- ___ CMCET-331 Electrical Systems (3 hours)
- ___ CMCET-333 Construction Statics and Structures (3 hours)
- ___ CMCET-334 Methods of Construction-Sitework and Steel (3 hours)
- ___ CMCET-335 Methods of Construction-Concrete and Masonry (3 hours)
- ___ CMCET-337 Construction Materials Testing and Inspection (2 hours)
- ___ CMCET-350 Mechanical Systems (Plumbing) (2 hours)
- ___ CMCET-410 Technical Construction Spanish for the Jobsite Supervisor (3 hours)
- ___ CMCET-434 Civil Construction (3 hours)
- ___ CMCET-530 Construction Cost Management (3 hours)
- ___ CMCET-537 Construction Surveying I (3 hours)
- ___ CMCET-631 Construction Estimating I (3 hours)
- ___ CMCET-634 Construction Management (3 hours)
- ___ CMCET-635 Contract Administration (3 hours)
- ___ CMCET-639 Construction Estimating II (3 hours)
- ___ CMCET-691 Senior Project (4 hours)

Notes *1: A grade of "C" or better is required for credit toward graduation and to satisfy pre-requisite requirements in all CMCET/MFGET/EST courses, MATH 113 College Algebra (or equivalent), MATH 122 Plane Trigonometry (or equivalent).

Support Courses (19 hours)

See notes *2

- ___ CMCET-200 Construction Internship/Cooperative Education (1-6 hours)
- or ___ CMCET-300 Construction Internship/Cooperative Education (1-6 hours)
- or ___ CMCET-400 Construction Internship/Cooperative Education (1-6 hours)

Note: Minimum of one hour of CMCET 200, 300, & 400 required.

- ___ MATH-113 College Algebra (3 hours)
- or ___ MATH-122 Plane Trigonometry (3 hours)
- ___ ENGL-301 Technical/Professional Writing (3 hours)
- ___ EST-296 Introduction to Construction Safety (3 hours)
- ___ EST-496 Construction Safety (2 hours)
- and ___ EST-497 Construction Safety Laboratory (1 hour)

Notes *2: - Plus 6 hours of Construction Electives (Refer to approved electives list).

Construction Electives

See notes *3

- ___ CMCET-332 Residential Design and Management (3 hours)
- ___ CMCET-336 Residential Land Development (3 hours)
- ___ CMCET-338 Construction Codes and Inspections (3 hours)
- ___ CMCET-340 BIM/VDC (3 hours)
- ___ CMCET-606 Construction Supervision and Leadership (3 hours)
- ___ CMCET-632 Steel Structures (3 hours)
- ___ CMCET-633 Concrete Structures (3 hours)
- ___ CMCET-637 Construction Surveying II (3 hours)
- ___ CMCET-638 Foundation and Soil Mechanics (3 hours)
- ___ CMCET-640 BIM Management (3 hours)
- ___ CMCET-651 Civil Construction II (Highway/Bridge/Utility) (3 hours)
- ___ CMCET-795 Special Topics in CMCET (___) (1-3 hours)
- ___ EST-204 Introduction to Fire Safety (3 hours)
- ___ EST-326 Basic Electrical Safety (3 hours)
- ___ EST-512 Risk Assessment (3 hours)
- ___ EST-514 Industrial Hygiene (3 hours)
- ___ EST-516 Hazardous Materials (3 hours)
- ___ EST-629 Legal Issues in Environmental Health and Safety (3 hours)
- ___ EST-630 Safety Management (3 hours)
- ___ MFGET-162 Welding Processes and Procedures (3 hours)

Notes *3: Construction electives cannot be taken for credit in the Emphasis area and elective area.

Select one 12 hour Emphases from below:

Building Information Modeling (BIM) Emphasis

- ___ CMCET-340 BIM/VDC (3 hours)
- ___ CMCET-606 Construction Supervision and Leadership (3 hours)
- ___ CMCET-640 BIM Management (3 hours)
- ___ CMCET-795 Special Topics in CMCET (___) (1-3 hours)

Business Management Emphasis

- ACCTG-201 Financial Accounting (3 hours)
- MKTG-201 Fundamentals of Marketing (3 hours)
- MGT-201 Introduction to Management (3 hours)
- MGT-430 Legal and Social Environment of Business (3 hours)

Civil Construction Emphasis

- CMCET-340 BIM/VDC (3 hours)
- CMCET-606 Construction Supervision and Leadership (3 hours)
- CMCET-637 Construction Surveying II (3 hours)
- CMCET-651 Civil Construction II (Highway/Bridge/Utility) (3 hours)

Field Management Emphasis

- MFGET-162 Welding Processes and Procedures (3 hours)
- CMCET-338 Construction Codes and Inspections (3 hours)
- CMCET-606 Construction Supervision and Leadership (3 hours)
- CMCET-637 Construction Surveying II (3 hours)

General Construction Emphasis

Select 12 hours from the following:

- CMCET-332 Residential Design and Management (3 hours)
- CMCET-336 Residential Land Development (3 hours)
- CMCET-338 Construction Codes and Inspections (3 hours)
- CMCET-340 BIM/VDC (3 hours)
- CMCET-606 Construction Supervision and Leadership (3 hours)
- CMCET-637 Construction Surveying II (3 hours)
- CMCET-640 BIM Management (3 hours)
- CMCET-651 Civil Construction II (Highway/Bridge/Utility) (3 hours)

Residential Construction Emphasis

- CMCET-332 Residential Design and Management (3 hours)
- CMCET-336 Residential Land Development (3 hours)
- CMCET-338 Construction Codes and Inspections (3 hours)
- CMCET-606 Construction Supervision and Leadership (3 hours)

Safety Management Emphasis

- EST-512 Risk Assessment (3 hours)
- EST-630 Safety Management (3 hours)

Select 6 hours from:

- EST-204 Introduction to Fire Safety (3 hours)
- EST-326 Basic Electrical Safety (3 hours)
- EST-514 Industrial Hygiene (3 hours)
- EST-516 Hazardous Materials (3 hours)
- EST-629 Legal Issues in Environmental Health and Safety (3 hours)

General Education Requirements

English Discipline Requirements - 6 Total Hours

- ENGL-101 English Composition (3 hours)
- ENGL-299 Introduction to Research Writing (3 hours)

Communications Discipline Requirements - 3 Total Hours

- COMM-207 Speech Communication (3 hours)

Mathematics & Statistics Discipline Requirements - 3 Total Hours

- MATH-110 College Algebra with Review (5 hours)
- MATH-113 College Algebra (3 hours)
- MATH-126 Pre-Calculus (4 hours)
- MATH-133 Quantitative Reasoning (3 hours)
- MATH-143 Elementary Statistics (3 hours)
- MATH-150 Calculus I (5 hours)
- MATH-204 Mathematics for Education I (3 hours)

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

- BIOL-111 General Biology (3 hours)
- BIOL-112 General Biology Laboratory (2 hours)
- BIOL-113 Environmental Life Science (4 hours)
- BIOL-211 Principles of Biology I (4 hours)
- CHEM-105 Introductory Chemistry (3 hours)
- CHEM-106 Introductory Chemistry Laboratory (1 hour)
- CHEM-215 General Chemistry I (3 hours)
- CHEM-216 General Chemistry I Laboratory (2 hours)
- PHYS-100 College Physics I (4 hours)
- PHYS-104 Engineering Physics I (4 hours)
- PHYS-130 Elementary Physics Laboratory I (1 hour)
- PHYS-160 Physical Geology (3 hours)
- PHYS-165 Physical Geology Laboratory (1 hour)
- PHYS-166 Meteorology (3 hours)
- PHYS-167 Meteorology Laboratory (1 hour)
- PHYS-171 Physical Science (3 hours)
- PHYS-172 Physical Science Laboratory (1 hour)
- PHYS-175 Descriptive Astronomy (3 hours)
- PHYS-176 Astronomy Laboratory (1 hour)
- PHYS-375 Solar System Astronomy (3 hours)

Social & Behavioral Sciences Discipline Requirements - 6 Total Hours

- ANTH-101 Introduction to Cultural Anthropology (3 hours)
- ECON-191 Issues in Today's Economy (3 hours)
- ECON-200 Principles of Microeconomics (3 hours)
- ECON-201 Principles of Macroeconomics (3 hours)
- ETECH-502 Engineering Economy (3 hours)
- GEOG-106 World Regional Geography (3 hours)
- GEOG-300 Elements of Geography (3 hours)
- GEOG-304 Human Geography (3 hours)
- POLS-101 U.S. Politics (3 hours)
- POLS-103 Comparative Politics (3 hours)
- POLS-201 Introduction to Public Policy (3 hours)

- ___ PSYCH-155 General Psychology (3 hours)
- ___ SOC-100 Introduction to Sociology (3 hours)
- ___ SWK-250 Relationship Skills (3 hours)
- ___ WGS-200 Introduction to Women's Studies (3 hours)
- ___ WGS-399 Global Women's Issues (3 hours)

Arts & Humanities Discipline Requirements - 6 Total Hours

- ___ ART-178 Introduction to the Visual Arts (3 hours)
- ___ ART-188 The Designed World (3 hours)
- ___ ART-217 Crafts I (3 hours)
- ___ ART-222 Jewelry/Metals I (3 hours)
- ___ ART-233 Drawing I (3 hours)
- ___ ART-244 Ceramics I (3 hours)
- ___ ART-266 Sculpture I (3 hours)
- ___ ART-277 Painting I (3 hours)
- ___ ART-288 Introduction to Art History I (3 hours)
- ___ ART-289 Introduction to Art History II (3 hours)
- ___ ART-311 Art Education (3 hours)
- ___ COMM-105 Performance Appreciation (3 hours)
- ___ COMM-205 Performance Studies (3 hours)
- ___ COMM-395 Theatre History () (3 hours)
- ___ ENGL-113 Literature and Culture (3 hours)
- ___ ENGL-114 General Literature (Genre) (3 hours)
- ___ ENGL-116 General Literature (Theme) (3 hours)
- ___ ENGL-117 Introduction to Fiction (3 hours)
- ___ ENGL-118 Introduction to Poetry (3 hours)
- ___ ENGL-120 Literature and Film (3 hours)
- ___ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- ___ ENGL-122 Introduction to Women's Literature (3 hours)
- ___ ENGL-123 The Citizen in Literature (3 hours)
- ___ ENGL-125 Introduction to Horror in Literature (3 hours)
- ___ ENGL-250 Introduction to Creative Writing (3 hours)
- ___ ENGL-315 Mythology (3 hours)
- ___ ENGL-320 Literature and Film (3 hours)
- ___ HHP-151 Dance Appreciation (3 hours)
- ___ HIST-101 World History to 1500 (3 hours)
- ___ HIST-102 World History from 1500 (3 hours)
- ___ HIST-201 American History to 1865 (3 hours)
- ___ HIST-202 American History from 1865 (3 hours)
- ___ HONOR-200 The Power of Music (3 hours)
- ___ MLL-124 French Language and Culture I (3 hours)
- ___ MLL-154 Spanish Language and Culture I (3 hours)
- ___ MUSIC-120 Music Appreciation () (3 hours)
- ___ MUSIC-121 Introduction to Music Literature (3 hours)
- ___ MUSIC-321 History of Music (3 hours)
- ___ MUSIC-322 History of Music (3 hours)
- ___ PHIL-103 Introduction to Philosophy (3 hours)
- ___ PHIL-105 Ethics (3 hours)
- ___ PHIL-112 Biomedical Ethics (3 hours)
- ___ PHIL-113 Business Ethics (3 hours)
- ___ PHIL-114 Environmental Ethics (3 hours)
- ___ PHIL-231 World Religions (3 hours)

Institutionally Designated Requirements - 6 Total Hours

- ___ UGS-150 Gorilla Gateway (2 hours)

Any 1 credit hour class from the following:

- ___ DANCE-200 Dance () (1-3 hours)
- ___ EXSCI-200 Introduction to Exercise Science (1 hour)
- ___ HHP-150 Lifetime Fitness Concepts (1 hour)

Any 3 credit hour class from 4, 5, 6 or the following:

- ___ BIOL-617 Environmental Health (3 hours)
- ___ BUS-101 Introduction to Business (3 hours)
- ___ DSIS-130 Computer Information Systems (3 hours)
- ___ EDUC-261 Explorations in Education (3 hours)
- ___ EET-247 Computer Programming for Electronic Systems (3 hours)
- ___ EDTH-330 Technology for Teaching and Learning (3 hours)
- ___ FCS-203 Nutrition and Health (3 hours)
- ___ FCS-230 Consumer Education and Personal Finance (3 hours)
- ___ FIN-210 Financial Planning (3 hours)
- ___ GT-210 Technology in the World Today (3 hours)
- ___ GT-350 Technology and Civilization (3 hours)
- ___ HIST-207 Health Habits in American History (3 hours)
- ___ MECET-121 Engineering Graphics I (3 hours)
- ___ MFGET-263 Manufacturing Methods I (2 hours)
- ___ MFGET-268 Manufacturing Methods I Laboratory (1 hour)
- ___ MFGET-405 Quality Control (3 hours)
- ___ NURS-303 Introduction to Public Health (3 hours)
- ___ PHIL-206 Rational Decisions (3 hours)
- ___ PHIL-207 Critical Thinking (3 hours)
- ___ PHIL-208 Logic (3 hours)
- ___ REC-350 Promoting Community and Worksite Wellness (3 hours)

Revised: 09/16/2024

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

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

Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate -

Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			55
CMCET	133	Construction Graphics	3
CMCET	234	The Construction Industry	3
CMCET	235	Methods of Construction Light Frame-Finishes	2
CMCET	330	Mechanical Systems (HVAC)	3
CMCET	331	Electrical Systems	3
CMCET	333	Construction Statics & Structures	3
CMCET	334	Methods of Construction-Sitework and Steel	3
CMCET	335	Methods of Construction-Concrete and Masonary	3
CMCET	337	Construction Materials Testing and Inspection	2
CMCET	350	Mechanical Systems (Plumbing)	2
CMCET	410	Technical Construction Spanish for the Jobsite Supervision	3
CMCET	434	Civil Construction	3
CMCET	530	Construction Cost Management	3
CMCET	537	Construction Surveying I	3
CMCET	631	Construction Estimating I	3
CMCET	634	Construction Management	3
CMCET	635	Contract Administration	3
CMCET	639	Construction Estimating II	3
CMCET	691	Senior Projects	4
Support Courses -			19
CMCET	200/300 or 400	Construction Internship	1
MATH	122	Plane Trigonometry	3
MATH	113	College Algebra (If not completed in General Ed Math Requ.)	
ENGL	301	Technical/Professional Writing	3
EST	296	Introduction to Construction Safety	3
EST	496	Construction Safety	2
EST	497	Construction Safety Labortory	1
CMCET		3-6 constr. electives, ref to approve list. (3 if taking MATH 113)	6

Emphasis Courses -			12
Choose One Emphasis			
Each emphasis is completed by taking 12 credit hours			12
General Construction--12 hrs. (Choose 12)			
CMCET	340	BIM/VDC	3
CMCET	332	Residential Design & Management	3
CMCET	336	Residential Land Development	3
CMCET	338	Codes and Inspections	3
CMCET	606	Construction Supervision and Leadership	3
CMCET	637	Construction Surveying II	3
CMCET	640	BIM/VDC Management	3
CMCET	651	Civil Construction II	3
CMCET		Building Information Modeling--12	3
CMCET	340	BIM/VDC	3
CMCET	640	BIM/VDC Management	3
CMCET	606	Construction Supervision and Leadership	3
CMCET	795	Special Topics in CMCET	3
CMCET		Civil Construction	
CMCET	340	BIM/VDC	3
CMCET	637	Construction Surveying II	3
CMCET	651	Civil Construction II	3
CMCET	606	Construction Supervision and Leadership	3
CMCET		Business Management	
ACCTG	201	Financial Accounting	3
MKTG	201	Fundamentals of Marketing	3
MGT	201	Introduction to Management	3
MGT	430	Legal and Social Environment of Business	3
CMCET		Field Management	
MFGET	162	Welding Processes and Procedures	3
CMCET	338	Construction Codes and Inspections	3
CMCET	606	Construction Supervision and Leadership	3
CMCET	637	Construction Surveying II	3
CMCET		Residential Construction	
CMCET	332	Residential Design & Management	3
CMCET	336	Residential Land Development	3
CMCET	338	Codes and Inspections	3
CMCET	606	Construction Supervision and Leadership	3
		Safety	
EST	512	Risk Assessment	3
EST	630	Safety Management	3
EST		Choose 6 from remaining list	
EST	204	Introduction to Fire Safety	3
EST	326	Basic Electrical Safety	3
EST	514	Industrial Hygiene	3
EST	516	Hazardous Materials	3
EST	629	Legal Issues in Environmental Health & Safety	3

Elective Courses -			
CMCET	638	Foundation & Soil Mechanics	3
CMCET	640	BIM/VDC Management	3
CMCET	651	Civil Construction II	3
CMCET	795	Special Topics in CMCET	3
EST	512	Risk Assessment	3
EST	630	Safety Management	3
EST	204	Introduction to Fire Safety	3
EST	326	Basic Electrical Safety	3
EST	514	Industrial Hygiene	3
EST	516	Hazardous Materials	3
EST	629	Legal Issues in Environmental Health & Safety	3
MFGET	162	Welding Processes and Procedures	3
Total Credit Hours -			86
Minor -			0
General Education, 34-35 hours -			34
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

Curriculum Revision Form

Effective Date: FALL

Submission Date: 10/4/24

Department: TWL

College of: Technology

Contact Person: Andrew Klenke

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

BAS Technology Management Emphasis

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

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.
Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe your Changes:

Add courses: TM350, 399, 500, 501, 503, 520, 683, EST293, 296, QBA210, 310, 410

Remove courses: HRD545, 520, 585, MGT430, 540

Rearrange core/support/electives

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

With the migration of the BSWD to the Kelce COB and a focus on recruiting community college business students, there will be a need to accommodate 2-year AAS students with technical degrees. The BAS in Technology Management will allow AAS students to continue their educational career online.

The BAS TM will be now be a fully online completion degree, which will help AAS students who have found employment after graduation and are now workplace bound. Students with an AAS will bring in 42-45 Technical hours and 15-18 General Education hours. This program revision takes into consideration the many potential differences in the transcripts of these students, allowing them to graduate with 60 hours at PSU.

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

Yes No

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

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

Yes No

6. Will additional resources or costs will be required?

Yes No

If so, what will be needed?

Definition of an Emphasis

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

Definition of a Minor

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

Definition of Certificate Program

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

Authorization Sign-Off Sheet

Checklist

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

-Approved: Department Chair/Director

Date: 10/11/24

Signature: 

-Approved: College Curriculum Committee

Date: 11/13/24

Signature: 

-Approved: Dean of College

Date: 11/13/24

Signature: 

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 11/22/24

Signature: 

-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

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

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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

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

Academic Planning Document for 2025-2026			
Major/Emphasis - BAS Technology Management Emphasis			
Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			45
		Technical Electives Transferred Coursework (42-45)	45
Business Support Courses -			9
MGT	330	Management and Organizational Behavior	3
MKTG	330	Principles of Marketing	3
QBA	210	Business Statistics	3
Emphasis Courses -			24
TM	350	Societal Influences of Technology	3
TM	399	Tech Management Professional Development	3
TM	500	Industrial Organization for Technology Management	3
TM	520	Leadership in the Workplace	3
TM	606	Industrial Supervision	3
TM	683	Internship in Technology Management (3-6)	3
<i>Emphasis Support</i>			
EST	293	Introduction to Industrial Safety	3
		or	
EST	296	Introduction to Construction Safety	
		or	
EST	403	Industrial Safety (must have OSHA30 Card)	
MFGET	405	Quality Control	3
Elective Courses -			8
TM	503	Facility Maintenance & Management	3
		or	
WPM	602	Manufacturing Facility Production Control and Management	
TM	501	Work Measurement & Efficiency Methods	3
EST	403	Industrial Safety	3
EST	512	Risk Assessment	3
EST	629	Legal Issues in Environmental Safety	3
EST	630	Safety Management	3
QBA	310	Business Analytics 1	3
QBA	410	Business Analytics 2	3
		Other approved including SGE	
Total Credit Hours -			86
Minor -			

General Education, 34-35 hours -	34
Total Credit Hours:	120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

Technology Management Emphasis

Degree: Bachelor of Applied Science

Major: Technology

Emphasis: Technology Management

Core Requirements, 51-54 hours

Technical Electives Transferred Coursework, 42-45 hours

Business Support Courses, 9 hours

- ___ MGT-330 Management and Organizational Behavior (3 hours)
- ___ MGT-430 Legal and Social Environment of Business (3 hours)
- ___ MGT-540 Human Resources Management (3 hours)
- ___ MKTG-330 Principles of Marketing (3 hours)

Emphasis Area

Technology Management Courses, 12 hours

- ___ EST-403 Industrial Safety (3 hours)
- ___ WPM-602 Manufacturing Facility Maintenance and Management (3 hours)
- ___ TM-606 Industrial Supervision (3 hours)
- ___ MFGET-690 Manufacturing Production Control and Management (3 hours)
- or ___ HRD-545 Introduction to Organizational Development (3 hours)

Select 12 hours of Technology Management Support courses from:

- ___ MFGET-405 Quality Control (3 hours)
- ___ EST-512 Risk Assessment (3 hours)
- ___ HRD-520 Leadership in the Workplace (3 hours)
- ___ HRD-585 Career and Professional Development (3 hours)
- ___ EST-629 Legal Issues in Environmental Health and Safety (3 hours)
- ___ EST-630 Safety Management (3 hours)
- ___ MFGET-690 Manufacturing Production Control and Management (3 hours)
- or ___ HRD-545 Introduction to Organizational Development (3 hours)

Note: - If not taken in core.

Business/Education/Technology Electives, 8 hours

See notes *1

Notes *1: By advisement, courses must be upper division, can include GRT 700 Internship for Technologist and courses not taken in the support courses list.

General Education Requirements

English Discipline Requirements - 6 Total Hours

- ___ ENGL-101 English Composition (3 hours)
- ___ ENGL-299 Introduction to Research Writing (3 hours)

Communications Discipline Requirements - 3 Total Hours

- ___ COMM-207 Speech Communication (3 hours)

Mathematics & Statistics Discipline Requirements - 3 Total Hours

- ___ MATH-110 College Algebra with Review (5 hours)
- ___ MATH-113 College Algebra (3 hours)
- ___ MATH-126 Pre-Calculus (4 hours)
- ___ MATH-133 Quantitative Reasoning (3 hours)
- ___ MATH-143 Elementary Statistics (3 hours)
- ___ MATH-150 Calculus I (5 hours)
- ___ MATH-204 Mathematics for Education I (3 hours)

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

- ___ BIOL-111 General Biology (3 hours)
- ___ BIOL-112 General Biology Laboratory (2 hours)
- ___ BIOL-113 Environmental Life Science (4 hours)
- ___ BIOL-211 Principles of Biology I (4 hours)
- ___ CHEM-105 Introductory Chemistry (3 hours)
- ___ CHEM-106 Introductory Chemistry Laboratory (1 hour)
- ___ CHEM-215 General Chemistry I (3 hours)
- ___ CHEM-216 General Chemistry I Laboratory (2 hours)
- ___ PHYS-100 College Physics I (4 hours)
- ___ PHYS-104 Engineering Physics I (4 hours)
- ___ PHYS-130 Elementary Physics Laboratory I (1 hour)
- ___ PHYS-160 Physical Geology (3 hours)
- ___ PHYS-165 Physical Geology Laboratory (1 hour)
- ___ PHYS-166 Meteorology (3 hours)
- ___ PHYS-167 Meteorology Laboratory (1 hour)
- ___ PHYS-171 Physical Science (3 hours)
- ___ PHYS-172 Physical Science Laboratory (1 hour)
- ___ PHYS-175 Descriptive Astronomy (3 hours)
- ___ PHYS-176 Astronomy Laboratory (1 hour)
- ___ PHYS-375 Solar System Astronomy (3 hours)

Social & Behavioral Sciences Discipline Requirements - 6 Total Hours

- ___ ANTH-101 Introduction to Cultural Anthropology (3 hours)
- ___ ECON-191 Issues in Today's Economy (3 hours)
- ___ ECON-200 Principles of Microeconomics (3 hours)

- ___ ECON-201 Principles of Macroeconomics (3 hours)
- ___ ETECH-502 Engineering Economy (3 hours)
- ___ GEOG-106 World Regional Geography (3 hours)
- ___ GEOG-300 Elements of Geography (3 hours)
- ___ GEOG-304 Human Geography (3 hours)
- ___ POLS-101 U.S. Politics (3 hours)
- ___ POLS-103 Comparative Politics (3 hours)
- ___ POLS-201 Introduction to Public Policy (3 hours)
- ___ PSYCH-155 General Psychology (3 hours)
- ___ SOC-100 Introduction to Sociology (3 hours)
- ___ SWK-250 Relationship Skills (3 hours)
- ___ WGS-200 Introduction to Women's Studies (3 hours)
- ___ WGS-399 Global Women's Issues (3 hours)

Arts & Humanities Discipline Requirements - 6 Total Hours

- ___ ART-178 Introduction to the Visual Arts (3 hours)
- ___ ART-188 The Designed World (3 hours)
- ___ ART-217 Crafts I (3 hours)
- ___ ART-222 Jewelry/Metals I (3 hours)
- ___ ART-233 Drawing I (3 hours)
- ___ ART-244 Ceramics I (3 hours)
- ___ ART-266 Sculpture I (3 hours)
- ___ ART-277 Painting I (3 hours)
- ___ ART-288 Introduction to Art History I (3 hours)
- ___ ART-289 Introduction to Art History II (3 hours)
- ___ ART-311 Art Education (3 hours)
- ___ COMM-105 Performance Appreciation (3 hours)
- ___ COMM-205 Performance Studies (3 hours)
- ___ COMM-395 Theatre History () (3 hours)
- ___ ENGL-113 Literature and Culture (3 hours)
- ___ ENGL-114 General Literature (Genre) (3 hours)
- ___ ENGL-116 General Literature (Theme) (3 hours)
- ___ ENGL-117 Introduction to Fiction (3 hours)
- ___ ENGL-118 Introduction to Poetry (3 hours)
- ___ ENGL-120 Literature and Film (3 hours)
- ___ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- ___ ENGL-122 Introduction to Women's Literature (3 hours)
- ___ ENGL-123 The Citizen in Literature (3 hours)
- ___ ENGL-125 Introduction to Horror in Literature (3 hours)
- ___ ENGL-250 Introduction to Creative Writing (3 hours)
- ___ ENGL-315 Mythology (3 hours)
- ___ ENGL-320 Literature and Film (3 hours)
- ___ HHP-151 Dance Appreciation (3 hours)
- ___ HIST-101 World History to 1500 (3 hours)
- ___ HIST-102 World History from 1500 (3 hours)
- ___ HIST-201 American History to 1865 (3 hours)
- ___ HIST-202 American History from 1865 (3 hours)
- ___ HONOR-200 The Power of Music (3 hours)
- ___ MLL-124 French Language and Culture I (3 hours)
- ___ MLL-154 Spanish Language and Culture I (3 hours)
- ___ MUSIC-120 Music Appreciation () (3 hours)
- ___ MUSIC-121 Introduction to Music Literature (3 hours)
- ___ MUSIC-321 History of Music (3 hours)
- ___ MUSIC-322 History of Music (3 hours)
- ___ PHIL-103 Introduction to Philosophy (3 hours)
- ___ PHIL-105 Ethics (3 hours)
- ___ PHIL-112 Biomedical Ethics (3 hours)
- ___ PHIL-113 Business Ethics (3 hours)

- ___ PHIL-114 Environmental Ethics (3 hours)
- ___ PHIL-231 World Religions (3 hours)

Institutionally Designated Requirements - 6 Total Hours

- ___ UGS-150 Gorilla Gateway (2 hours)

Any 1 credit hour class from the following:

- ___ DANCE-200 Dance () (1-3 hours)
- ___ EXSCI-200 Introduction to Exercise Science (1 hour)
- ___ HHP-150 Lifetime Fitness Concepts (1 hour)

Any 3 credit hour class from 4, 5, 6 or the following:

- ___ BIOL-617 Environmental Health (3 hours)
- ___ BUS-101 Introduction to Business (3 hours)
- ___ DSIS-130 Computer Information Systems (3 hours)
- ___ EDUC-261 Explorations in Education (3 hours)
- ___ EET-247 Computer Programming for Electronic Systems (3 hours)
- ___ EDTH-330 Technology for Teaching and Learning (3 hours)
- ___ FCS-203 Nutrition and Health (3 hours)
- ___ FCS-230 Consumer Education and Personal Finance (3 hours)
- ___ FIN-210 Financial Planning (3 hours)
- ___ GT-210 Technology in the World Today (3 hours)
- ___ GT-350 Technology and Civilization (3 hours)
- ___ HIST-207 Health Habits in American History (3 hours)
- ___ MECET-121 Engineering Graphics I (3 hours)
- ___ MFGET-263 Manufacturing Methods I (2 hours)
- ___ MFGET-268 Manufacturing Methods I Laboratory (1 hour)
- ___ MFGET-405 Quality Control (3 hours)
- ___ NURS-303 Introduction to Public Health (3 hours)
- ___ PHIL-206 Rational Decisions (3 hours)
- ___ PHIL-207 Critical Thinking (3 hours)
- ___ PHIL-208 Logic (3 hours)
- ___ REC-350 Promoting Community and Worksite Wellness (3 hours)

Revised: 10/03/2024

Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **9/26/24**

Department: **TWL**

College of: **Technology**

Contact Person: **Byron McKay**

Prefix:

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

Course #: **GITXXX**

Course Form:

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

1. Purpose/Justification for the Changes:

Major renamed Graphic Communications with new courses becoming GC. GIT courses are no longer being used.

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

Yes No

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

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

Yes No

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

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

Yes No

5. Will additional resources or costs be required?

Yes No

If so, what will be needed?

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

Yes No

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

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		
Course Number:	GITXXX	
Credits:		
Grading System:	Select One	Select One
Pre/Co-Requisite(s):		
Course Description:	Full list attached	

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Courses to be Deleted	
<p>Curriculum: (Do not include GenEd)</p>	<p>GIT-100 Introduction to Graphics Technologies GIT-141 Vector Based Graphics GIT-142 Raster Graphics Software GIT-221 Web User Experience GIT-227 Workshop GIT-228 Workshop GIT-230 Graphic Design GIT-231 Audio/Video Software GIT-240 Page Layout Software GIT-270 Introduction to Packaging Technologies GIT-301 Graphics Career Development GIT-310 Photography GIT-311 Product Photography GIT-322 Web Site Design GIT-323 Web and Motion Graphics GIT-334 3D Graphics GIT-342 Print File Preparation and Preflighting GIT-350 Printing Technologies GIT-352 Letterpress Printing GIT-355 Specialty Graphics GIT-400 Investigations GIT-401 Graphics Work Experience GIT-411 Portrait Photography GIT-421 Interactive Media Design GIT-450 Paper Knowledge GIT-511 Commercial Photography GIT-521 Mobile Media Development GIT-523 Web Content Management Systems GIT-530 3D Animation and Rendering GIT-531 Publication Graphics GIT-533 Inclusive Design GIT-552 Personalized Campaign Design GIT-562 Graphics Cost Analysis and Estimating GIT-570 Flexible Packaging GIT-571 Rigid Packaging GIT-572 Paperboard Packaging GIT-580 Sales and Customer Service GIT-590 Special Topics GIT-600 Graphics Internship GIT-601 Laboratory Practicum GIT-603 Senior Honors Project GIT-604 Senior Honors Project 2 GIT-630 Portfolio Management GIT-640 Color Reproduction GIT-650 Production Graphics GIT-670 Distribution Packaging GIT-680 Graphics Administration GIT-690 Senior Project GIT-800 Graphics Internship GIT-810 Special Topics GIT-840 Color Reproduction GIT-880 Graphics Administration</p>	

Authorization Sign-Off

Checklist

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

-Approved: Department Chair/Director

Date: 9/26/2024

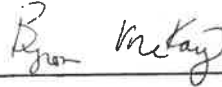
Signature, Chair/Director:



-Approved: College Curriculum Committee

Date: 11/13/24

Signature, Committee Chair:



-Approved: Dean of College

Date: 11/13/24

Signature, Dean:



-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 11/22/24

Signature, Committee Chair:



-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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

Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **9/13/24**

Department: **TWL**

College of: **Technology**

Contact Person: **Andy Klenke**

Prefix: **Chair**

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

Course #: **GT210**

Course Form:

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

1. Purpose/Justification for the Changes:

Rename GT 210 Technology in the World Today to GT 210 Survey of Technological Systems. This is more descriptive of course content, as it encompasses each area of technology to include: Construction Systems, Manufacturing Systems, and Power/Energy & Transportation Systems, as well as subsystems like design, problem-solving, and the systems approach to technology.

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

Yes No

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

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

Yes No

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

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

Yes No

5. Will additional resources or costs be required?

Yes No

If so, what will be needed?

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

Yes No

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

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Technology in the World Today	Survey of Technological Systems
Course Number:	GT210	GT210
Credits:	3	3
Grading System:	A-F, IN	A-F, IN
Pre/Co-Requisite(s):	none	none
Course Description:	Introductory examination of technological systems, including production, communication, transportation, and bio-related technologies with emphasis on how various forms of technology impact students personally as well as the world around them.	Introductory examination of technological systems, including production, communication, transportation, and bio-related technologies with emphasis on how various forms of technology impact students personally as well as the world around them.

Authorization Sign-Off

Checklist

- | | |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed. |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached |

-Approved: Department Chair/Director

Date: 9/26/24

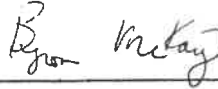
Signature, Chair/Director:



-Approved: College Curriculum Committee

Date: 11/13/24

Signature, Committee Chair:



-Approved: Dean of College

Date: 11/13/24

Signature, Dean:



-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 11/22/24

Signature, Committee Chair:



-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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

Faculty Senate Notification Form

Effective Date: Fall 2025

Submission Date: 10/29/24

Department: TWL

College of: Technology

Contact Person: Byron McKay

Course/Program Name: **GT380**

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

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

1. Purpose/Justification for this notification:

GT360 is being removed as a pre-req for GT380. The COB will be utilizing GT380 in Supply Chain Management coursework, but will focus on the business side. GT360 provides prerequisite knowledge for the technical side and, by advisement, will still be taken before GT380 by other majors.


2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? No **If "yes", please provide documentation (ex. email).**

Modality of Program:	Existing	New/Proposed
	In-Person	Select One
Admission Requirements:	NA	
Pre/Co-Requisite(s):	GT360	None
Other:		

Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: Oct 29, 2024

Signature, Chairperson: 

-Approved: Dean of College

Date: Oct 30, 2024

Signature, Dean: 
Judy Smetana (Oct 30, 2024 08:52 CDT)

-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

Originating Departments: After completing this form, in its entirety, please have it signed by the chair and the dean. The College Admin will load to the "Approved College Curriculum" file in SharePoint. It will be added to the next 10-day viewing and then sent forward with the next Faculty Senate agenda.

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

Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **9/13/24**

Department: **TWL**

College of: **Technology**

Contact Person: **Andy Klenke**

Prefix: **Chair**

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

Course #: **ID210**

Course Form:

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

1. Purpose/Justification for the Changes:

This course will be used as part of the Industrial Distribution program and will be a required course. The course will introduce the students to all aspects of Industrial Distribution to include inventory management, movement of goods, supply chain management, statistical controls, transportation, and manufacturing management.

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

Yes No

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

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

Yes No

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

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

Yes No

5. Will additional resources or costs be required?

Yes No

If so, what will be needed?

Explanation on 2: This course is part of the Industrial Distribution degree, which is a collaborative effort with the College of Business which will host the Supply Chain Management degree. Utilizing courses for both degrees will streamline resources within the university while providing more options for students

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

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

Yes No

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

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Industrial Distribution Fundamentals
Course Number:		ID210
Credits:		3
Grading System:	Select One	A-F, IN
Pre/Co-Requisite(s):		None
Course Description:		Industrial Distribution Fundamentals will examine how industrial products move from raw materials to customer. Students will learn the different types of industrial distribution, inventory control/management, various products, channel members and services the members provide. The course will introduce key distribution topics such as operational analysis, effectiveness, as well as employment opportunities and advancement within the field of industrial distribution.

Authorization Sign-Off

Checklist

- | | |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed. |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached |

-Approved: Department Chair/Director

Date: 9/26/24

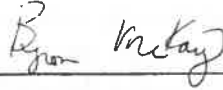
Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 11/13/24

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 11/13/24

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 11/22/24

Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

Originating Department(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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

Pittsburg State University
Department of Technology and Workforce Learning
Bachelor of Science in Industrial Distribution Program

COURSE TITLE: GRT 210-01 Industrial Distribution Fundamentals

COURSE SCHEDULE: On campus

INSTRUCTOR: Staff

Office: E222

Phone: 620-235-4371

E-mail: staff@pittstate.edu

Fax: 620-235-4020

COURSE DESCRIPTION: Industrial Distribution Fundamentals will examine how industrial products move from raw materials to customer. Students will learn the different types of industrial distribution, inventory control/management, various products, channel members and services the members provide. The course will introduce key distribution topics such as operational analysis, effectiveness, as well as employment opportunities and advancement within the field of industrial distribution.

PRE/CO-REQUISITES: None

IDF COURSE OBJECTIVES: By the end of the course students should be able to:

- define industrial distribution, understand its history, and explain how it impacts local, regional, national and global transportation of goods.
- describe and correctly select the appropriate types of industrial distribution depending on need.
- utilize forecasting models to control inventory.
- be able to define manufacturing controls and implement a master production schedule.
- describe products moved through industrial distribution.
- develop and implement a functioning distribution model.
- identify and implement basic inventory controls using inventory software.
- describe supply chain management and its components.
- list the functions of services of each channel member group conducts.
- interpret operational and financial analyses using statistical controls, and apply those interpretations to improve an ineffective system.
- effectively implement reverse logistic strategies to a return network model.
- understand the employment and advancement opportunities in the field of industrial distribution.
- effectively work in a team environment and utilize problem-solving skills.

REQUIRED TEXT AND MATERIALS:

Elements of Manufacturing, Distribution and Logistics, 2019, Thomopoulos, Nick T., ISBN: 879-3-319-26861-3

EVALUATION CRITERIA:

		<u>Grading Scale</u>
1. Lab assignments/Presentations*	40%	A= 90%-100%
2. Written work, Quizzes and Exams*	35%	B= 80% - 89.99%
3. Professionalism Grade*	10%	C= 70% - 79.99%
4. Final Exam	<u>15%</u>	D= 60% - 69.99%
	TOTAL 100%	F= 59.99% and lower

PROFESSIONALISM: The professionalism grade is based on the attributes of being an industrial distribution professional to include class participation, cooperation, enthusiasm/good attitude, ability to follow instructions, and completion of lab/written assignments.

ATTENDANCE: Regular attendance is important, expected and required. Absences: More than three (3) absences is considered excessive and will result in a reduction in your final grade. On your fourth absence, the highest grade you could receive will be a "B", on the 5th absence, the highest grade you could receive would be a "C", etc. Tardies: Every three (3) tardies will equate to an absence.

ASSIGNMENT SUBMISSIONS/ASSESSMENT/INCOMPLETES: Assignments and documents will be posted to the Canvas Learning Management System unless other means is specified. Further instruction and assistance will be provided in the management of assignments through the Canvas LMS. LATE WORK IS NOT ACCEPTED DURING THE DURATION OF THE COURSE. The instructor reserves the right to award zero points for late submission. Late work/submission will not be accepted except under the following listed circumstances. No make-ups for missed assignments unless you have documentation for the following:

1. Organized PSU trip
2. Illness of student
3. Illness or death in immediate family

Each one of these will require either a doctor's statement, a signed statement from the individual in charge of the trip, or an obituary with note.

It is expected that you have assignments completed on time and to an acceptable standard. Missing one or two small assignments will have a minimal impact on your grade. Missing several small or any large assignments will significantly impact your grade. Any work missed DUE to an absence is the responsibility of the student to inquire about and turn in on time.

Incomplete grade submissions are an exception and will be assessed individually base on supportive evidence provided by the student. Additionally, the highest grade you can receive on an incomplete will be a "B" which will only be given in special cases approved by the school director.

Respondus LockDown Browser, Respondus Monitor, and Turnitin will be used in this course if a student's work is questionable. Many universities and associations believe that using more than 5-10% of other's work in your document (even if quoted and cited correctly) is too much; that you haven't done enough original work. PSU subscribes to Turnitin which checks how much of your work is original. This is not just used to check for plagiarism but also for originality. Turnitin's similarity index should be no more than 10%. If the similarity index of a student's submission is more than 10%, the instructor has the right to deduct points (down to a 0%), drop you, or award you a failure grade. Systemic cheating could remove you from campus.

WRITTEN EXAMS: Quizzes and exams will be utilized to test a student's cognitive ability to remember and apply facts and concepts related to Industrial Distribution. The quizzes and exams will be formative and summative in nature, and will be comprised of a variety of text questions to include: Simple T/F, Modified T/F, Multiple Choice, Fill-In-The-Blank, Matching, Short Answer, Problems and Essay. The length of the exams will be valid, reliable, objective, and comprehensive. A final exam will be used to assess the student's understanding of course content at the end of the semester.

PROJECT BASED LEARNING: Project Rubrics will be utilized on all projects as an authentic assessment. The following is an example of the group i-TraCS project. Other projects will utilize a similar rubric system which is part of both written work and lab assignments.

WRITTEN EVALUATION				
	20-18 Exceeds Expectations	17-16 Meets Expectations	15-1 Falls Below Expectations	0 No Credit
REPORT Development <hr/>	Evidence and reasoning are entirely appropriate to the audience and purpose and are richly developed. The sequence of ideas supports development of the main idea; transitions and other features are used to reinforce organization.	Evidence and reasoning are adequate to support claims. The assignment is complete. Ideas are grouped into paragraphs, and paragraph breaks are used to indicate shifts in focus. The sequence of ideas is clear but not necessarily ideal.	Support for claims is inadequate or superficial or contains significant inaccuracies in information or reasoning, or parts of the assignment are underdeveloped. The sequence of ideas is frequently confusing or unclear, or grouping and division of ideas does not effectively support the main point.	The report was not submitted
REPORT Content <hr/>	The report included a description of ALL systems and how they were used. A detailed description defines the benefits of the system design. A detailed evaluation of teamwork, construction and efficiency were provided at the conclusion of the paper.	The report listed all systems but not more than one system was not described. A description of the benefits of the system design was included but lacked detail. An evaluation of teamwork, construction and efficiency were provided at the conclusion of the paper but lacked sufficient detail.	The report included a listing of all systems used but provided little detail. Many systems were not defined. Few details described the benefits of the system design. Failed to evaluate any of the following: teamwork, construction and efficiency.	The report was not submitted
REPORT Technical Style <hr/>	Sentences are clear, effective, and coherent; vocabulary is broad. Tone, word choice, and syntax are appropriate for the paper's audience and purpose.	Word choice, sentence structure, and tone are generally successful at communicating the writer's intentions and are appropriate for college-level writing.	The document is understandable but is frequently marred by confusing, ineffective, or inappropriate sentences; or word choice, sentence structure, or tone are inappropriate for college-level writing.	The report was not submitted
REPORT Editing <hr/>	The paper is nearly free of errors of spelling, grammar, punctuation, word choice, and formatting.	Errors of spelling, grammar, punctuation, word choice, and/or formatting may be present but are not intrusive.	Errors of spelling, grammar, punctuation, word choice, or formatting are frequent, noticeable, and/or intrusive.	The report was not submitted.

REPORT Time Management —	Written report was proofed and turned in as a final copy on time in a professional manner.	Written report was submitted completed but failed to be proofed. Copy was readable but had errors that proofing would have corrected, looked last minute.	Written report not turned in on time and needed at least one proof, possibly two. Definitely last minute with minimal effort put forth.	The report was not submitted.
PROJECT EFFICIENCY				
	100-90 Exceeds Expectations	89-80 Meets Expectations	79-1 Falls Below Expectations	0 No Credit
SYSTEM Efficiency —	I-TrACS moves between 800 and 985 points based on the efficiency of the system.	I-TrACS moves between 500 and 799 points based on the efficiency of the system.	I-TrACS moves between 0 and 499 points based on the efficiency of the system.	Did not participate in the project.
EFFICIENCY/TEAMWORK/CREATIVITY				
	100-90 Exceeds Expectations	89-80 Meets Expectations	79-1 Falls Below Expectations	0 No Credit
GROUP Efficiency/ Timeliness —	Complete efficient project, greatest efficiency during competition. Small modifications could be made to improve the system.	Complete project, Second best efficiency during competition, could be improved to increase efficiency.	Minimal completeness. Very poor time trials. Multiple failures during the competition.	Did not complete project, not ready for testing
GROUP Creativity/ Design —	A very interesting use of materials and layout design. All systems work together to accomplish the goal.	Interesting layout but not as efficient as it could be. Design cost time during the testing.	Layout and design average. Took considerable time to complete the task. Multiple errors during the competition.	Did not complete project, not ready for testing
GROUP Teamwork —	Complete teamwork observed. No team member was excluded. Every member was cross-trained on systems to increase efficiency.	Although the team completed the task, it was apparent that team members were not cross-trained on various systems. As a result, system efficiency dropped as students were forced to rotate from workstation to workstation.	Worked independently to finish project. Not all team members working indicating marginal team participation. Reluctant to work together, team excludes members without consultation.	Did not work on the project.

ACADEMIC INTEGRITY: Academic integrity in this class is a top priority. If you are caught cheating or have plagiarized an assignment, the instructor has the right to drop you or award you a failure grade. Keep in mind that utilizing AI assistance can be considered plagiarism and could result in academic dishonesty charges. Be sure to check with the instructor

to approve any use of AI on coursework. The university academic integrity policy is included in the syllabus supplement.

SYLLABUS SUPPLEMENT: Pittsburg State University encourages students to take full advantage of campus resources. Information about the campus resources and other information, notifications, and policies (academic integrity, dead week, etc.) students should be aware of, can be found through the syllabus supplement link for the current semester that can be found on PSU's web site at chrome- <https://www.pittstate.edu/registrar/files/documents/syllabus-supplement-spring-2024-1.pdf>.

INLEMENT WEATHER POLICY: Class cancellation will be at the discretion of university leadership and is usually announced early on the morning of the weather event. If the university cancels classes, this class will not meet. If you are commuting from any distance and you feel it is unsafe for you to come to class, you will need to email the instructor and let them know you will not be able to make it.

TENTATIVE SCHEDULE (Can accommodate 1 day, 2 day and 3 day courses)

WEEK	CLASS CONTENT	MAJOR ASSIGNMENTS
Week 1	Introduction Chapter 1 - Forecasting Chapter 2 – Forecasting Erros	Review Course Site, Read Syllabus and Policies Forecasting and Forecast Errors Worksheets
Week 2	Chapter 3 – Order Quantity	Inventory Control Activity
Week 3	Chapter 4 – Safety Stock	Inventory Control Activity:
Week 4	Chapter 5 - Replenishments	Inventory Control Activity
Week 5	Chapter 6 – Distribution Control	Mock-up Distribution Control Activity
Week 6	Chapter 7 – Manufacturing Control	Manufacturing Control Worksheet
Week 7	Chapter 8 – Just-In-Time Manufacturing	Rokenbok JIT Activity
Week 8	Chapter 9 - Assembly	Pen Activity – Single source vs mass production
Week 9	Chapter 10 – Statistical Process Control	SPC Software Activity/Six Sigma
Week 10	Chapter 11 – Distribution Networks	Excel Activity
Week 11	Chapter 12 – Supply Chain Management	Logistical Organization
Week 11	Chapter 13 – Transportation	Integrated Transportation and Containerization System (i-Tracs) Activity
Week 12		i-Tracs Activity
Week 13		i-Tracs Testing
Week 14	Chapter 14 – Reverse Logistics	Return to Sender Activity
Week 15		Reverse Logistics Exercise Final Exam Review
Week 16	Final Exam	Final Exam

Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **8/29/24**

Department: **TWL**

College of: **Technology**

Contact Person: **Andy Klenke**

Prefix: **Dr.**

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

Course #: **ID400**

Course Form:

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

1. Purpose/Justification for the Changes:

The Industrial Distribution internship course has students apply ID strategies and content into real-world applications. Students will practice operational and financial analyses, organizational effectiveness, warehousing management/inventory control as well as cooperative and problem solving skills.

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

Yes No

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

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

Yes No

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

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

Yes No

5. Will additional resources or costs be required?

Yes No

If so, what will be needed?

Initially, the program will utilize existing classes, labs and faculty for content delivery. As the program increases in enrollment, adjuncts or an additional faculty specialized in Industrial Distribution MAY be needed to accommodate increased numbers and specialized content in the Industrial Distribution courses.

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

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

Yes No

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

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Internship for Industrial Distribution
Course Number:		400
Credits:		1-6 CH
Grading System:	Select One	A-F, IN
Pre/Co-Requisite(s):		None
Course Description:		ID-400 Internship for Industrial Distribution is a supervised work experience that incorporates what a student has learned in Industrial Distribution courses; applying skillsets associated with inventory control/management, product variation, channel member and their services provided, and distribution topics such as operational analysis and effectiveness. Students will learn to work as a member of a team employing cooperative skills, and develop problem solving skills while working in industry. Each student will complete 40 hours of experience for each credit hour requested.

Authorization Sign-Off

Checklist

- | | |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed. |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached |

-Approved: Department Chair/Director

Date: 8/29/2024

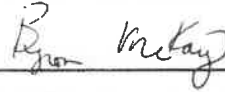
Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 11/13/24

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 11/13/24

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 11/22/24

Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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

Pittsburg State University
Department of Technology and Workforce Learning
Bachelor of Science in Industrial Distribution Program

COURSE TITLE: ID 400-01 Internship for Industrial Distribution

COURSE SCHEDULE: By Appointment

INSTRUCTOR: Staff

Phone: 620-235-4371

E-mail: staff@pittstate.edu

Office: E222

Fax: 620-235-4020

COURSE DESCRIPTION: ID-400 Internship for Industrial Supervision is a supervised work experience that incorporates what a student has learned in Industrial Distribution courses; and applying skillsets associated with inventory control/management, product variation, channel member and their services provide, and distribution topics such as operational analysis and effectiveness. Students will learn to work as a member of a team employing cooperative skills, and develop problem solving skills while working in industry. Each student will complete 40 hours of experience for each credit hour requested.

COURSE OBJECTIVES: By the end of the course, the student:

- will be able to apply program content experiences, techniques and concepts to a job.
- will demonstrate the necessary proficiencies and competencies for academic credit.
- will learn job dynamics to include teamwork, cooperative skills and problem-solving.

TENTATIVE SCHEDULE OF ACTIVITIES/ASSIGNMENT STRATEGIES

ID 400-1 Internship for Industrial Distribution (3 Credit Hours)

WEEK	CLASS CONTENT	ASSIGNMENTS/ASSESSMENTS
Week 1	Introduction	Complete and Submit Form A Complete and Submit Form B Review Canvas, Read Syllabus and Policies
40 Hours	Form C	Complete Form C : Log of Activities and Summary Sheet
60 Hours	Mid-Course Employer Assessment	Supervisor Completes Form E1 Mid-Course Evaluation to Instructor via Email
80 Hours	Form C	Complete Weekly Log of Activities, Complete Form C
120 Hours	Form C	Complete Weekly Log of Activities, Complete Form C Prepare final report and presentation.
Week Following Final 120 hours	Presentation, Final Report Forms E&F	Complete Form D – Student Evaluation of Internship Submit Final Report, Present PowerPoint on Inernship, Submit Forms D Supervisor Submits Form E2 Final Evaluation to Instructor via Email

GRADING SYSTEM:

Grades will be assigned for the course based on the performance and submission of required paperwork.

The relative importance of each category of grades is given by:

40 Hour Reports	20%
Midterm Supervisor Report	30%
Final Reports	50%

Grades will be assigned based on the following percentages:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Grades will be posted as soon as possible after submissions, usually within 48 hours. However, some delays can occur. At minimum, grades will be posted every week, including mid-term and final grades.

GENERAL REQUIREMENTS:

Work Submission: Assignments and documents will be posted to the Canvas Learning Management System unless other means is specified. Further instruction and assistance will be provided in the management of assignments through the Canvas LMS.

Academic integrity in this class is a top priority. Since the majority of this course is based on your experience each week, you should explain these experiences in your own words. If you are caught cheating or have plagiarized an assignment, the instructor has the right to drop you, award you an.

Attendance: Attendance is defined as participating in the class during each given week through Canvas LMS. The instructor reserves the right to drop students for failure to participate. More than two absences will be considered excessive.

Late Work: The instructor reserves the right to award zero points for late submissions. Late work/submissions will not be accepted except under the following listed circumstances. No make-ups for missed assignments unless you have documentation for the following:

1. Organized PSU trip
2. Illness of student
3. Illness or death in immediate family (spouse, child, parents, and sibling)

Each one of these will require either a doctor's statement or a signed statement from the individual in charge of the trip. It should be noted that the employer will need to be notified and provided documentation in addition to the instructor.

Respondus LockDown Browser, Respondus Monitor, and Turnitin could be used in this course if a student's work is questionable. Many universities and associations believe that using more than 5-10% of other's work in your document (even if quoted and cited correctly) is too much; that you haven't done enough original work. PSU subscribes to Turnitin which checks how much of your work is original. This is not just used to check for plagiarism but also for originality. Turnitin's similarity index should be no more than 10%. If the similarity index of a student's submission is more than 10%, the instructor has the right to deduct points or drop you or award you a failure grade.

Pittsburg State University encourages students to take full advantage of campus resources. Information about the campus resources and other information, notifications, and policies (academic integrity, dead week, etc.) students should be aware of, can be found through the syllabus supplement link for the current semester that can be found on PSU's web site at chrome-<https://www.pittstate.edu/registrar/files/documents/syllabus-supplement-spring-2024-1.pdf>.

GENERAL JOB REQUIREMENTS: Students will be required to comply with the rules/regulations/policies associated with their internship employment. This includes but is not limited to work schedules, dress codes, and conduct.

Pittsburg State University - Technology & Workforce Learning

ID 400-01 Internship for Industrial Distribution Guidelines

Site Qualification for Internship

To qualify as an acceptable site for completion of an Internship, the site must:

1. Be a technology-related company which uses distribution practices.
2. Have a direct supervisor.
3. Provide a real-world experience relating to the Industrial Distribution curriculum where the student can develop technical, managerial and personal skills.

Unacceptable sites for completion of an Internship include:

1. Any site where the student would be unsupervised by someone that can attest to the personal, managerial and technical skills development during the course of the Internship.
2. Freelancing from your home.
3. More than one company during one internship period.

Type of Work Activities for Internship

To qualify as acceptable work-related activities for completion of an Internship, the job must involve:

1. Activities directly related to the personal, technical and managerial skills taught in the Industrial Distribution curriculum.
2. The input/manipulation/output of data, and/or distribution of software, data, people or products.

Company Expectations

This program should not be used to take advantage of students, so the following expectations are employed for the internship:

1. An average workweek for hourly employees which is 40 hours. Students will need to complete 40 hours per credit hour completed. The hours worked per day or week will be agreed upon by the company and the student. .
2. Students should earn at least a minimum wage for their contributions to the company. Students should not work for free.
3. Employer/supervisor will provide coaching/guidance on job skills and provide constructive feedback to the student and PSU faculty on the student. The employer will also provide feedback to PSU on what skillsets students need to develop in when employed as interns.

Pittsburg State University – Technology & Workforce Learning

Time Frame

The Student must complete a total of 40 hours of work at the Internship site for each credit hour earned. Hours will not count towards the Internship prior to the student enrolling in the course and Forms A and B being submitted and approved.

Grading

Grades will be assigned for the course on a A-F/Incomplete grading scale.

Your grade will be based on the completion of the work submitted during the internship.

You must complete all of the following items by the due date of work assigned:

1. Form A – Intent to Enroll
2. Form B – Internship Agreement (signed by Supervisor, Coordinator and Dept. Chair)
3. Form C – Weekly Reports, timely submitted, covering 320 hours of work at the Site
4. Form D – Final Summative Report
5. Form E – Employer Evaluation of the Student
6. Form F – Employer Evaluation of the Internship Program

You will be dropped from the course, if:

1. Form B – Intent to Enroll is not submitted prior to the first day of the semester.
2. More than one weekly report is more than one week late.
3. No weekly reports are submitted by the end of the 4th week.

You will receive a failing grade for the course, if:

1. You are fired or released from the site due to misconduct, attendance, or other issues.
2. All requirements are not completed by the date grades are due and you do not qualify for an incomplete based on the following requirements.

You will receive an incomplete grade for the course, if:

1. You have not completed the work hour per credit requirement and have communicated and submitted a plan for completion.
2. There are extenuating circumstances that limit your ability to complete all requirement by the date grades are due and that have been communicated to the Coordinator.

The grade of “Incomplete” will remain in the system for one semester. At that point, if accommodations are not made, the incomplete will automatically turn into an F..

Pittsburg State University - Technology & Workforce Learning

Form A—Intent to Enroll in Internship

Submit to Coordinator.

Name: _____

Student ID #: _____ Course Instructor: _____

Major: _____

Emphasis: _____

Overall GPA: _____

Total credit hours completed: _____

Do you know of a company that will accept you as a student? Yes No

If yes, please provide the following information:

Company Name: _____

Address: _____

City: _____ State/Zip: _____

Contact Person: _____ Title: _____

Phone: _____ E-mail: _____

I intend to enroll in ID-400 Internship for Industrial Distribution during the _____ semester.

Signed _____ Date _____

Pittsburg State University – Technology & Workforce Learning

Form B—Internship Agreement

Submit (will all required signatures) to the Coordinator no later than Dead Week.

The purpose of the Internship is to provide an opportunity for students within the Technology & Workforce Learning department to learn personal, managerial and technical skills in a practical setting. During the course, the student is expected to be a productive employee for the site.

Responsibilities of the Student

1. Abide by all policies and regulations of the site.
2. Act in a professional manner – be on time, perform all assigned work, be courteous of the site and its employees
3. Dress appropriately for the site and the type of work to be performed.
4. Strive to learn personal, managerial and technical skills through the work assigned.
5. Serve as a productive employee for the site.
6. Submit all reports in a timely manner to the Coordinator.

Responsibilities of the Supervisor during the Experience

1. Provide a positive educational experience for the Student.
2. Inform the Student of his/her progress as needed during the Experience.
3. Complete and submit to the Internship Coordinator Form E (Evaluation of the Student) and Form F (Evaluation of the Internship) during the last week of the Experience.

Responsibilities of Internship Coordinator

1. Handle issues, concerns and complaints through the cooperation of all parties concerned.
2. Record submission of all Forms and submit grade upon receipt of all Forms at the end of the Experience.

Pittsburg State University - Technology & Workforce Learning

Form B—Internship Agreement (continued)

Agreement

This is to certify that _____ is employed and is assigned the title of _____ . The student will complete _____ hours per week for a total of _____ weeks based on the credit hours submitted for the course. The rate of pay will be \$ _____ .

During the employment period the student will be involved the following activities:

Signed _____ Name/Title _____

Company _____

Address _____ City/State/Zip _____

Phone: _____ E-mail: _____

Agreement

I, the undersigned, agree to work for the company named above as my site, in accordance with the Internship Guidelines (revised Fall 2024).

I agree to accept the rate of pay and the work hour assignment as stated above.

I agree to enroll in ID 400 Internship at Pittsburg State University during the _____ semester of 20____.

Signed _____ Date: _____

Approval

The Department of Technology & Workforce Learning chairman and a Coordinator approve this Site as meeting the requirements for ID 400 Internship as stated in the Guidelines.

Signed _____
Department Chairman

Coordinator

Pittsburg State University – Technology & Workforce Learning

Form C—Weekly Analysis of My Job

Complete at the end of each week and submit through Canvas.

Write a weekly summary of the events, accomplishments, projects, activities, and observations about your job. Be specific in your activities. Use proper terminology. The form has an example to follow.

Format of the paper should be as follows: Submit a Word document, minimum of 1 page, typed, double-spaced, Times New Roman font, 12 point type size, 1 inch margins on all sides. Failure to submit following the above format will result in being required to resubmit the work in correct format.

This requirement is extremely important; you may be required to resubmit, to elaborate further, or to make improvements from your previous reports.

In each weekly summary, reference your name, your company, report #, number of hours worked during the current week, and a running total of hours completed.

This summary is a reflection of your experience each week. Topics may include (be are not limited to):

Describe the specifics about the jobs, tasks or projects accomplished during the week.

What did you learn during the week and how did you learn it?

What problems did you encounter during the week and what did you do to resolve the problem?

You must submit weekly reports that cover 40 hours per credit hour on the job at the site.

Weekly reports must be submitted in a timely manner. Failure to complete reports may result in being dropped from the course or in failing the course.

Pittsburg State University - Technology & Workforce Learning

Form D—Student Evaluation of the Internship

Submit during the last week of employment through Canvas

Write a comprehensive 5-page summary citing the practical learning experiences you had during your entire time.

Format of the paper should be as follows: Submit a Word document, minimum of 5 pages, typed, double-spaced, Times New Roman font, 12 point type size, 1 inch margins on all sides. Failure to submit following the above format will result in being required to resubmit the work in correct format.

This summary is a reflection of your overall experience. Grading points include:

- Describe your thoughts of the work you would be doing prior to the experience and whether those thoughts changed or were reinforced.
- Explain how the experience may influence your future classes or your career in technology, business and/or industry.
- What do you feel are your personal strengths and weaknesses as a result of your experience?
- What was your biggest challenge during your experience?
- How were you able to apply your TWL classroom experiences to your experience?
- What personal skills (communication, teamwork, initiative, etc) did you develop during your this experience?
- Formatting

Develop a PowerPoint with voiceover citing the practical learning experiences you had during your entire time. These should be key points as to the overall experience. (Pictures should reinforce the presentation)

- An overview of the company
- Overview of assigned job and tasks assigned
- Skills gained (or lost) during the internship. These can be interpersonal, technical, workplace, etc.

The report and PowerPoint will be due during the final week of your employment.

It will not include information of your final weekly report hours.

This report must be submitted in order for a grade to be assigned for the course.

Pittsburg State University – Technology & Workforce Learning

Form E—Employer Evaluation of the Student (page 1 of 2)

This form is to be completed by the student's immediate supervisor. When completed, please submit to:

ID-400 Instructor
 School of Technology and Workforce Learning
 Pittsburg State University
 1701 South Broadway
 Pittsburg, KS 66762-7576

Email: Inst email@pittstate.edu

Fax: 620-235-4020

Please rate the student in comparison with other employees involved in similar activities. Rate only those traits that you feel qualified to judge.

Name of Student _____ Date _____

PERSONAL SKILLS

ATTITUDE

- Outstanding enthusiasm
- Very interested, industrious
- Average interest
- Somewhat indifferent
- Mostly indifferent

INITIATIVE

- Works well independently
- Works independently at times
- Usually can work independently
- Requires some direction
- Requires much direction

RELATIONS WITH OTHERS

- Very well accepted
- Works well with others
- Gets along satisfactorily
- Difficulty working with others
- Much difficulty with others

DEPENDABILITY

- Completely dependable
- Above average dependability
- Usually dependable
- Sometimes neglectful
- Careless, unreliable

MATURITY

- Well Poised
- Has good self-assurance
- Average maturity and poise
- Lacks maturity and poise
- Greatly lacks maturity and poise

RELIABILITY

- Always reliable
- Usually reliable
- Sometime reliable
- Sometimes unreliable
- Frequently unreliable

MANAGEMENT SKILLS

LEADERSHIP

- Exhibits strong leadership
- Sometimes shows leadership
- Occasionally shows leadership
- Rarely shows leadership
- Never shows leadership

DECISIONMAKING

- Exceptional decision-making
- Above average decision-making
- Average decision-making
- Below average decision-making
- Well below average decision-making

PLANNING

- Exceptional planning
- Plans well for most issues
- Plans well for some issues
- Sometimes does not plan well
- Rarely plans well

TECHNICAL SKILLS

QUALITY OF WORK

- Excellent
- Very Good
- Average
- Below Average
- Very Poor

QUALITY OF WORK

- Unusually high output
- Above average output
- Average output
- Below average output
- Well below average output

ABILITY TO LEARN

- Exceptional Learner
- Above Average Learner
- Average Learner
- Slow Learner
- Very Slow Learner

Pittsburg State University - Technology & Workforce Learning

Form E—Employer Evaluation of the Student (page 2 of 2)

Please rate the student in comparison with other employees involved in similar activities. Rate only those traits that you feel qualified to judge. Place an "x" in the appropriate column for each trait listed in the left column.

	Superior	Above Average	Average	Below Average	Poor	Not Known
Manipulative skills	_____	_____	_____	_____	_____	_____
Ingenuity	_____	_____	_____	_____	_____	_____
Oral Expression	_____	_____	_____	_____	_____	_____
Social Acceptance	_____	_____	_____	_____	_____	_____
Ability to Meet People	_____	_____	_____	_____	_____	_____
Industrious	_____	_____	_____	_____	_____	_____
Enthusiasm at Work	_____	_____	_____	_____	_____	_____
Personal Appearance	_____	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____	_____
Probable Success in:						
Sales	_____	_____	_____	_____	_____	_____
Service	_____	_____	_____	_____	_____	_____
Production	_____	_____	_____	_____	_____	_____
Management	_____	_____	_____	_____	_____	_____

Additional comments:

Has this information been discussed with the student? Yes ① No ②

Signed _____ Name/Title _____

Company _____

Phone _____ Email _____

Pittsburg State University - Technology & Workforce Learning

Form F—Employer Evaluation of the Internship Program

Results will be used to revise and improve the Program in the Department of Technology and Workforce Learning at Pittsburg State University.

This form is to be completed by the Student's immediate supervisor. When completed, please submit to:

ID-400 Instructor
School of Technology and Workforce Learning
Pittsburg State University
1701 South Broadway
Pittsburg, KS 66762-7576

Email: Inst_email@pittstate.edu

Fax: 620.235.4020

Signed _____ Name/Title _____

Company: _____

Phone: _____ Email: _____

1. Have you participated in a Internship Program before? Yes No
2. Do you feel that the student was adequately prepared technically for this program? Yes No
3. Do you feel that the student was adequately prepared personally for this program? Yes No
4. Do you feel the student benefited from this experience with your company? Yes No
5. Would you recommend our Internship Program to other employers? Yes No
6. Would you be willing to participate in the Internship Program again? Yes No
7. If you answered no on any question above please comment. Please provide any additional comments or suggestions to help improve this program.

Request for New Major

Effective Date: FALL 2025

Submission Date: 8/29/24

Department: TWL

College of: Technology

Contact Person: Andy Klenke

Degree: Bachelor of Science

Minor Required: No

Modality: In Person

Proposed Major: Industrial Distribution

New Major – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

Used to create a new program and requires KBOR approval.

Will become effective the upcoming academic catalog if all approvals received.

IMPORTANT: Proposals should be uploaded no later than the **OCTOBER** Preliminary legislation month. This is to allow faculty senate approval at the December meeting, and KBOR review, approval, and implementation for the following Fall semester.

Following Faculty Senate Approval, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for board approval. (must be entered into KBOR PI/CIP system at time of submission).

Forms to accompany Approved Proposal

A. PSU Request for New Major Form (preceding)

B. PSU Legislative Process Authorization/Notification Sign-Off Sheet (preceding)

C. KBOR Application for New Program, https://www.kansasregents.org/academic_affairs/new_program_approval or located on the FS website

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

1. Purpose/Justification for Major:

Pittsburg State University proposes to create a "Industrial Distribution Program" to help meet the growing need for supply chain and industrial distribution managers across the state of Kansas and the Midwest region. This program will be a unique collaboration between the Crossland College of Technology (CCOT) and Kelce College of Business (KCOB) with each college offering a separate undergraduate degree in the field. The CCOT will offer a Bachelor of Science in Technology (BST) with a major in Industrial Distribution and the KCOB will offer a Bachelor of Business Administration (BBA) in Supply Chain Management. The two degrees will share a number of common courses including eight major core courses – four taught by each college. In addition, both the BST and the BBA students will be required to complete a professional internship. The common major core will be surrounded by each respective college's foundation and support courses representing their separate academic traditions. Thus, BST students will complete courses across a wide variety of technology disciplines while BBA graduates will complete courses required of all business majors. Given the wide variety of occupations across many different industries which hire industrial distribution or supply chain professionals, the option to choose either a business or technology path will give students an option not found at other institutions.

Following KBOR guidelines, this document represents the proposal to create a BST in Industrial Distribution while a separate proposal has been prepared for the BBA in Supply Chain Management. Note that this organizational structure allows Pitt State to leverage resources across the two colleges and to combine existing complementary courses into new degree programs. Of the eight major core courses, only two new courses needed to be developed – one in each college (KCOB's MGT 550 Supply Chain Management and CCOT's GRT 210 Industrial Distribution Fundamentals). Thus, given that most of the courses needed to develop these two majors already resided in the university catalog, the marginal, incremental, cost of these programs is low. Neither the KCOB nor the CCOT has the resources to produce these programs individually but cross-college collaboration makes it possible and cost-effective for both.

2. Is this new major proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at PSU or any other Regent University? *If "yes", please provide an explanation and upload with any documentation between departments and/or other Regent Universities.* Yes No

The College of Technology (COT) and College of Business (COB) are utilizing courses in both degrees to assist with the development of both programs and be more efficient with course offerings and faculty placement. The COB will implement a Supply Chain Management degree which parallels the Industrial Distribution degree. Sharing coursework provides both degrees with needed content for both degrees.

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

Yes No

4. Will additional resources or costs will be required? Yes No

If so, what will be needed?

Initially, the program will utilize existing classes, labs and faculty for content delivery. As the program increases in enrollment, adjuncts or an additional faculty specialized in industrial distribution MAY be needed to accommodate increased numbers and specialized content in the industrial distribution courses.

5. Describe the program assessment plan:

a. Enrollment targets = Year 1 = 10, Year 2 = 20, Year 3 = 30, Year 4 = 40, Year 5 = 50

b. Outcome expected and process to evaluate =

Expect initial enrollment to be low as marketing will be initiated in Spring of 2024. Numbers will improve as the program is implemented and recruitment strategies are executed. Potential student enrollment will be closely monitored utilizing newly admitted reports, PittCARES signup, and enrollment. Program progression will be closely monitored by student services.

c. Plan to abandon if enrollment targets not met =

The program will need 2-3 years to adequately assess the potential of the program. At the end of year 3, the program can be evaluated for cancellation, as no additional cost would be incurred by PSU at that point such as additional faculty or facility needs.

Authorization Sign-Off

Checklist

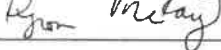
- Academic Planning Excel Attached
- Course Id's match Course Names
- Course hours are correct
- Courses are currently Active

- Curriculum hours meet 120
- KBOR forms attached
- Provost Office contacted

-Approved: Department Chair/Director

Date: 10/9/2024 Signature: 

-Approved: College Curriculum Chair

Date: 11/13/24 Signature: 

-Approved: Dean of College

Date: 11/13/24 Signature: 

-Approved: Council for Teacher Education, if applicable

Date: _____ Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 11/22/24 Signature: 

-Approved: Faculty Senate

Date: _____ Signature: _____

Originating Department(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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

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

Pittsburg State University

Bachelor of Science in Industrial Distribution

Program Approval

I. General Information

A. Institution Pittsburg State University

B. Program Identification

Degree Level: Bachelor's
Program Title: Industrial Distribution
Degree to be Offered: Bachelor of Science in Industrial Distribution
Responsible Department or Unit: Crossland College of Technology, School of Technology & Workforce Learning
CIP Code: 52.1801
Modality: Face-to-Face
Proposed Implementation Date: Fall2025

Total Number of Semester Credit Hours for the Degree: 120

II. Clinical Sites: Does this program require the use of Clinical Sites? No

III. Justification

Pittsburg State University proposes to create a "Industrial Distribution Program" to help meet the growing need for supply chain and industrial distribution managers across the state of Kansas and the Midwest region. This program will be a unique collaboration between the Crossland College of Technology (CCOT) and Kelce College of Business (KCOB) with each college offering a separate undergraduate degree in the field. The CCOT will offer a Bachelor of Science in Technology (BST) with a major in Industrial Distribution and the KCOB will offer a Bachelor of Business Administration (BBA) in Supply Chain Management. The two degrees will share a number of common courses including eight major core courses – four taught by each college. In addition, both the BST and the BBA students will be required to complete a professional internship. The common major core will be surrounded by each respective college's foundation and support courses representing their separate academic traditions. Thus, BST students will complete courses across a wide variety of technology disciplines while BBA graduates will complete courses required of all business majors. An appendix is attached to this proposal to illustrate how the two degrees share courses and provide students with a choice of how to focus their studies from either a technological or a business perspective. Given the wide variety of occupations across many different industries which hire industrial distribution or supply chain professionals, the option to choose either a business or technology path will give students an option not found at other institutions.

Following KBOR guidelines, this document represents the proposal to create a BST in Industrial Distribution while a separate proposal has been prepared for the BBA in Supply Chain Management. Note that this organizational structure allows Pitt State to leverage resources across the two colleges and to combine existing complementary courses into new degree programs. Of the eight major core courses, only two new courses needed to be developed – one in each college (KCOB's MGT 550 Supply Chain Management and CCOT's GRT 210 Industrial Distribution Fundamentals). Thus, given that most of the courses needed to develop these two majors already resided in the university catalog, the marginal, incremental, cost of these programs is low. Neither the KCOB nor the CCOT has the resources to produce these programs individually but cross-college collaboration makes it possible and cost-effective for both.

IV. Program Demand Market Analysis

In recent years, the market for those holding a degree in industrial distribution and related fields has grown significantly. The COVID pandemic highlighted the critical need to effectively manage the ever-increasing complexity of global distribution and supply chains and advancements in transportation technology. The competitive pressures of the global economy have increased the demand for skilled professionals who can manage industrial distribution operations in most industries. As evidenced by the number of job vacancies and the level of competitive salaries (see Section VI below), there is a strong labor market for industrial distribution and supply chain professionals in the state of Kansas. No Regent institution offers a degree in industrial distribution. Two of the three research universities within the KBOR system currently offer supply chain undergraduate degrees: KU – BSB in SCM, and KSU – BS in Operations & SCM, while WSU offers a Master’s in Management Science & SCM. Other 4-year campuses within the system offer coursework in the field and some 2-year campuses such as WSU-Tech and JCCC offer certificates and/or an AA in supply chain management. However, industrial distribution and supply chain management degrees are not offered currently at the three regional 4-year campuses. Recent initiatives through the Kansas Department of Commerce (<https://www.kansascommerce.gov/program/workforce-services/ktrain/>), and highlighted by KBOR’s Workforce Development Staff, indicate that there is a need to produce more in-state supply chain professionals (https://www.kansasregents.org/workforce_development/workforce_news_media). Likewise, at the national level, the U.S. Bureau of Labor Statistics estimated that there will be a 28% job growth for logisticians, including supply chain managers, between the years 2021 and 2031. Pitt State’s proposed joint Industrial Distribution and Supply Chain Management Programs are designed to help meet these statewide and national workforce needs.

Pitt State is uniquely situated and equipped to supplement the talent pool for industrial distribution professionals in the state of Kansas. Located in the southeast corner of the state, regional students do not have access to a regional industrial distribution or supply chain management program. The nearest 4-year bachelor programs are in Lawrence and Manhattan, Kansas, Springfield, Missouri, and Fayetteville, Arkansas – each of these are two or more hours away and attract a different demographic mix of students than PSU. The proposed program is not anticipated to be in direct competition with programs at those universities. Historically, Pittsburg has been a transportation hub since its days as the center of the southeast Kansas coal mining. Pittsburg is home to Watco Companies, the second largest operator of short line railroads in the United States with operations in 27 states, Canada, and Australia. Due to corporate policies, numerous Walmart suppliers and their distribution centers are located in Northwest Arkansas, one of the fastest growing metropolitan areas in the country. Jake’s Fireworks is one of the largest importers of fireworks in the world. Pitsco Education is one of the largest suppliers of K-12 STEM products in the U.S. Pitt State has a history of placing graduates in these companies, and many other companies in the area, and we believe the proposed new supply chain major will enhance our relationships with them. As structured, there is a strong local and regional market for graduates of the proposed degrees.

V. Projected Enrollment for the Initial Three Years of the Program

Year	Headcount Per Year		Sem Credit Hrs Per Year*	
	Full- Time	Part- Time	Full- Time	Part- Time
Implementation	10		300	
Year 2	20		600	
Year 3	30		900	

Note: Projections above for BST Industrial Distribution only; see separate proposal for the Supply Chain Management BBA for additional student projections.

VI. Employment

Graduates of supply industrial distribution programs can pursue a wide range of careers, such as:

- **Distribution Specialist:** Facilitates and manages the shipping and receiving processes of a warehouse.
- **Distribution Manager:** manages the distribution operations for a company, including warehouse operations.
- **Order Manager:** Oversees and manages customer order activity.
- **Purchasing Agent:** Collaborates with the purchasing manager to negotiate prices with vendors, manufacturers and suppliers.
- **Operations Manager:** Oversee the overall operations of a business, including production, inventory management, and quality control.
- **Warehouse Manager:** supervises the activities of their staff, including the management of vehicles, security, sanitation and equipment.
- **Facilities Manager:** oversees all activities related to a building, like a factory or a warehouse.

The market for industrial distribution professionals in Kansas is currently strong. At the time of this writing (10/07/24), online recruiting firm Indeed.com reported over 400 positions. Many of these jobs are entry level and located in communities where Pitt State already has a substantial alumni base, including Johnson County which is the second largest feeder county for Pitt State students. We anticipate that the Industrial Distribution degree will present an attractive opportunity for those students desiring a professional career in Kansas.

Salaries for industrial distribution professionals in Kansas are also attractive and above average. A review of industrial distribution currently listed by Indeed reveal a range from \$65K to \$130K per year. According to the U.S. Bureau of Labor Statistics, the median annual salary is \$84K. Long-term salary prospects in the field are very bright as Salary.com reports that supply chain senior managers have a median annual income of \$107K.

Given the current state-wide demand for industrial distribution professionals, graduates of the program should face plentiful opportunities for gainful employment in Kansas.

VII. Admission and Curriculum

A. Admission Criteria

Students pursuing the proposed BST in Industrial Distribution will be admitted to the university according to prevailing Pittsburg State campus-wide policies.

B. Curriculum

Year 1: Fall

SCH = Semester Credit Hours

Course #	Course Name	SCH....
ID 210	Industrial Distribution Fundamentals	3
GT 210	Technology in the World Today (SGE) ⁰⁷⁰	3
ENGL 101	English Composition (SGE) ⁰¹⁰	3
UGS 150	Gorilla Gateway (SGE) ⁰⁷⁰	2
Bucket 060	Arts & Humanities (SGE) ⁰⁶⁰	3
Bucket 070	Institutionally Designated (SGE) ⁰⁷⁰	1

Year 1: Spring

Course #	Course Name	SCH....
GT 300	Engineering Design and Problem Solving	3
EET 141	Introduction to Electronics	3
ENGL 299	Introduction to Research Writing (SGE) ⁰¹⁰	3
Bucket 050	Social and Behavioral Sciences (SGE) ⁰⁵⁰	3
Bucket 030	Math and Statistics (SGE) ⁰³⁰	3

Year 2: Fall

Course #	Course Name	SCH....
GT 320	Communications Systems in Technology	3
MECET 121	Engineering Graphics (or CMCE 133)	3
COMM 207	Speech Communications (SGE) ⁰²⁰	3
QBA 210	Business Statistics	3
MGT 330	Management and Organizational Behavior	3

Year 2: Spring

Course #	Course Name	SCH....
GT 330	Engineering Materials and Processes	3
GT 360	CAD for Automated Manufacturing	3
QBA 310	Business Analytics I	3
MKTG 330	Principles of Marketing	3
Bucket 040	Natural and Physical Sciences (SGE) ⁰⁴⁰	4

Year 3: Fall

Course #	Course Name	SCH....
GT 390	Fundamentals of Robotics and Coding	3
GT 340	Power/Energy/Transportation Systems	3
QBA 410	Business Analytics II	3
MGT 430	Legal & Social Environment of Business	3
Bucket 060	Arts & Humanities (SGE) ⁰⁶⁰	3

Year 3: Spring

Course #	Course Name	SCH....
GT 370	Construction Systems Technology	3
MGT 510	Operations Management	3
MGT 520	Quality Management	3
BUS 210	Business Professionalism (or AT 399)	3
EST 293	Introduction to Industrial Safety (or EST 296)	3

Year 3: Summer

Course #	Course Name	SCH....
ID 400	Internship for Industrial Distribution	3-6

Year 4: Fall

Course #	Course Name	SCH....
GT 380	Manufacturing Enterprise	3
TM 606	Industrial Supervision	3
MGT 550	Supply Chain Management	3
TECH xxx	Technology Elective	3

Year 4: Spring

Course #	Course Name	SCH....
AT 416	Fluid Power	3
MKTG 430	Retail and Channels Management	3
TECH xxx	Technology Elective	3
Bucket 050	Social and Behavioral Sciences (SGE)050	3
100+	Open Elective or Technology Elective	3

Total Number of Semester Credit Hours 120

VIII. Core Faculty

Note: * Next to Faculty Name Denotes Director of the Program, if applicable

FTE: 1.0 FTE = Full-Time Equivalency Devoted to Program

Faculty Name	Rank	Highest Degree	Tenure Track Y/N	Academic Area of Specialization	FTE to Proposed Program
Byron McKay*	Assoc Prof	EdD	Y	Technology & Engineering Ed	.26
Trevor Maiseroulle	Assist Instr Prof	EdD	N	Technology & Engineering Ed	.33
Matthew Brown	Assoc Instr Prof	EdS	N	Technology & Engineering Ed	.33
Future Position					1.0

Number of graduate assistants assigned to this program 1

As proposed, the Supply Chain Management and Industrial Distribution program is a collaboration between the KCOB and CCOT. The curriculum for the Industrial Distribution major is modular in design – students take the university’s General Education package, the foundational multi-disciplinary core consisting of sixty (60) hours, fifteen (15) hours of support courses and eleven (11) hours of electives. As described above, the core is equally split between the KCOB and the CCOT and includes an internship. Since all of the General Education and core courses are already established and have adequate capacity to absorb the projected new Industrial Distribution majors, the table below lists only those individual faculty who will teach the CCOT’s share of major core courses. (The remaining major core courses will be reflected in the proposal for the KCOB’s proposal for the BBA in Supply Chain Management.)

IX. Expenditure and Funding Sources (List amounts in dollars. Provide explanations as necessary.)

A. EXPENDITURES	First FY	Second FY	Third FY
Personnel – Reassigned or Existing Positions			
Faculty	\$58,013.55	\$58,013.55	\$58,013.55
Administrators (other than instruction time)	\$4,045.53	\$4,045.53	\$4,045.53

Graduate Assistants	\$	\$	\$0.00
Support Staff for Administration (e.g., secretarial)	\$368.97	\$368.97	\$368.97
Fringe Benefits (total for all groups)	\$20,898.52	\$20,898.52	\$20,898.52
Other Personnel Costs	\$0.00	\$0.00	\$0.00
Total Existing Personnel Costs – Reassigned or Existing	\$83,326.56	\$83,326.56	\$83,326.56
Personnel – New Positions			
Faculty	\$0.00	\$0.00	\$65,000.00
Administrators (other than instruction time)	\$0.00	\$0.00	\$0.00
Graduate Assistants	\$0.00	\$0.00	\$15,570.00
Support Staff for Administration (e.g., secretarial)	\$0.00	\$0.00	\$0.00
Fringe Benefits (total for all groups)	\$0.00	\$0.00	\$22,213.06
Other Personnel Costs	\$0.00	\$0.00	\$0
Total Existing Personnel Costs – New Positions	\$0.00	\$0.00	\$102,783.06
Start-up Costs - One-Time Expenses			
Library/learning resources	\$0.00	\$0.00	\$0.00
Equipment/Technology	\$10,000.00	\$50,000.00	\$50,000.00
Physical Facilities: Construction or Renovation	\$0.00	\$0.00	\$10,000.00
Other	\$0.00	\$0.00	\$0.00
Total Start-up Costs	\$10,000.00	\$50,000.00	\$60,000.00
Operating Costs – Recurring Expenses			
Supplies/Expenses (Expendable supplies)	\$500.00	\$750.00	\$1000.00
Library/learning resources	\$0.00	\$0.00	\$0.00
Equipment/Technology (portable tools and tooling)	\$500.00	\$500.00	\$1000.00
Travel (Training, seminars, conferences based on rotation)	\$5000.00	\$5000.00	\$5000.00
Other			
Total Operating Costs (Does not account for inflation)	\$6000.00	\$6250.00	\$7000.00
GRAND TOTAL COSTS	\$99,326.56	\$139,556.56	\$223,653.12

B. FUNDING SOURCES (projected as appropriate)	Current	First FY (New)	Second FY (New)	Third FY (New)
Tuition / State Funds	0	\$84,000.00	\$168,000.00	\$252,000.00
Student Fees	0	\$3,600.00	\$7,200.00	\$9,900.00
Other Sources	0	\$11,726.56	\$0	\$0

GRAND TOTAL FUNDING		\$99,326.56	\$175,200.00	\$261,900.00
C. Projected Surplus/Deficit (+/-) (Grand Total Funding <i>minus</i> Grand Total Costs)		-0	\$35,643.44	\$38,246.88

X. Expenditures and Funding Sources Explanations

A. Expenditures

Personnel – Reassigned or Existing Positions

- Will utilize existing personnel and courses initially so personnel costs are minimal in years one and two. Costs for the CCOT are based on the %FTE.
- Byron McKay will serve as ID program coordinator, establishing faculty and course scheduling in coordination with the CCOT courses.
- Students will take courses within the Crossland College of Technology and Kelce College of Business as part of their program of studies, initially negating the need for new faculty.
- Current administration and support staff will oversee and support the program.
- This program will allow the two colleges to more efficiently utilize their existing resources by filling currently empty seats.

Personnel – New Positions

- Program growth will determine the need for additional faculty. If a new faculty is needed in year three, and it is preferred the faculty have experience in industrial distribution. The new faculty will assess industry standards and program evaluation practices for the degree.
- Graduate position includes \$10,070 Tuition, \$5,500 Salary, and \$469.70 in fringes.

Start-up Costs – One-Time Expenses

- Modifying General Technology courses to add focused content of industrial distribution will require some new equipment, tools and software. Each year/semester courses will be modified until the full curriculum is supported with appropriate technology, tooling, software and equipment.
- The second and third year will see the most one-time expenses because the dedicated industrial distribution classes will require software, equipment and tools to support curricular development.

Operating Costs – Recurring Expenses

- Laboratory courses will require supplies to complete assignments and projects. As enrollment grows this cost will increase due to the materials used.
- Recurring tooling costs as well as equipment replacement is inevitable with equipment which has been and is used in other programs. This is an estimated replacement cost for jig and fixture tooling, operational tooling, tools/power tools that are end of life and need replacement.
- Travel will be for training/education of faculty to teach ID concepts. These educational opportunities might be in the form of workshops, seminars, conferences, industry training, etc. Most likely the faculty would be rotated as needed for Industrial Distribution courses taught.

B. Revenue: Funding Sources

- Funding will come from two sources for supporting the program.
 - Tuition will be generated from initial enrollment and will increase each year. The first year projection may not be covered completely by tuition and will require other university funding for start-up costs. Tuition revenue is estimated based on full time student enrollment in the program.
 - Equipment will be covered from COT Technology Fees until adequate equipment is purchased for the program. After year three the COT Technology Fee will be used to purchase equipment as needed by the program for adequate instruction.

C. Projected Surplus/Deficit

- It should be noted that data is skewed because the program is utilizing faculty, classrooms, labs and equipment already being used by other programs. This is explained below.
 - Year 1
 - Initially, the program is expected break even due to initial enrollment estimates and other funding sources. The funding will be adequate to cover the initial costs of the program based on the projected revenue.
 - Year 2
 - Year two will have the best potential for being net neutral based on projected increased enrollment numbers by adding the enrollment for year one and year two.
 - Additional laboratory equipment needs will be addressed in this year.
 - Year 3
 - Adding an additional instructional faculty and graduate assistant will increase the cost of the program significantly. The faculty will only be added if enrollment justifies the position. Enrollment estimates will cover the increased costs of these positions.
 - Additional equipment will also be necessary for course improvements to teach the curriculum.

XI. References

Glassdoor.com. "Supply chain jobs in Kansas." https://www.glassdoor.com/Job/kansas-us-supply-chain-jobs-SRCH_IL.0.9_IS3107_KO10.22.htm

Salary.com. "Distribution manager salary in the United States." <https://www.salary.com/tools/salary-calculator/distribution-manager>

U.S. Bureau of Labor Statistics. "Logisticians." <https://www.salary.com/tools/salary-calculator/distribution-manager>

Indeed.com, "20 Industrial Distribution Jobs You Can Pursue". <https://www.indeed.com/career-advice/finding-a-job/industrial-distribution-jobs>

Indeed.com, "Distribution Manager Salaries in the United States". https://www.indeed.com/career/distribution-manager/salaries?from=top_sb

Indeed.com, "Distribution Manager Salaries in Kansas" https://www.indeed.com/career/distribution-manager/salaries/KS?from=top_sb

Speedcommerce.com, "Are Logistics and Warehousing Jobs in Demand, as of Late 2024?"
<https://www.speedcommerce.com/insights/are-logistics-and-warehousing-jobs-in-demand/>

APPENDIX: MAP OF SUPPLY CHAIN MANAGEMENT AND INDUSTRIAL DISTRIBUTION

	Prefix	Number	Title	HRS	BBA Supply Chain	BST Industrial Distribution
GENERAL EDUCATION (34 Hours)						
6 Hrs English	ENGL	101	English Composition	3	3	3
	ENGL	299	Intro to Research Writing	3	3	3
3 Hrs Communication	COMM	207	Speech Communication	3	3	3
3 Hrs Mathematics	MATH	113	College Algebra or	3	3	3
	MATH	143	Elementary Statistics or			
	MATH	xxx	Higher Level Course			
3 Hrs Science	TBD	xxx	Restricted Student Choice	3	3	3
6 Hrs Social & Behavioral Science	TBD	xxx	Restricted Student Choice *	3	3	3
	TBD	xxx	Restricted Student Choice	3	3	3
6 Hrs Arts & Humanities	TBD	xxx	Restricted Student Choice	3	3	3
	TBD	xxx	Restricted Student Choice**	3	3	3
6 Hrs University Designated	UGS	150	Gorilla Gateway	2	2	2
	TBD	xxx	Restricted Student Choice	1	1	1
	TBD	xxx	Restricted Student Choice	3	3	3
KELCE CORE PREREQUISITES (9 Hours)						
	DSIS	130	Computer Information Systems	3	3	
	ECON	200	Principles of Microeconomics	3	3	
	ECON	201	Principles of Macroeconomics	3	3	
KELCE CORE (42 Hours)						
	ACCT	201	Financial Accounting	3	3	
	ACCT	202	Managerial Accounting	3	3	
	DSIS	420	Management Information Systems	3	3	
	ECON	xxx	Restricted Student Choice	3	3	
	FIN	326	Business Finance	3	3	
	BUS	101	Introduction to Business	3	3	
	BUS	201	Business Professionalism	3	3	
	MGT	330	Management and Organizational Behavior	3	3	3
	MGT	430	Legal and Social Environment of Business	3	3	3
	MGT	690	Business Strategy	3	3	
	MKTG	330	Principles of Marketing	3	3	3
	QBA	210	Business Statistics	3	3	3
	QBA	310	Business Analytics I	3	3	3
	QBA	410	Business Analytics II	3	3	3
COT PREREQUISITES (3 Hours)						
	GT	210	Survey of Technological Systems	3	3	3
COT BST Support Courses (30 Hours)						
	MECET	121	Engineering Graphics (or CMCE 133 Construction Graphics)	3		3
	EET	141	Introduction to Electronics	3		3
	EST	293	Introduction to Industrial Safety (or EST296 Intro to Construction Safety)	3		3

GT	320	Communication Systems	3		3
GT	360	CAD for Automated Manufacturing	3		3
GT	380	Manufacturing Enterprise	3		3
AT	399	Prof Dev in the Trans Industry (or MGT 210 Business Professionalism)	3		3
AT	416	Fluid Power	3		3
MFGET	405	Quality Control	3		3
TM	606	Industrial Supervision	3		3

SUPPLY CHAIN & INDUSTRIAL DISTRIBUTION (27 Hours)

ID	210	Industrial Distribution Fundamentals	3	3	3
GT	300	Engineering Design & Problem Solving	3	3	3
GT	340	Power/Energy/Transportation Systems	3	3	3
GT	380	Manufacturing Enterprise	3	3	3
MGT	510	Operations Management	3	3	3
MGT	520	Quality Management	3	3	3
MGT	550	Supply Chain Management	3	3	3
MKTG	430	Retail and Channels Management	3	3	3
MGT	671	Internship in Supply Chain Management	3	3	
ID	400	Internship for Industrial Distribution	3		3

ELECTIVE COURSES (5 to 11 Hours)

Suggested	ACCT	201	Financial Accounting	3		3
	GT	370	Construction Systems	3		3
	GT	390	Fundamentals of Coding and Robotics	3		3
	TBD	Xxx	Electives (As approved by advisor/mentor)			

TOTAL HOURS FOR DEGREE

120 120

*ECON201 Recommended

** MECET121, GT210 or MGT101 Recommended



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

1701 South Broadway
Pittsburg, KS 66762-7539
Phone: (620) 235-4598
cob@pittstate.edu
www.pittstate.edu/business

To: John Iley (COT) and Sang Lee (KCOB)
From: Paul W. Grimes and Judy Smetana
Re: Supply Chain and Industrial Distribution Program Development Task Force
Date: November 15, 2023

Thank you for agreeing to serve on the Supply Chain and Industrial Distribution Program Development Task Force for the Kelce College of Business and the College of Technology. This prospective program provides the two colleges an opportunity for productive collaboration in an area of joint interest. This memo serves as your group charge.

There is a growing demand for trained personnel in supply chain management, logistics, and industrial distribution within our region and across the nation. To date, Pittsburg State University has not offered students a degree in this important area. Our vision is to leverage the resources across our two colleges to provide students with the opportunity to acquire the knowledge and skills necessary to be successful in this field.

We envision the establishment of a Supply Chain and Industrial Distribution Program to be jointly administered by the two colleges. Within this program students will have the opportunity to pursue one of two bachelors-level degree options: either a BBA in Supply Chain Management offered by the KCOB, or, a BS in Industrial Distribution offered by the COT. The two degrees will share the same major course requirements (approximately 24 credit hours) but will differ with respect to their general education and "college core" requirements (approximately 96 credit hours). This structure allows students the opportunity to wrap their supply chain training within either a traditional business education or an engineering technology education. Both approaches to the field are valued in the marketplace and the option will make Pitt State's joint program distinctive to recruiters and prospective employers. Furthermore, by sharing a common set of major field courses, the overall resource demands on each college is one-half of what would be incurred if the degrees were offered separately.

To accomplish this, please take the following steps:

1. Review existing undergraduate supply chain management, logistics, and industrial distribution programs at our peer and competitive universities to benchmark curricular requirements and identify best practices.
2. Determine what specific field courses should comprise the shared major. The major should include approximately 24 credit hours. These 24 credit hours may include existing courses and new courses to be developed. The goal is that the major will include 4 three-hour courses taught by the KCOB and 4 three-hour courses taught by COT.
3. Identify any field courses that may be "dual listed" and also offered for graduate credit.
4. Prepare the legislative paperwork for all proposed new courses. Courses within the major must be designed such that students will have satisfied any needed prerequisites regardless of whether they have chosen the BBA or the BS option.
5. After developing the major, consider the feasibility of creating either a minor and/or academic certificate in the field. Optimally, any minor or certificate should be designed such that they are available and easily accessible for other undergraduate majors within our two colleges.

6. Offer a proposed timeline for implementing the rollout of the new courses, major, minor and certificate. All legislative and KBOR approval actions should be presented as a package and clearly identified as a joint effort of the two colleges.

Please organize and begin your work this fall. Following the university's new strategic planning process, quarterly updates are expected. A final report with each of the deliverables described above should be provided to the deans prior to the end of the Spring 2024 semester.

Andrew Klenke

From: Paul Grimes
Sent: Tuesday, December 12, 2023 8:31 AM
To: John Iley
Cc: Sang-Heui Lee; Judy Smetana; Andrew Klenke; Matt Brown; Byron McKay; Trevor Maiseroulle; Alex Binder
Subject: Re: Edited COB-COT Supply Chain & Industrial Distribution Matrix 12-5-2024
Attachments: COB-COT Supply Chain & Industrial Distribution Program Matrix12-11-2023.xlsx

John, et. al -

Yes, I think we'll need to get together and discuss some of the finer details. The current spreadsheet uses the Kelce Core as it stands under the current catalog - however, it will be different next year and going forward. In addition to the curriculum changes brought about by the new gen ed requirements from the board, the Faculty Senate has approved long-needed revisions to our quant course sequence within the Kelce Core. The content of these courses has been changed to reflect current employer expectations concerning quantitative skill sets, and we are introducing a new course prefix to distinguish these courses as being distinct from the field of management; BQA - Business Quantitative Analysis. The three courses will be BQA 210 Business Statistics, BQA 310 Business Analytics I, and BAQ 410 Business Analytics II. I'd like to ask our Faculty Chair, Alex Binder who oversaw these revisions to join us in the discussion so that he can explain the new course content and help us decide which of these courses SC&ID majors will need. We will do some research of peer and aspirational schools with SC programs to see what they require in this respect.

There's also a few other courses where I think there may be better choices - e.g. instead of MKTG 450 Personal Selling and Sales Management, the more appropriate course is MKTG 430 Retail and Channels Management. Note that Sang has already developed a replacement for the MKTG 480 L&SCM course which will be a Management course.

Do you think we have time to meet next week, or should we wait until after the new year? I'm open either way, but I don't want to let this slip as we are making good progress.

Thanks for all the hard work!

Paul

Paul W. Grimes, Dean
Kelce College of Business
Pittsburg State University
(620) 235-4590

 <https://orcid.org/0000-0002-3938-9696>

Andrew Klenke

From: Paul Grimes
Sent: Thursday, July 25, 2024 11:25 AM
To: Andrew Klenke
Cc: Judy Smetana
Subject: Re: Industrial Distribution Paperwork

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Andy -

Overall, everything looks good. The ID Fundamentals looks like a great course for the program - it seems to cover what we're missing in the other courses with regard to inventory control and management. Has Sang taken a look at the syllabus?

Only one substantive suggestion: With regard to the internship course, consider making it available for variable credit; such as 1 to 6 hours. With the growing popularity of micro-internships, something less than the 3 hours would be an important option for flexibility and allowing students to take a full internship twice seems appropriate. We are currently working on rewriting all of our internship course descriptions across the college to make sure they are consistent and flexible given today's opportunities.

My eye just caught a couple of typos:

- on the internship course description, first line of the "Course Description" - replace the word "Supervision" with "Distribution"
- in the syllabus for the ID Fundamentals course, the Week 1 schedule, Chapter 2, "erros" should read "errors"

Thanks so much!! Keep me in the loop as these move forward.

I've been working on cleaning up the finalized course listing for our two programs of study. After lunch, I'll send the latest spreadsheet over for you to check.

Paul

Paul W. Grimes, Dean
Kelce College of Business
Pittsburg State University
(620) 235-4590

Andrew Klenke

From: Paul Grimes
Sent: Thursday, July 25, 2024 1:23 PM
To: Andrew Klenke
Cc: Judy Smetana; Alex Binder; Sang-Heui Lee; John Iley
Subject: SC&ID Programs of Study
Attachments: SC&ID Programs of Study - 07-25-24.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Andy -

Please find attached the latest iterations of the Supply Chain and Industrial Distribution programs of study. This reflects what Judy and I discussed last week and my notes from our previous meetings. I hope I got everything sorted out correctly and that it is close to final. I've noted in the first column those courses that are in the legislative process. Also, note if students follow our Gen Ed recommendations it will open up an additional 6 hours of electives for them.

MGT 210 Business Professionalism is designated Writing to Learn, but I'm not sure if any of your courses have that ongoing designation. Students will need another WL course and that may need to come from somewhere in the Gen Ed package - that's how we normally advise our BBA students. Are you doing the same or have another approach?

To keep everyone in the loop, I'm going to copy this email to Judy, Sang, John, and Alex.

Edits and comments will be welcomed!

Paul

Paul W. Grimes, Dean
Kelce College of Business
Pittsburg State University
(620) 235-4590

 <https://orcid.org/0000-0002-3938-9696>



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

Andrew Klenke

From: Paul Grimes
Sent: Tuesday, October 01, 2024 10:10 AM
To: Andrew Klenke; Judy Smetana; Sang-Heui Lee; Alex Binder
Subject: Re: Meeting to discuss KBOR paperwork

Follow Up Flag: Follow up
Flag Status: Flagged

Andy -

Yes, the KLT discussed this and a bunch of other legislative items we have coming up. I'm going to take the lead on putting together the Supply Chain BBA proposal. Yes, my understanding is that we will need to submit separate proposals - one for your Industrial Distribution major and one for our Supply Chain Management major. When we meet let's talk about how to coordinate the KBOR pieces of the paperwork that overlap as there is no need to duplicate the work - such as the market for graduates and such. We will want our proposals to go through the approval process at the same time. I'm going to ask Mimi to find a time on the calendar this week or early next for us. Alex has told me that I need to have our paperwork finalized by the 14th to meet the deadlines. Doesn't give me much time! Glad to know you have a head start on me.

Later. . . .

Paul

Paul W. Grimes, Dean
Kelce College of Business
Pittsburg State University
(620) 235-4590

 <https://orcid.org/0000-0002-3938-9696>



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

From: Andrew Klenke <aklenke@pittstate.edu>
Sent: Tuesday, October 1, 2024 7:04 AM
To: Paul Grimes <pgrimes@pittstate.edu>; Judy Smetana <jsmetana@pittstate.edu>; Sang-Heui Lee <slee@pittstate.edu>; Alex Binder <abinder@pittstate.edu>
Subject: Meeting to discuss KBOR paperwork

Andrew Klenke

From: Paul Grimes
Sent: Thursday, October 03, 2024 12:59 PM
To: Judy Smetana; Andrew Klenke; Alex Binder; Sang-Heui Lee
Subject: Supply Chain Meeting
Attachments: KBOR New Degree Form - Supply Chain Management.docx; SCM Degree Proposal.pdf

Colleagues -

Please find attached the drafts of the forms proposing the BBA in Supply Chain Management. Let's talk about the best strategies to coordinate with the BST proposal tomorrow.

See ya' then!

Paul

Paul W. Grimes, Dean
Kelce College of Business
Pittsburg State University
(620) 235-4590

 <https://orcid.org/0000-0002-3938-9696>



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

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

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

Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate -

Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			60
ID	210	Industrial Distribution Fundamentals	3
ID	400	Internship in Industrial Distribution (3-6 hours)	3
AT	416	Fluid Power	3
EET	141	Introduction to Electronics	3
GT	300	Engineering Design and Problem Solving	3
GT	320	Communication Systems	3
GT	330	Engineering Materials and Processes	3
GT	360	Computer Aided Drafting for Automated Manufacturing	3
GT	340	Transportation Systems	3
GT	380	Manufacturing Systems	3
TM	606	Industrial Supervision	3
MGT	330	Management and Organizational Behavior	3
MGT	430	Legal and Social Environment of Business	3
MGT	510	Operations Management	3
MGT	520	Quality Management	3
MGT	550	Supply Chain Management	3
MKTG	430	Retail and Channels Management	3
QBA	210	Business Statistics	3
QBA	310	Business Analytics I	3
QBA	410	Business Analytics II	3

Support Courses -			13-14
AT	399	Professional Development in the Transportation Industry (2)	
	OR		2_3
MGT	210	Business Professionalism (3)	
EST	293	Introduction to Industrial Safety	
	OR		3
EST	296	Construction Safety	
GT	210	Survey of Technological Systems	3
MECET	121	Engineering Graphics	
	OR		3
CMCET	121	Construction Graphics	
MKTG	330	Principles of Marketing	3

Emphasis Courses -			0

		Suggested Elective Courses -	12-Nov
GT	370	Construction Systems	2
GT	390	Fundamentals of Coding and Robotics	3
TBD	xxx	Electives (As approved by Advisor/Mentor)	

		Total Credit Hours -	86
		Minor -	
		General Educaton, 34-35 hours -	34
		Total Credit Hours:	120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

Curriculum Revision Form

Effective Date: FALL

Submission Date: 9-16-2024

Department: Technology and Workforce Learning

College of: Technology



Contact Person: Greg Belcher

Minor Required? No



Select One
Revision

Major/Minor/Emphasis/Certification Name:

Bachelor of Science in Career and Technical Education (ZA1 Major) Technical Education Emphasis

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

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

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

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

1. Describe your Changes:

Five courses in the Technical Education area are being added (TTED 707, 719, 720, 750, and 777) to the major course listing and four courses are being deleted (EST 293 and 296, TM 390 and 606).

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

Courses were retitled and renumbered and were not included in the major listing this past year. This document is requesting the addition of a number of courses to the major requirements.

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

Yes No

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

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

Yes No

6. Will additional resources or costs will be required?

Yes No

If so, what will be needed?

Definition of an Emphasis

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

Definition of a Minor

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

Definition of Certificate Program

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

Authorization Sign-Off Sheet

Checklist

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

-Approved: Department Chair/Director

Date: 9/26/24

Signature: _____



-Approved: College Curriculum Committee

Date: 11/13/24

Signature: _____



-Approved: Dean of College

Date: 11/13/24

Signature: _____



-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 11/22/24

Signature: _____



-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

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

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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

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

Academic Planning Document for 2025-2026			
Major/Emphasis/Minor/Certificate - Bachelor of Science in Career and Technical Education (Technical Teacher Education Emphasis)			
Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			30
Required Courses: (30 hours)			
TTED	694	Foundations of Career and Technical Education	3
TTED	697	Ident & Instr of Students w/Special Needs	
	or		3
SPED	510	Overivew of the Education for Exceptional Children	
TTED	201	Work Experience	12
TTED	401	Work Experience	12
Support Courses -			18
PSYCH	155	General Psychology	3
PSYCH	263	Developmental Psychology	3
PSYCH	357	Educational Psychology	3
TTED	479	Techniques for Teaching CTE	3
TTED	483	Teaching Internship	6
Emphasis Courses -			21
Additional Courses: (21 hours) Choose from the following			
TTED	193	Workshop for Beginning CTE Teachers	3
TTED	308	Laboratory and Shop Safety	3
TTED	391	Student Assessment Development in CTE	3
TTED	445	Development of a Unit Study Guide	3
TTED	695	Using Technology as an Instructional Tool	3
TTED	698	Leadership and Professionalism in CTE	3
TTED	707	CTE Student Organizations	3
TTED	719	Planning Facilities in CTE	3
TTED	720	Project Based Learning	3
TTED	731	Adult Learners	3
TTED	780	Classroom Management in CTE	3
TTED	750	Mentoring Principles for Professionals	3
TTED	777	Work-based Learning	3
Technical Elective Courses -			17
Any Technical Elective coursework			
Total Credit Hours -			86
Minor -			
General Educaton, 34-35 hours -			34
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

Bachelor of Science in Career and Technical Education

Degree: Bachelor of Science in Career and Technical Education

Major: Career and Technical Education

Emphasis available: Technology and Engineering Education, Technical Teacher Education

Credit for Work Experience

A maximum of twenty-four semester hours of work experience credit may be granted to qualified students working toward meeting requirements for the Bachelor of Science in Career and Technical Education degree with the Technical Teacher Education emphasis. Applicants are expected to meet the minimum work experience time for industrial, technical, or health occupation teachers established by the Division of Community Colleges and Vocational Education as specified in the Kansas State Teacher Certification Standards. Two years of experience above the learning level are required. One year of the experience is to be full-time, continuous work.

Applicants who hold a license or certificate will not be required to take the written or skill sections of the examination, but will take the classification test and oral interview. University credit is granted by enrolling in the work experience courses TTED 201 and TTED 401 Occupational Work Experience for a total of twenty-four semester hours. The following procedure should be followed by persons desiring to qualify for vocational, industrial or technical certification and to become eligible for university credit:

1. Make application for the Competency Examination with the Area Test Center Coordinator, Department of Technology and Workforce Learning, Pittsburg State University, Pittsburg, Kansas 66762.
2. Complete the examination form with documented record of work experience.
3. Schedule examinations and pay required fee.
4. Satisfactorily complete the following examinations with a grade of "C" or better.
 - a. A written examination relating to information of the occupation.
 - b. A performance examination in the skill area.
5. Persons who pass the examination may enroll in the courses TTED 201 and TTED 401 Occupational Work Experience. Persons who have completed a baccalaureate degree may not enroll for work experience credit.

Skill Competency Examinations are scheduled on demand.

Technical Teacher Education Emphasis

Core Requirements (30 hours)

__ TTED-201 Occupational Work Experience (3-12 hours)

Note: Must be taken a total of 12 hours.

__ TTED-401 Occupational Work Experience (3-12 hours)

Note: Must be taken a total of 12 hours.

__ TTED-694 Foundations of Career and Technical Education (3 hours)

__ TTED-697 Identification and Instruction of Students with Special Needs (3 hours)

or __ SPED-510 Overview of Inclusive Education (3 hours)

Select 21 hours from:

__ TTED-193 Workshop for Beginning Career and Technical Education Teachers (3 hours)

__ EST-293 Introduction to Industrial Safety (3 hours)

__ EST-296 Introduction to Construction Safety (3 hours)

__ TTED-308 Laboratory and Shop Safety (3 hours)

__ TM-390 Trade and Job Analysis (3 hour)

__ TTED-391 Student Assessment Development in Career and Technical Education (3 hours)

__ TTED-445 Development of a Unit Study Guide (3 hours)

__ TM-606 Industrial Supervision (3 hours)

__ TTED-695 Using Technology as an Instructional Tool () (3 hours)

__ TTED-698 Leadership and Professionalism in Career and Technical Education (3 hours)

__ TTED-731 Adult Learners () (3 hours)

__ TTED-780 Classroom and Laboratory Management in Career and Technical Education () (3 hours)

Professional Education and Support Requirements (18 hours)

__ PSYCH-155 General Psychology (3 hours)

__ PSYCH-263 Developmental Psychology (3 hours)

__ PSYCH-357 Educational Psychology (3 hours)

__ TTED-479 Techniques for Teaching Career and Technical Education (3 hours)

__ TTED-483 Teaching Internship (3-6 hours)

Electives (17 hours)

Technology and Engineering Education Emphasis

Technology and Engineering Education Content Core (31 hours)

__ GT-191 Foundations of Technology and Engineering (2 hours)

__ GT-210 Technology in the World Today (3 hours)

__ GT-300 Engineering Design and Problem Solving (3 hours)

__ GT-320 Communication Systems in Technology (3 hours)

__ GT-330 Engineering Materials and Processes (3 hours)

__ GT-340 Power/Energy/Transportation Systems (3 hours)

__ GT-350 Technology and Civilization (3 hours)

__ GT-360 Computer Aided Drafting for Automated Manufacturing (3 hours)

__ GT-370 Construction Systems Technology (2 hours)

__ GT-380 Manufacturing Enterprise (3 hours)

__ GT-390 Fundamentals of Robotics and Coding (3 hours)

Technology and Engineering Education Professional Core (9-10 hours)

__ TWL-294 Technology Laboratory Internship () (1-3 hours)

- __ TE-420 Professional Development (3 hours)
- __ TE-479 Effective Teaching Strategies for Middle and Secondary Laboratory () (3 hours)
- __ TE-496 Organization and Management for Technology and Engineering Education (2 hours)

Technical Specialization Sequence (9 hours)

See notes *1

Notes *1: Nine hours of coursework related to a technical field from Technology and Engineering Education licensure as identified by KSDE, subject to approval by TWL chair.

Suggested Courses to complete 120 hours.

Design

- __ CMCET-133 Construction Graphics (3 hours)
- __ GC-230 Graphic Design Fundamentals (3 hours)
- __ IND-110 Interior Design Fundamentals (3 hours)
- __ IND-120 Interior Design Studio Fundamentals (3 hours)
- __ MECET-121 Engineering Graphics I (3 hours)
- __ MECET-226 Engineering Graphics II (3 hours)
- __ MECET-323 Industrial Graphics (2 hours)
- __ WPM-226 CAD for Wood Product Development (3 hours)
- __ WPM-326 CAD for Wood Product Development II (3 hours)

Teacher Preparation

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

General Education Requirements

English Discipline Requirements - 6 Total Hours

- __ ENGL-101 English Composition (3 hours)
- __ ENGL-299 Introduction to Research Writing (3 hours)

Communications Discipline Requirements - 3 Total Hours

- __ COMM-207 Speech Communication (3 hours)

Mathematics & Statistics Discipline Requirements - 3 Total Hours

- __ MATH-110 College Algebra with Review (5 hours)
- __ MATH-113 College Algebra (3 hours)
- __ MATH-126 Pre-Calculus (4 hours)
- __ MATH-133 Quantitative Reasoning (3 hours)
- __ MATH-143 Elementary Statistics (3 hours)
- __ MATH-150 Calculus I (5 hours)
- __ MATH-204 Mathematics for Education I (3 hours)

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

- __ BIOL-111 General Biology (3 hours)
- __ BIOL-112 General Biology Laboratory (2 hours)
- __ BIOL-113 Environmental Life Science (4 hours)
- __ BIOL-211 Principles of Biology I (4 hours)
- __ CHEM-105 Introductory Chemistry (3 hours)
- __ CHEM-106 Introductory Chemistry Laboratory (1 hour)

- __ CHEM-215 General Chemistry I (3 hours)
- __ CHEM-216 General Chemistry I Laboratory (2 hours)
- __ PHYS-100 College Physics I (4 hours)
- __ PHYS-104 Engineering Physics I (4 hours)
- __ PHYS-130 Elementary Physics Laboratory I (1 hour)
- __ PHYS-160 Physical Geology (3 hours)
- __ PHYS-165 Physical Geology Laboratory (1 hour)
- __ PHYS-166 Meteorology (3 hours)
- __ PHYS-167 Meteorology Laboratory (1 hour)
- __ PHYS-171 Physical Science (3 hours)
- __ PHYS-172 Physical Science Laboratory (1 hour)
- __ PHYS-175 Descriptive Astronomy (3 hours)
- __ PHYS-176 Astronomy Laboratory (1 hour)
- __ PHYS-375 Solar System Astronomy (3 hours)

Social & Behavioral Sciences Discipline Requirements - 6 Total Hours

- __ ANTH-101 Introduction to Cultural Anthropology (3 hours)
- __ ECON-191 Issues in Today's Economy (3 hours)
- __ ECON-200 Principles of Microeconomics (3 hours)
- __ ECON-201 Principles of Macroeconomics (3 hours)
- __ ETECH-502 Engineering Economy (3 hours)
- __ GEOG-106 World Regional Geography (3 hours)
- __ GEOG-300 Elements of Geography (3 hours)
- __ GEOG-304 Human Geography (3 hours)
- __ POLS-101 U.S. Politics (3 hours)
- __ POLS-103 Comparative Politics (3 hours)
- __ POLS-201 Introduction to Public Policy (3 hours)
- __ PSYCH-155 General Psychology (3 hours)
- __ SOC-100 Introduction to Sociology (3 hours)
- __ SWK-250 Relationship Skills (3 hours)
- __ WGS-200 Introduction to Women's Studies (3 hours)
- __ WGS-399 Global Women's Issues (3 hours)

Arts & Humanities Discipline Requirements - 6 Total Hours

- __ ART-178 Introduction to the Visual Arts (3 hours)
- __ ART-188 The Designed World (3 hours)
- __ ART-217 Crafts I (3 hours)
- __ ART-222 Jewelry/Metals I (3 hours)
- __ ART-233 Drawing I (3 hours)
- __ ART-244 Ceramics I (3 hours)
- __ ART-266 Sculpture I (3 hours)
- __ ART-277 Painting I (3 hours)
- __ ART-288 Introduction to Art History I (3 hours)
- __ ART-289 Introduction to Art History II (3 hours)
- __ ART-311 Art Education (3 hours)
- __ COMM-105 Performance Appreciation (3 hours)
- __ COMM-205 Performance Studies (3 hours)
- __ COMM-395 Theatre History () (3 hours)
- __ ENGL-113 Literature and Culture (3 hours)
- __ ENGL-114 General Literature (Genre) (3 hours)
- __ ENGL-116 General Literature (Theme) (3 hours)
- __ ENGL-117 Introduction to Fiction (3 hours)
- __ ENGL-118 Introduction to Poetry (3 hours)
- __ ENGL-120 Literature and Film (3 hours)
- __ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- __ ENGL-122 Introduction to Women's Literature (3 hours)
- __ ENGL-123 The Citizen in Literature (3 hours)

- ENGL-125 Introduction to Horror in Literature (3 hours)
- ENGL-250 Introduction to Creative Writing (3 hours)
- ENGL-315 Mythology (3 hours)
- ENGL-320 Literature and Film (3 hours)
- HHP-151 Dance Appreciation (3 hours)
- HIST-101 World History to 1500 (3 hours)
- HIST-102 World History from 1500 (3 hours)
- HIST-201 American History to 1865 (3 hours)
- HIST-202 American History from 1865 (3 hours)
- HONOR-200 The Power of Music (3 hours)
- MLL-124 French Language and Culture I (3 hours)
- MLL-154 Spanish Language and Culture I (3 hours)
- MUSIC-120 Music Appreciation (____) (3 hours)
- MUSIC-121 Introduction to Music Literature (3 hours)
- MUSIC-321 History of Music (3 hours)
- MUSIC-322 History of Music (3 hours)
- PHIL-103 Introduction to Philosophy (3 hours)
- PHIL-105 Ethics (3 hours)
- PHIL-112 Biomedical Ethics (3 hours)
- PHIL-113 Business Ethics (3 hours)
- PHIL-114 Environmental Ethics (3 hours)
- PHIL-231 World Religions (3 hours)

Institutionally Designated Requirements - 6 Total Hours

- UGS-150 Gorilla Gateway (2 hours)

Any 1 credit hour class from the following:

- DANCE-200 Dance (____) (1-3 hours)
- EXSCI-200 Introduction to Exercise Science (1 hour)
- HHP-150 Lifetime Fitness Concepts (1 hour)

Any 3 credit hour class from 4, 5, 6 or the following:

- BIOL-617 Environmental Health (3 hours)
- BUS-101 Introduction to Business (3 hours)
- DSIS-130 Computer Information Systems (3 hours)
- EDUC-261 Explorations in Education (3 hours)
- EET-247 Computer Programming for Electronic Systems (3 hours)
- EDTH-330 Technology for Teaching and Learning (3 hours)
- FCS-203 Nutrition and Health (3 hours)
- FCS-230 Consumer Education and Personal Finance (3 hours)
- FIN-210 Financial Planning (3 hours)
- GT-210 Technology in the World Today (3 hours)
- GT-350 Technology and Civilization (3 hours)
- HIST-207 Health Habits in American History (3 hours)
- MECET-121 Engineering Graphics I (3 hours)
- MFGET-263 Manufacturing Methods I (2 hours)
- MFGET-268 Manufacturing Methods I Laboratory (1 hour)
- MFGET-405 Quality Control (3 hours)
- NURS-303 Introduction to Public Health (3 hours)
- PHIL-206 Rational Decisions (3 hours)
- PHIL-207 Critical Thinking (3 hours)
- PHIL-208 Logic (3 hours)
- REC-350 Promoting Community and Worksite Wellness (3 hours)

Revised: 08/13/2024

Curriculum Revisions		
Title	Existing BSCTE- Technical Teacher Education Emphasis	Proposed BSCTE- Technical Teacher Education Emphasis
	<p>Major Course (51 hour)</p> <p>Required Courses: (30 hours) TTED 694 *Foundations of Career and Technical Education 3 TTED 697 *Ident & Instr of Students w/Special Needs or SPED-510 Overview of Education for Exceptional Children 3 TTED 201 *Occupational Work Experience 3-12 TTED 401 *Occupational Work Experience 3-12</p> <p>Additional Courses: (21 hours) TTED 193 Workshop for Beginning CTE Teachers 3 EST 293 Introduction to Industrial Safety 3 EST 296 Introduction to Construction Safety 3 TTED 308 Laboratory and Shop Safety 3 TM 390 Trade and Job Analysis 3 TTED 391 Student Assessment Development in CTE 3 TTED 445 Development of a Unit Study Guide 3 TM 606 Industrial Supervision 3 TTED 695 Using Technology as an Instructional Tool 3 TTED 698 Leadership and Professionalism in CTE 3 TTED 731 Adult Learners 3 TTED 780 Classroom Management in CTE 3</p> <p>Area of Support (18 hours) PSYCH 155 General Psychology 3 PSYCH 263 Developmental Psychology 3 PSYCH 357 Educational Psychology 3 TTED 479 Techniques for Teaching CTE 3 TTED 483 Teaching Internship 6</p> <p>Technical Electives (17 hours) Any Technical Electives</p>	<p>Major Course (51 hour)</p> <p>Required Courses: (30 hours) TTED 694 *Foundations of Career and Technical Education 3 TTED 697 *Ident & Instr of Students w/Special Needs or SPED-510 Overview of Education for Exceptional Children 3 TTED 201 *Occupational Work Experience 3-12 TTED 401 *Occupational Work Experience 3-12</p> <p>Additional Courses: (21 hours) TTED 193 Workshop for Beginning CTE Teachers 3 TTED 308 Laboratory and Shop Safety 3 TTED 391 Student Assessment Development in CTE 3 TTED 445 Development of a Unit Study Guide 3 TTED 695 Using Technology as an Instructional Tool 3 TTED 698 Leadership and Professionalism in CTE 3 TTED 707 CTE Student Organizations 3 TTED 719 Planning Facilities for CTE 3 TTED 720 Project Based Learning 3 TTED 731 Adult Learners 3 TTED 780 Classroom Management in CTE 3 TTED 750 Mentoring Principles for Professionals 3 TTED 777 Work-based Learning 3</p> <p>Area of Support (18 hours) PSYCH 155 General Psychology 3 PSYCH 263 Developmental Psychology 3 PSYCH 357 Educational Psychology 3 TTED 479 Techniques for Teaching CTE 3 TTED 483 Teaching Internship 6</p> <p>Technical Electives (17 hours) Any Technical Electives</p> <p>Total major credit hours 86</p>



Program Guide

Pittsburg State University

Requirements for the Bachelor of Science in Career and Technical Education Degree

Name _____ Date _____

Major: Career and Technical Education Option 2

Year of Relevant Catalog 2025-2026

GENERAL EDUCATION REQUIREMENTS

CORE REQUIREMENTS

(1) English (6 hours)		6
ENGL 101 English Composition	3	_____
ENGL 299 Introduction to Research Writing	3	_____
(2) Communications		3
COMM 207 Speech Communication	3	_____
(3) Mathematics and Statistics		3
MATH 110, 113, 126, 133, 143, 150, 204	3	_____
(4) Natural and Physical Science		4-5
BIOL 111/112, 113, 211, CHEM 105/106, 215/216, PHYS 100, 104, 130, 160/165, 166/167, 171/172, 175/176	4-5	_____
(5) Social and Behavioral Science		6
PSYCH 155 General Psychology	3	_____
ANTH 101, ECON 191, 200, 201, ETECH 520, GEOG 106, 300, 304, POLS 101, 103, 201, SOC 100, SWK 250, WGS 200, 399	3	_____
(6) Arts and Humanities (need two different prefixes)		6
ART 178, 188, 217, 222, 233, 244, 266, 277, 288, 289, COMM 105, 205, 395, ENGL 113, 114, 116, 117, 118, 120, 121, 122, 123, 124, 125, 250, 315, 320, HHP 151, HIST 101, 102, 201, 202, MLL 124, 154, MUSIC 120, 121, 321, 322, PHIL 103, 105, 112, 113, 114, 231	3	_____
(7) Institutional		6
*UGS 150 and any one-hour credit of DANCE 200, EXSCI 200, HHP 150. And any 3 hours from 4,5,6 or one of the following: BIOL 617, CIS 130, EDUC 261, EET 247, EDTH 330, FCS 203, 230, FIN 210, GT 210, 350, HIST 207, MECET 121, 263/268, 405, MGT 101, NURS 303, PHIL 206, 207, 208, REC 350	3	_____
Total General Education		34-35

Major Core		51-54**
Required Courses (30 hours)		
TTED 694 Foundations of CTE	3	_____
TTED 697 Ident & Instr of Students w/Special Needs or SPED-510 Overvi. of Ed.for Excp. Child	3	_____
TTED 201 Occupational Work Experience	12	_____
TTED 401 Occupational Work Experience	12	_____
Additional Courses: (21-24 hours)**		
TTED 193 Workshop for Beginning CTE Teachers	3	_____
TTED 308 Laboratory and Shop Safety	3	_____
TTED 391 Student Assessment Dev. in CTE	3	_____
TTED 445 Development of a Unit Study Guide	3	_____
TTED 695 Using Tech. as an Instructional Tool	3	_____
TTED 698 Leadership and Professionalism in CTE	3	_____
TTED 707 CTE Student Organizations	3	_____
TTED 719 Planning Facilities for CTE	3	_____
TTED 720 Project Based Learning	3	_____
TTED 731 Adult Learners	3	_____
TTED 750 Mentoring Principles for Professionals	3	_____
TTED 777 Work Based Education	3	_____
TTED 780 Classroom Management in CTE	3	_____
Area of Support		15-18
PSYCH 155 General Psychology**	3	_____
PSYCH 263 Developmental Psychology	3	_____
PSYCH 357 Educational Psychology	3	_____
TTED 479 Techniques for Teaching CTE	3	_____
TTED 483 Teaching Internship	6	_____
Technical Electives		17
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
Total Core Requirements		86

*not needed if transferring in 45 hours

**Total degree requirements 120 – 121 (General Education 34-35 + Total Core Requirement 86)
** If PSYCH 155 is taken as a part of the General Education packet, then another TTED course can be used to complete the Major Core requirements.**