

9-21-2006

## Council on Academic Affairs Minutes, Sep 21, 2006

Eastern Kentucky University

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## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

Office of Academic Affairs and Research  
Associate Vice President  
University Programs

2 Keen Johnson  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3163  
(859) 622-2076 Fax (859) 622-6518

TO: Members of the Council on Academic Affairs

FROM:   
\_\_\_\_\_  
Aaron Thompson  
Associate Vice President

DATE: September 18, 2006

RE: Meeting-Council on Academic Affairs

The Council on Academic Affairs will meet on September 21, at 1:30 PM in the Robert R. Martin Room of the Coates Building. The agenda and attachments are available through the Council on Academic Affairs Web site at: [http://www.academicaffairs.eku.edu/committee/academic\\_council/](http://www.academicaffairs.eku.edu/committee/academic_council/). These items will be available each month no later than the Friday before the scheduled meeting. If you cannot attend the meeting, please contact Rhonda Goode either by phone at x22076 or e-mail [rhonda.goode@eku.edu](mailto:rhonda.goode@eku.edu).

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### AGENDA

1. Council on Academic Affairs Minutes – August 17, 2006
- 

### OFFICE OF ENROLLMENT MANAGEMENT

*Incomplete Grades Proposal - **POSTPONED***

Effective: Fall 2006

*Credit by Examination Proposal*

Effective: Fall 2006



## COLLEGE OF ARTS & SCIENCES

### Department of Anthropology, Sociology, & Social Work

*Course Revision*                    **SWK 390**                    Effective: Fall 2007

### Department of Government

*Course Dropped*                    **POL 305**                    Effective: Spring 2007

*Course Dropped*                    **POL 417**                    Effective: Spring 2007

### Department of Philosophy and Religion

*Course Dropped*                    **PHI 333**                    Effective: Fall 2007

*Program Revision*                    **Philosophy (B.A.)**                    Effective: Fall 2007

### Department of Physics and Astronomy

*Program Revision*                    **Physics (B.S.)**                    Effective: Fall 2007

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## COLLEGE OF BUSINESS & TECHNOLOGY

*New Course*                    **BTS 300**                    Effective: Spring 2007

*New Course*                    **BTS 400**                    Effective: Spring 2007

### Department of Accounting, Finance, & Information Systems

*Program Revision*                    **Accounting (B.B.A.)**                    Effective: Spring 2007

*Program Revision*                    **Computer Information Systems**  
**(B.B.A.)**                    Effective: Spring 2007

*Program Revision*                    **Finance (B.B.A.)**                    Effective: Spring 2007

*Program Revision*                    **Insurance (B.B.A.)**                    Effective: Spring 2007

*Program Revision*                    **Insurance (B.S.)**                    Effective: Spring 2007

### Department of Agriculture

*Program Revision*                    **Agriculture w/ Minor in Business**  
**(B.S.)**                    Effective: Spring 2007

*Program Revision*                    **Agriculture Area Major (B.S.)**                    Effective: Spring 2007

*Program Revision*                    **Horticulture w/ Minor in Business**  
**(B.S.)**                    Effective: Spring 2007

*Program Revision*                    **Horticulture Area Major (B.S.)**                    Effective: Spring 2007

*Program Revision*                    **Technical Agriculture (A.S.)**                    Effective: Spring 2007

*Course Dropped*                    **OHO 386**                    Effective: Fall 2007

*Course Revision*                    **OHO 373**                    Effective: Fall 2007

*New Course*                    **OHO 263**                    Effective: Fall 2007

*Course Revision*                    **OHO 262**                    Effective: Fall 2007

## COLLEGE OF BUSINESS & TECHNOLOGY - continued

### Department of Communication

<i>Program Revision</i>	<b>Broadcasting &amp; Electronic Media (B.A.)</b>	Effective: Spring 2007
<i>Program Revision</i>	<b>Communication Studies (B.A.)</b>	Effective: Spring 2007
<i>Program Revision</i>	<b>Journalism (B.A.)</b>	Effective: Spring 2007
<i>Program Revision</i>	<b>Public Relations (B.A.)</b>	Effective: Spring 2007

### Department of Management & Marketing

<i>Program Revision</i>	<b>Corporate Communication &amp; Technology (B.B.A.)</b>	Effective: Spring 2007
<i>Program Revision</i>	<b>General Business (B.B.A.)</b>	Effective: Spring 2007
<i>Program Revision</i>	<b>Management (B.B.A.)</b>	Effective: Spring 2007
<i>Program Revision</i>	<b>Marketing (B.B.A.)</b>	Effective: Spring 2007
<i>Program Revision</i>	<b>General Business (BBA) add option</b>	Effective: Spring 2007
<i>New Course</i>	<b>MGT 375</b>	Effective: Spring 2007

### Department of Technology

<i>Program Revision</i>	<b>Aviation (B.S.)</b>	Effective: Spring 2007
<i>Program Revision</i>	<b>Computer Electronic Networking (B.S.)</b>	Effective: Spring 2007
<i>Program Revision</i>	<b>Construction Management (B.S.)</b>	Effective: Spring 2007
<i>Program Revision</i>	<b>Graphic Communications Management (B.S.)</b>	Effective: Spring 2007
<i>Program Revision</i>	<b>Industrial Technology (B.S.)</b>	Effective: Spring 2007
<i>Course Revision</i>	<b>AVN 220 WITHDRAWN</b>	Effective: Spring 2007

## COLLEGE OF HEALTH SCIENCES

### *Editorial Change – Curriculum Form – Informational Item Only*

<i>Program Revision</i>	<b>Gerontology (Minor)</b>	Effective: Fall 2006
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### Department of Clinical Laboratory Science

<i>Program Revision</i>	<b>Clinical Laboratory Science (B.S.)</b>	Effective: Spring 2007
<i>Course Dropped</i>	<b>CLS 404</b>	Effective: Spring 2007
<i>Course Dropped</i>	<b>CLS 405</b>	Effective: Spring 2007
<i>Course Dropped</i>	<b>CLS 408</b>	Effective: Spring 2007
<i>Course Dropped</i>	<b>CLS 410</b>	Effective: Spring 2007
<i>Course Dropped</i>	<b>CLS 412</b>	Effective: Spring 2007
<i>Course Dropped</i>	<b>CLS 414</b>	Effective: Spring 2007
<i>Course Dropped</i>	<b>CLS 416</b>	Effective: Spring 2007
<i>Course Dropped</i>	<b>CLS 418</b>	Effective: Spring 2007
<i>Course Dropped</i>	<b>CLS 420</b>	Effective: Spring 2007



## COLLEGE OF HEALTH SCIENCES - continued

### Department of Exercise & Sport Science – continued

<i>Program Revision</i>	<b>Physical Education (B.S.)</b>	Effective: Spring 2007
<i>Program Revision</i>	<b>Physical Education (M.S.)</b>	Effective: Spring 2007

### Department of Recreation & Park Administration

<i>Program Revision</i>	<b>Recreation &amp; Park Administration (B.S.)</b>	Effective: Spring 2007 <b>POSTPONED</b>
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## COLLEGE OF JUSTICE AND SAFETY

### Department of Loss Prevention and Safety

<i>Course Revision</i>	<b>APS 210</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 101</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 201</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 225</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 301</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 321</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 341</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 349</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 401</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 421</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 435</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 441</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 445</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 455</b>	Effective: Spring 2007
<i>New Course</i>	<b>HLS 461</b>	Effective: Spring 2007
<i>New Course</i>	<b>FSE 310</b>	Effective: Spring 2007
<i>New Course</i>	<b>EMC 450</b>	Effective: Spring 2007
<i>New Program</i>	<b>Homeland Security (B.S.)</b>	Effective: Spring 2007
<i>New Program</i>	<b>Homeland Security (Minor)</b>	Effective: Spring 2007

**COUNCIL ON ACADEMIC AFFAIRS  
MINUTES  
August 17, 2006**

Members Present: Allen Ault, Verna Freer, Gary Kuhnenn, Gerald Pogatshnik, Heidi Terry, Janna Vice, Deborah Whitehouse, Becky Whitehurst, James Chapman, Chair, Aaron Thompson, Vice-Chair

Members Absent: Scott Amundsen, Byron Bond, Steve Byrn\*, E.J. Keeley\*, Sandra Moore, Carolyn Siegel, Liz Throop\*

\*indicates prior notification

Non-Members Present: Sheila Adkins, Mike Ballard, Mark Biermann, Julie Brewer, Sue Cain, Phillip Campbell, Randall Crist, Tina Davis, Diane Leggett, Rebecca Newsome, Linda Turner

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To view amendments go to [http://www.academicaffairs.eku.edu/committee/academic\\_council/](http://www.academicaffairs.eku.edu/committee/academic_council/)

***APPROVED***

Council on Academic Affairs Minutes – May 18, 2006

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**OFFICE OF STUDENT LIFE**

***APPROVED***

*Graduation Regalia*

**National Pan-Hellenic Council**

Effective: Fall 2006

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**ENROLLMENT MANAGEMENT**

***APPROVED***

*Pre-College Curriculum Requirements*

Effective: Fall 2006

***APPROVED***

*Withdrawal Policy*

Effective: Spring 2007

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**UNIVERSITY PROGRAMS**

***APPROVED***

*Program Revision*

**African/African American Studies** Effective: Fall 2006  
**Minor**

*Program Revision*

**African/African American Studies** Effective: Fall 2006  
**Certificate**

COUNCIL ON ACADEMIC AFFAIRS Minutes from August 17, 2006

Submitted by Rhonda Goode, Office of University Programs, AVP for Academic Affairs

## COLLEGE OF ARTS AND SCIENCES

### **APPROVED**

*Graduation Regalia*

**Pi Sigma Alpha  
Political Science**

Effective: Fall 2006

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## COLLEGE OF BUSINESS & TECHNOLOGY

### **POSTPONED**

*New Course*

**BTO 300**

Effective: Spring 2007

*New Course*

**BTO 400**

Effective: Spring 2007

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## COLLEGE OF HEALTH SCIENCES

Department of Clinical Laboratory Science

### **APPROVED**

*New Course*

**CLS 290**

Effective: Spring 2007

***Editorial Change – Curriculum Form – Informational Item Only***

*Course Revision*

**CLS 350**

Effective: Fall 2006

***Editorial Change – Curriculum Form – Informational Item Only***

*Course Revision*

**CLS 355**

Effective: Fall 2006

Department of Family and Consumer Sciences

### **APPROVED**

*Course Revision*

**CDF 327**

Effective: Spring 2007

***Editorial Change – Curriculum Form – Informational Item Only***

*Course Revision*

**CDF 343**

Effective: Spring 2007

### **APPROVED**

*Program Revision*

**Apparel Design & Merchandising  
(B.S.)**

Effective: Spring 2007

*Program Revision*

**Child & Family Studies (B.S.)**

Effective: Spring 2007

*Program Revision*

**Family & Consumer Sciences**

Effective: Spring 2007

*Program Revision*

**Early Childhood Education  
(A.A.S.)**

Effective: Spring 2007



Department of Exercise and Sport Science

**POSTPONED**

<i>New Course</i>	<b>PHE 530</b>	Effective: Spring 2007
<i>New Course</i>	<b>PHE 730</b>	Effective: Spring 2007
<i>New Course</i>	<b>PHE 805</b>	Effective: Spring 2007
<i>New Course</i>	<b>PHE 810</b>	Effective: Spring 2007
<i>New Course</i>	<b>PHE 840</b>	Effective: Spring 2007

**POSTPONED**

<i>Program Revision</i>	<b>Physical Education (M.S.)</b>	Effective: Spring 2007
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Department of Health Promotion and Administration

**APPROVED**

<i>Program Revision</i>	<b>Medical Practice Management (B.S.)</b>	Effective: Spring 2007
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Department of Occupational Therapy

**APPROVED**

<i>New Course</i>	<b>OTS 301Z</b>	Effective: Fall 2006
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**Editorial Change – Curriculum Form – Informational Item Only**

<i>Course Revision</i>	<b>OTS 312</b>	Effective: Spring 2007
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**Editorial Change – Curriculum Form – Informational Item Only**

<i>Course Revision</i>	<b>OTS 362</b>	Effective: Spring 2007
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**Editorial Change – Curriculum Form – Informational Item Only**

<i>Course Revision</i>	<b>OTS 421</b>	Effective: Spring 2007
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**Editorial Change – Curriculum Form – Informational Item Only**

<i>Course Revision</i>	<b>OTS 432</b>	Effective: Spring 2007
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**Editorial Change – Curriculum Form – Informational Item Only**

<i>Course Revision</i>	<b>OTS 845</b>	Effective: Spring 2007
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**Editorial Change – Curriculum Form – Informational Item Only**

<i>Course Revision</i>	<b>OTS 870</b>	Effective: Spring 2007
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Department of Recreation and Park Administration

**APPROVED**

<i>Program Revision</i>	<b>Recreation &amp; Park Administration (B.S.)</b>	Effective: Spring 2007
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**EASTERN KENTUCKY UNIVERSITY**

*Serving Kentuckians Since 1906*

Office of Academic Affairs and Research  
Assistant Vice President  
Enrollment Management

SSB CPO 63  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3163  
(859) 622-3047 Fax (859) 622-1479

TO: Council on Academic Affairs

FROM: Edward J. Keeley, Ph.D.  
Interim Assistant Vice President  
Enrollment Management 

DATE: September 11, 2006

RE: Proposed Changes to Incomplete-Grade Procedures

I wish to put forward the attached proposal for the Council on Academic Affairs' consideration.

This proposed change to the incomplete-grade policy is intended to benefit students and faculty, and ultimately to promote consistency in the educational experience.

Thank you for your consideration.

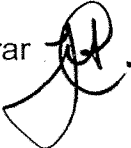
Attachments



## MEMORANDUM

TO: E.J. Keeley, Interim Assistant Vice President for Enrollment  
Management and Executive Director for Institutional Effectiveness

Aaron Thompson, Associate Vice President for University Programs

FROM: Heidi Terry, University Registrar 

DATE: Sept. 7, 2006

RE: Proposed Changes to Incomplete Grade Procedures

### RATIONALE

- (1) Current ECU policy does not require students or faculty to document the agreement between instructors and students for the assignment of an incomplete grade. However, the implementation and use of a standard university-wide protocol would ensure consistency in practice and allow for confirmation of expectations. Opportunities for misinformation or different interpretations of policy and/or discussions would be lessened and appropriate university personnel would be better informed should questions arise. In situations where the faculty is not available the next semester, then the student is protected as there would be a record of expectations to complete the course.
- (2) ECU is currently allowing the conferring of degrees and the awarding of diplomas regardless of the fact that incomplete grades remaining unresolved on the transcript.

### PROPOSAL

- (1) Students who wish to pursue an incomplete grade must submit a "Request for Incomplete Grade" form to their instructor prior to the last day of class (sample form attached). If the instructor agrees that the student had extenuating circumstances beyond their control and he/she agrees to assign an incomplete grade, the instructor will identify on the Request for Incomplete Grade form all outstanding assignments and/or other conditions needed to complete the course; sign the form and provide copies to the student, advisor, and Registrar's Office by the advertised deadline for final grade submission. Students will continue to have until the last day of classes in the immediate proceeding semester (excluding summer) to finish all incomplete coursework as specified in the UG Catalog, unless a shorter time frame is indicated on the Request for Incomplete Grade form. If the student fails to complete their course requirements by the stated deadline, the incomplete will be automatically changed to a failing grade.
- (2) That a degree not be awarded to any student with an incomplete on his/her transcript. This represents best practices as supported by AACRAO and a recent poll of our colleagues in Kentucky and across the nation (see attached documentation).

**PROPOSED CATALOG TEXT REVISION (page 36, second column, 2005-06 UG Catalog)**

At the faculty member's discretion, the letter "I" may be entered on the student's transcript for a course whenever some portion of the required work has not been completed by the end of the semester due to extenuating circumstances beyond the student's control and the student has already successfully completed at least 70% of the course requirements. A Request for an Incomplete Grade contract must be signed by the instructor and student, and then filed in the office of the chairperson of the department in which the course is taught, with a copy submitted to the Registrar's Office.

**Deleted:** An instructor shall assign a grade of "I" if the instructor believes that the student has been unable to complete the courses on time because of unavoidable conditions. The student must complete such a course by the end of the next full-length term. If the student does not do so, the "I" grade becomes an "F".

The grade of "I" will automatically revert to a grade of "F" if not satisfactorily completed by the last day of classes of the next regular (fall or spring) semester. Once the grade of "I" has been posted to the transcript, it remains on the transcript until it is either replaced by the appropriate grade when all outstanding requirements are satisfied or when the deadline for completion has passed.

If, due to extenuating circumstances, a student is unable to complete his/her required coursework by the established deadline, the student has the option of requesting a one-time, one semester extension to the incomplete deadline. This request is initiated through the Registrar's Office and requires the endorsement of the instructor and college dean. Approval of an extension of an incomplete grade is not automatic and depends on the student's unique circumstances.

A student cannot re-enroll for a course for which an "I" is recorded on the transcript. A degree cannot be awarded to a student with an incomplete on his/her record, regardless of whether the course is a free elective. Any student who is a pending graduate with an unresolved incomplete ("I" or "IP") grade will be given the choice of accepting an "F" for the course or being deferred to the next term for graduation consideration.



**REQUEST FOR INCOMPLETE GRADE FORM**

_____ Student's Name (please print)	_____ Student ID Number	
_____ Faculty Member's Name (please print)	_____ Department	
_____ Course Title	_____ Course # & Section	_____ Semester

An Incomplete grade may be assigned at the instructor's discretion under the following circumstances:

- The student has completed at least 70 percent of the course requirements with a grade of "C" or higher; and
- An illness or other legitimate extenuating circumstance has prevented the student from completing the required work by the established deadline (supporting documentation required) and;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time; and
- The instructor agrees to complete and submit this form to the Registrar's Office by the deadline for final grade submission for the term in question.

**Reason for Incomplete:** (all requests must include supporting documentation from a legitimate source. Reference letters from friends or family are not sufficient and will not be taken into consideration unless also accompanied by additional documentation).

- Medical condition documented by university health services or outside vendor
- Mental health condition documented by university counseling services or outside vendor
- Other Extenuating Circumstance – (please explain below – attach additional sheets if necessary)

**Outstanding Course Assignments that Need Completed:** (please provide specific details below)

**Final Grade if Course Work is Not Completed:** \_\_\_\_\_

Note: All outstanding work must be completed and a Grade Change form must be submitted by the instructor to the Office of the Registrar by the conclusion of the regular semester (fall/spring) immediately following the term in which the incomplete grade was originally assigned. If a grade is not submitted by the established deadline, the incomplete will automatically default to a failing (F) grade.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructors Signature

\_\_\_\_\_  
Date

Survey - Incompletes & Graduation Eligibility

Institution	YES	NO	Comments
Arkansas State Univ		x	
Bethel College		x	
Cal State East Bay	x		We don't have a deadline for incompletes, so if it wasn't a required class and they've met their minimum hours, we'll graduate a student and leave the incomplete on the record forever. Our catalog specifically prohibits changing academic history of a graduate unless there was university error.
<a href="mailto:csiegler@wsc.ma.edu">csiegler@wsc.ma.edu</a>		x	
Central Missouri State		x	
Duke University		x	for the purpose of satisfactory progress and graduation, an Incomplete is considered a failure.
Edinboro Univ. of PA		x	An I gets converted to a standard letter grade prior to graduation, either the student completes the work or it goes to an F.
Emerson		x	A student cannot graduate with an outstanding incomplete grade. After one semester, any outstanding incomplete grade changes to an I/F on the student's record. A student can graduate with an I/F grade, assuming they do not need the requirement and have sufficient credits.
Finlandia University		x	
Georgetown College		x	Students only can walk, do not receive a diploma until the grade is changed. Six weeks after the grade is issued, if unresolved, automatically changes to an FI, which is calculated as an F.
Heritage University		x	We will resolve the matter with a WA(admin withdraw or convert it to an F as the catalog states, after the second semester.
<a href="mailto:jabriggs@usi.edu">jabriggs@usi.edu</a>		x	Do not allow, after a year the incomplete results in an F if not resolved.
Jacksonville University		x	
Juniata College		x	We call them walkers (up to 8 credits) but do not graduate until the end of the summer (August) when work is complete. If this doesn't happen then they move to December and then subsequently administrative withdrawn if there is no contact and contract of what the student is going to do.
Mars Hill Grad. Sch.		x	If the course is needed for graduation, they would have the option to finish the course or re-take the course (receiving an F in the first course) and we wouldn't graduate the student. If the course is not necessary, they would receive an F or WF and we would graduate him/her. (This is providing that their cum GPA was still a 3.0)
Minnesota St. Univ.		x	Undergraduates cannot graduate with an I, IP or blank grade. Graduate students can graduate with an incomplete grade.
Morehead St. Univ.		x	We notify the student and discuss the option of changing the grade to a failing grade or not graduating the student until the course is completed or until the grade converts to a failing grade at mid-semester of the next term. We do not allow the student the option of changing the grade to a "W".
Murray State Univ	x		If it is not required and the student verifies that they know it can never be changed once graduated. The "I" is permanent and counts as a failing grade.
NY Inst. Of Technology		x	We wait for a Change of grade to come in or until the expiration of "I" to be changed to an F grade. Student's graduation date will be effected due to this.
Oglethorpe Univ.	x		The I is automatically computed into the GPA as an F grade. If the work is not completed in 45 days, the grade changes to an F not W grade, which does not cange the GPA.
Ohio University		x	When the student applies for graduation, any Incomplete grades on his/her record will be calculated at "F" grades for purpose
Pepperdine Univ.		x	We will not post the degree of any student with an incomplete. We default all Incompletes to fails at the deadline for completion which is no later than the end of the following term. Students may petition to change the "I" to "W".

Survey - Incompletes & Graduation Eligibility

Institution	YES	NO	Comments
PillsburyBapt.BibleCol		x	
Purdue University		x	
Radford University, VA		x	Students not allowed to graduate with any incompletes on transcript - student has option of receiving "F" if not a required class or deferring graduation date until such a time that all course work is complete.
Roanoke College, VA		x	
Scripps College		x	We haven't had any students try to graduate with an outstanding "I" in the past 15 years, they generally need the course or the credit.
SE Missouri St.Univ.	x		Only if the I is in a class that doesn't affect their graduation and if converting the I to a failing grade would not bring their GPA down too much. The I remains for one semester, then converts to a failing grade if the student has not done the work.
The Univ. of the Arts		x	
uas.alaska.edu	x		<a href="mailto:barbara.hegel@uas.alaska.edu">barbara.hegel@uas.alaska.edu</a> UAS has a 'permanent incomplete'.
Unification Theol.Sem.	x		Students can march with no more than one "I", which needs to be resolved by the end of August. The student can graduate with an "I" only if the course with the "I" is not part of the graduation requirement, and if the minimum GPA is maintained in case the "I" turns into an "F". The "I" will change to an "F" unless resolved by the end of August.
University of N. Carolina		x	
Univ. of Oklahoma	x		If the "I" is not needed for graduation, we would graduate a student with an unresolved incomplete. The "I" remains a permanent grade on our record if not completed.
Univ. Tenn.at Chatt.		x	
University of Virginia		x	
Virginia Tech		x	
Virginia Wesleyan Col		x	
Western Carolina		x	calculated as a failure if a required course for graduation eligibility. However, not officially changed to a failure until one semester after the incomplete was assigned (if the student didn't finish and earn a better grade)
W. Nevada Comm.Col		x	
Winthrop University		x	

**APPROVED**

**CAA - 09-21-06**




**EASTERN KENTUCKY UNIVERSITY**

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Office of Academic Affairs and Research  
Assistant Vice President  
Enrollment Management

SSB CPO 63  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3163  
(859) 622-3047 Fax (859) 622-1479

TO: Council on Academic Affairs

FROM: Edward J. Keeley, Ph.D.  
Interim Assistant Vice President  
Enrollment Management 

DATE: September 13, 2006

RE: Credit-by-examination Proposal for September 21, 2006 Meeting  
(To include revisions for APP and CLEP examinations)

I wish to put forward a proposal for the Council on Academic Affairs's consideration to revise credit-by-examination for the specific cases listed in the attached memo and detailed descriptions.

I approve of the suggested changes, and all departmental chairs involved approved the changes to the proposal pertaining to their respective departments.

Thank you for your consideration.

Attachments







## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

Transition and University Services  
Academic Testing

Student Services Building Room 327  
SSB CPO 64  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3164  
(859) 622-1281 Fax (859) 622-5887

TO: Council on Academic Affairs

FROM: Alethea Ingram Bernard, Academic Testing Office  
Office of Academic Testing

DATE: August 21, 2006

RE: Credit-by-examination Proposal for September 21, 2006 Meeting  
(To include revisions for APP and CLEP examinations)

*Alethea Bernard*  
*Kan Lee C.*

The Office of Academic Testing submits the attached revised lists of credit-by-examinations for approval by the Council beginning Fall 2006.

The revisions for each examination type include the following:

Advanced Placement Program (APP) credit

- APMT Music Theory with a score of 3 has been changed from MUS 181, 182 for 8 credit hours to "MUS 181" for 4 credit hours.
- APMT Music Theory with a score of 4 has been added to reflect the following awarded credit: "MUS 181, 182" for 8 credit hours.

CLEP® Tests credit

- Calculus with a score of 50 has been changed from MAT 124 and MAT 224 for 4 credit hours to "MAT 124" 4 credit hours.

Attachments



CLEP® Test credit awarded at Eastern Kentucky University

CLEP® Test	Minimum Score	Credit Hours	Equivalent EKU Course(s)
American Government	50	3	POL 101
American Literature	50	3	ENG 350 or ENG 351
Analyzing and Interpreting Literature			No course credit given.
Biology	50	4	BIO 121
Calculus	50	4	MAT 124
Chemistry	50	4	CHE 111/115
College Algebra	55	3	MAT 107
Precalculus	50	5	MAT 109
College Mathematics	50	3	MAT 105
English Composition (with essay)	50	3	ENG 101
English Composition (without essay)			No course credit given.
English Literature	50	3	ENG 352 or ENG 353
French Language	50	6	FRE 101 and FRE 102
Freshman College Composition			No course credit given.
German Language	50	6	GER 101 and GER 102
History of the United States I	60	3	HIS 202
History of the United States II	60	3	HIS 203
Human Growth and Development			No course credit given.
Humanities	50	3	HUM 124
Information Systems and Computer Applications	50	3	CIS 212
Introduction to Educational Psychology			No course credit given.
Introductory Business Law			No course credit given.
Introductory Psychology	50	3	PSY 200
Introductory Sociology	50	3	SOC 131
Principles of Accounting	50	3	ACC 201
Principles of Macroeconomics	50	3	ECO 231
Principles of Management	56	3	MGT 300
Principles of Marketing	56	3	MKT 300
Principles of Microeconomics	50	3	ECO 230
Social Sciences and History			No course credit given.
Spanish Language	50	6	SPA 101 and SPA 102
Western Civilization I	60	3	HIS 231
Western Civilization II	60	3	HIS 232

Advanced Placement Program (APP) credit awarded at Eastern Kentucky University

Test Score Code	APP Test	Minimum Score	Credit Hours	Course
APAH	Art History	3	3	ART 200
APB	Biology	3	4	BIO 121
APMA	Calculus AB	3	4	MAT 124
APMB	Calculus BC	3	8	MAT 124, 224
APC	Chemistry	3	4	CHE 111/115
APC	Chemistry	4	8	CHE 111/115 and CHE 112/116
APCA	Computer Science A	3	3	CSC 104
APCB	Computer Science AB	3	3	CSC 190
APME	Economics: Macro	3	3	ECO 231
APMC	Economics: Micro	3	3	ECO 230
APEC	English Language and Composition	3	3	ENG 101
APEL	English Literature and Composition	3	3	ENG 101
APES	Environmental Science	3	3	GLY 172
APEH	European History	3	6	HIS 231, 232
APF	French Language	3	9	FRE, 101, 102, 201
APF	French Language	4	12	FRE 101, 102, 201, 202
APFL	French Literature	3	3	FRE 310
APG	German Language	3	9	GER 101, 102, 201
APG	German Language	4	12	GER 101, 102, 201, 202
APGC	Government and Politics: Comparative	3	3	POL 212
APGP	Government and Politics: United States	3	3	POL 101
APHG	Human Geography	3	3	GEO 220
APL	Latin: Literature	3	6	LAT 101, 102
APLV	Latin: Virgil	3	6	LAT 101, 102
APMT	Music Theory	3	4	MUS 181
APMT	Music Theory	4	8	MUS 181, 182
APPB	Physics B	3	3	PHY 101
APPE	Physics C: Electricity and Magnetism	3	5	PHY 132
APPM	Physics C: Mechanics	3	5	PHY 131
APPY	Psychology	3	3	PSY 200
APS	Spanish Language	3	9	SPA 101, 102, 201
APS	Spanish Language	4	12	SPA 101, 102, 201, 202
APSL	Spanish Literature	3	3	SPA 310
APMS	Statistics	3	3	STA 270
APD	Studio Art: Drawing	3	3	ART 100
APDA	Studio Art: 2-D Design	3	3	ART 152
APDB	Studio Art: 3-D Design	3	3	ART 153
APH	United States History	3	6	HIS 202, 203
APWH	World History	3	6	HIS 246, 247

TO: Sue Cain

FROM:   
Dirk Schlingmann

DATE: August 18, 2006

RE: CLEP Calculus Credit

Please find attached our decision on the CLEP Calculus Credits proposal. As in the attachment outlined we will only award credit for MAT 124, Calculus I.

Proposal: The Department of Mathematics and Statistics will award credit for MAT 124 only for a passing score on the CLEP Calculus exam.

Rationale: The description of the CLEP Calculus exam covers the topics in MAT 124 well, but omits the following topics typically covered in MAT 224: infinite series, volumes of solids, advanced techniques of integration, and improper integrals. These topics compromise a substantial part of the MAT 224 syllabus. Therefore, it is not appropriate to continue the current practice of granting credit for both MAT 124 and MAT 224.

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Note: This proposal was approved by a majority vote of the faculty at the August 16, 2006 department meeting.

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**Redmond, Shane**

---

**From:** Cain, Sue  
**Sent:** Thursday, August 17, 2006 11:41 AM  
**To:** Redmond, Shane  
**Cc:** Cain, Sue; Bernard, Alethea  
**Subject:** RE: CLEP and Calculus

Remember that we have one student who took the test and is awaiting information on Calculus II credit. That is why I would like it to be put into place for fall 2006. Can you write a brief proposal and have Dirk send it to the college for review? Alethea will send you a CLEP update with the revision as proposed for Calculus included.

Sue

---

**From:** Redmond, Shane  
**Sent:** Thursday, August 17, 2006 11:03 AM  
**To:** Cain, Sue  
**Subject:** RE: CLEP and Calculus

We can have this start as soon as it is practical. If we can put it in place now, that's great. If not, then next semester is fine.

Thanks Sue.  
Shane

---

**From:** Cain, Sue  
**Sent:** Wed 8/16/2006 5:44 PM  
**To:** Redmond, Shane  
**Cc:** Cain, Sue; Bernard, Alethea; Jones, Evelyn  
**Subject:** RE: CLEP and Calculus

Yes we will. Thank you for working through this process.

I will have Alethea send you an updated CLEP chart to send to the college committee and then I will take it to CAA for approval. Do you want this to begin fall 2006 or spring 2007?

Sue

Alethea,  
Can you please make the needed changes to a CLEP chart and send it to me by next Friday? I will try to get this on the CAA calendar next month.

Sue

---

**From:** Redmond, Shane  
**Sent:** Wednesday, August 16, 2006 2:18 PM  
**To:** Cain, Sue  
**Subject:** CLEP and Calculus

Sue,

At today's department meeting, we voted to give credit for only MAT 124 for the CLEP Calculus exam. Can you make the necessary changes or let me know what we need to do to update our information?

Thanks,  
Shane

8/17/2006

Shane Redmond  
Eastern Kentucky University  
307 Wallace  
521 Lancaster Ave.  
Richmond, KY 40475

# Calculus

## Description of the Examination

The Calculus examination covers skills and concepts that are usually taught in a one-semester college course in calculus. The content of each examination is approximately 60% limits and differential calculus and 40% integral calculus. Algebraic, trigonometric, exponential, logarithmic, and general functions are included. The exam is primarily concerned with an intuitive understanding of calculus and experience with its methods and applications. Knowledge of preparatory mathematics, including algebra, plane and solid geometry, trigonometry, and analytic geometry is assumed.

Students are not permitted to use a calculator during the CLEP Calculus exam.

The examination contains 45 questions to be answered in 90 minutes. Any time candidates spend on tutorials and providing personal information is in addition to the actual testing time.

## Knowledge and Skills Required

Questions on the exam require candidates to demonstrate the following abilities:

- Solving routine problems involving the techniques of calculus (about 50% of the examination)
- Solving nonroutine problems involving an understanding of the concepts and applications of calculus (about 50% of the examination)

The subject matter of the calculus examination is drawn from the following topics. The percentages next to the main topics indicate the approximate percentage of exam questions on that topic.

### 5% Limits

- Statement of properties, e.g., limit of a constant, sum, product, or quotient
- Limits that involve infinity, e.g.,  $\lim_{x \rightarrow 0} \frac{1}{x}$  is nonexistent and  $\lim_{x \rightarrow \infty} \frac{\sin x}{x} = 0$
- Continuity

### 55% Differential Calculus

#### The Derivative

- Definitions of the derivative,

$$\text{e.g., } f'(a) = \lim_{x \rightarrow a} \frac{f(x) - f(a)}{x - a} \text{ and}$$

$$f'(x) = \lim_{h \rightarrow 0} \frac{f(x+h) - f(x)}{h}$$

- Derivatives of elementary functions
- Derivatives of sum, product, and quotient (including  $\tan x$  and  $\cot x$ )
- Derivative of a composite function (chain rule), e.g.,  $\sin(ax+b)$ ,  $ae^{kx}$ ,  $\ln(kx)$
- Derivative of an implicitly-defined function
- Derivative of the inverse of a function (including  $\text{Arcsin } x$  and  $\text{Arctan } x$ )
- Derivatives of higher order
- Corresponding characteristics of graphs of  $f$ ,  $f'$ , and  $f''$
- Statement (without proof) of the Mean Value Theorem; applications and graphical illustrations
- Relation between differentiability and continuity
- Use of L'Hôpital's rule (quotient and indeterminate forms)

#### Applications of the Derivative

- Slope at a point
- Tangent lines and linear approximation
- Curve sketching: increasing and decreasing functions; relative and absolute maximum and minimum points; concavity; points of inflection
- Extreme value problems
- Velocity and acceleration of a particle moving along a line
- Average and instantaneous rates of change
- Related rates of change

### 40% Integral Calculus

#### Antiderivatives and Techniques of Integration

- Concept of antiderivatives
- Basic integration formulas
- Integration by substitution (use of identities, change of variable)



### Applications of Antiderivatives

- Distance and velocity from acceleration with initial conditions
- Solutions of  $y' = ky$  and applications to growth and decay

### The Definite Integral

- Definition of the definite integral as the limit of a sequence of Riemann sums and approximations of the definite integral using rectangles and trapezoids
- Properties of the definite integral
- The Fundamental Theorem:

$$\frac{d}{dx} \int_a^x f(t) dt = f(x)$$

$$\int_a^b F'(x) dx = F(b) - F(a)$$

### Applications of the Definite Integral

- Average value of a function on an interval
- Area

Missing:

Series

Volumes

Adv. Techniques of Integration

Improper Integrals

### Study Resources

To prepare for the Calculus exam, you should study the contents of at least one introductory college level calculus textbook, which you can find in most college bookstores. You would do well to consult several textbooks because the approaches to certain topics may vary. When selecting a textbook, check the table of contents against the "Knowledge and Skills Required" for this exam.

Additional suggestions for preparing for CLEP exams are given in "Preparing to Take CLEP Examinations."



## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

College of Arts & Sciences  
Office of the Associate Dean  
Academic & Student Affairs  
Phone: 859.622.8140  
Fax: 859.622.1451

105 Roark Building  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3102  
Gary.Kuhnhenh@eku.edu ♦ www.cas.eku.edu

### MEMORANDUM

**TO:** Council on Academic Affairs

**FROM:** \_\_\_\_\_  
Dr. Gary L. Kuhnhenh, Associate Dean  
College of Arts and Sciences

**DATE:** September 13, 2006

**SUBJECT:** Agenda Items for 09/21/06 Council on Academic Affairs Meeting

The College of Arts and Sciences submits the following agenda items for consideration at the September 21, 2006 meeting of the Council on Academic Affairs.

### AGENDA

#### Department of Anthropology, Sociology & Social Work

##### Course Revision

1. SWK 390 – prerequisites

#### Department of Government

##### Courses Dropped

1. POL 305
2. POL 417

#### Department of Philosophy & Religion

##### Course Dropped

1. PHI 333

##### Program Revision

1. Philosophy (B.A.)

#### Department of Physics & Astronomy

##### Program Revision

1. Physics (B.S.)





(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**SWK 390 Field Experience in a Social Agency. (3) I, II.** Prerequisite: SWK 350 and successful completion of UWR. Eight hours per week in an agency, special community program, or project approved by Practicum Director plus 1½ hour seminar. Applications of practice theory and process. Student must apply the previous semester. Majors only.

**Part IV. Recording Data for New or Revised Course** (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SWK	390	Fall 2007	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ANSW
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites** \*\*See definitions on following page\*\*

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. \_\_\_\_\_

Course Prefix and No. \_\_\_\_\_

**Prerequisite(s):** (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No. \_\_\_\_\_

Course Prefix and No. \_\_\_\_\_

Test Scores \_\_\_\_\_ SWK 350 and successful completion of UWR

Minimum GPA (when a course grouping or student cumulative GPA is required) \_\_\_\_\_

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No. \_\_\_\_\_

Test Scores \_\_\_\_\_

Minimum GPA (when a course grouping or student cumulative GPA is required) \_\_\_\_\_

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No. \_\_\_\_\_

Course Prefix and No. \_\_\_\_\_

Course Prefix and No. \_\_\_\_\_

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input checked="" type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Government <hr/> College Arts and Sciences <hr/> *Course Prefix & Number POL 305 <hr/> *Course Title (30 characters) Computers and Society <hr/> *Program Title  (Major __, Option __; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 08/16/2006	<u>Date</u> NA
		Graduate Council*
		Council on Academic Affairs
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	
College Curriculum Committee	<u>Date</u> 9-11-06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	<u>Date</u> NA	Faculty Senate** <u>Date</u> NA
Teacher Education Committee*	<u>Date</u> NA	Board of Regents** <u>Date</u> NA
		Council on Postsecondary Edu.*** <u>Date</u> NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)          To drop POL 305 from the curriculum.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)          Spring 2007</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p>
<p><b>B. The justification for this action:</b> The course is a specialty course developed by a faculty member who has since retired. No one else on faculty is qualified to teach the course, nor is it a standard or expected offering among political science programs. It has not been offered in almost a decade.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b>          None</p> <p><b>Operating Expenses Impact:</b>          None</p> <p><b>Equipment/Physical Facility Needs:</b>          None</p> <p><b>Library Resources:</b>          None</p>

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

~~POL 305 Computers and Society. (3) A. Cross listed as CSC 305 and SOC 305. The influence of computers on social and political processes. Software related to socio-political issues. Credit will not be awarded to students who have credit for CSC 305 and SOC 305.~~

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input checked="" type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Government <hr/> College Arts and Sciences <hr/> *Course Prefix & Number POL 417 <hr/> *Course Title (30 characters) Ex-Communist States in Transition <hr/> *Program Title  (Major __, Option __; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	Date 08/16/2006	Date NA
Departmental Committee		Graduate Council*
	Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Council on Academic Affairs		
College Curriculum Committee	9-11-06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)                  To drop POL 417 from the curriculum.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)                  Spring 2007</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p>	
	<p><b>B. The justification for this action:</b> The course is outdated due to political developments in the nations studied.</p>
	<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b>                  None</p> <p><b>Operating Expenses Impact:</b>                  None</p> <p><b>Equipment/Physical Facility Needs:</b>                  None</p> <p><b>Library Resources:</b>                  None</p>



**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.

~~POL 417 Ex Communist States in Transition. (3) A. Revolutions and ongoing changes in selected former Communist states of east/central and south/central Europe and Eurasia; new political and governmental institutions; ethnic politics; shifting alliances and enmities; forms of cooperation and regional groupings.~~

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input checked="" type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Philosophy and Religion <hr/> College Arts and Sciences <hr/> *Course Prefix & Number PHI 333 <hr/> *Course Title (30 characters) Recent Analytic Philosophy <hr/> *Program Title  (Major __, Option __; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 8/16/2006	<u>Date</u> NA
Departmental Committee		Graduate Council*
	Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	
		Council on Academic Affairs
College Curriculum Committee	9-11-06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)          To remove PHI 333 from the catalogue.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)          Fall 2007</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p>
<p><b>B. The justification for this action:</b></p> <p>PHI 333 ("Recent Analytic Philosophy") is no longer being taught. It is superfluous, since we added two new courses (PHI 350 Metaphysics and PHI 352 Theory of Knowledge) to the catalogue a few years ago. Both sufficiently cover recent analytic philosophy but in a more focused way.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b> none</p> <p><b>Operating Expenses Impact:</b> none</p> <p><b>Equipment/Physical Facility Needs:</b> none</p> <p><b>Library Resources:</b> none</p>

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

~~PHI 333 Recent Analytic Philosophy. (3) A. Examination of recent philosophic articles and books in the analytic tradition on philosophic topics at the center of current philosophic interest.~~

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Philosophy and Religion <hr/> College Arts and Sciences <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Philosophy (B.A.) (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u> ) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 8/16/2006	<u>Date</u> NA
		Graduate Council*
		Council on Academic Affairs
	Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<u>Date</u> 9-11-06	<u>Date</u> 09-21-06
		Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
	<u>Date</u> NA	<u>Date</u> NA
		Faculty Senate**
	<u>Date</u> NA	<u>Date</u> NA
		Board of Regents**
		Council on Postsecondary Edu.***
		<u>Date</u> NA
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)          To drop PHI 333 from the list of major requirements. To add "either PHI 350 or PHI 352" to the list of major requirements</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)          Fall 2007</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p>
<p><b>B. The justification for this action:</b></p> <p>PHI 333 (Recent Analytic Philosophy) is no longer being taught. It is superfluous, since we added two new courses (PHI 350 Metaphysics and PHI 352 Theory of Knowledge) to the catalogue a few years ago. Both sufficiently cover recent analytic philosophy but in a more focused way.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b> none</p> <p><b>Operating Expenses Impact:</b> none</p> <p><b>Equipment/Physical Facility Needs:</b> none</p> <p><b>Library Resources:</b> none</p>

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**PHILOSOPHY (B.A.)**

*CIP Code: 38.0101*

**Major Requirements ..... 36 hours**

PHI 100, 110, 130, 300, 320, 330, ~~333~~, 371, 499, and either 350 or 352; plus any additional nine hours in philosophy as approved by the department chair. Six hours of religion may be counted as part of the nine hours.

**General Education Requirements ..... 48 hours**

Standard General Education program. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**University Requirement ..... 1 hour**

ASO 100.

**Free Electives ..... 43 hours**

**Total Curriculum Requirements ..... 128 hours**

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Physics and Astronomy Arts and Sciences  Physics (B.S.) (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u> )
Proposal Approved by:		
Departmental Committee	<u>Date</u> 8/24/06	<u>Date</u> NA
<i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	<u>Date</u> 9-11-06	Graduate Council* Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	<u>Date</u> NA	<u>Date</u> 09-21-06
Teacher Education Committee*	<u>Date</u> NA	Faculty Senate** Board of Regents** Council on Postsecondary Edu.***
<u>Date</u> NA		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To add PHY 100, Techniques of Physics Research, to the Core Requirements for the Physics, B. S. major program. <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2007 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	<b>B. The justification for this action:</b> This one credit course will provide students with an introduction to research in Physics and related fields. Our department is providing an increasing emphasis on engaging students in research during their undergraduate experience. Having offered this course quite successfully over the past two years, we would now like to formally integrate it into our curriculum to help better prepare students for research.
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> As a one credit course offered once a year, the personnel impact is minimal. The course is team taught and so responsibilities are shared. <b>Operating Expenses Impact:</b> Negligible. <b>Equipment/Physical Facility Needs:</b> No additional equipment or physical facility needs <b>Library Resources:</b> No additional library resources will be required.	

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strickthrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strickthrough~~ for deletions and underlines for additions.)

**Physics (B.S.)**

**CIP Code: 40.0801**

**Major Requirements.....~~37~~ 38 hours**

**Core.....~~24~~ 22 hours**

PHY 100\*\*, 201, 202, 300, 301; 306 or 308; 458. At the discretion of the chair, PHY 131 may be substituted for PHY 201.

**Options**

**Physics (General).....16 hours**

PHY 420, 459, 470, six hours from any physics course numbered 300 and above, except PHY 506.

**Engineering Physics.....16 hours**

PHY 221, 315, 375, six hours from CSC 300, EET 253, 257, 305, 355, PHY 303, 306, 308, 402, 510, STA 270.

**Supporting Course Requirements.....29 hours**

CHE 111, 112, 115, 116 or 116H, CSC 174 (or any approved programming language course), MAT 124\*, 224, 225, 353, EET 252.

**General Education Requirements.....33 hours**

Standard General Education program, excluding blocks II, IVB, VII (QS) and VIII (6 hours). Refer to Section Four of the *Catalog* for details on the General Education and University requirements.

**University Requirement.....1 hour**

ASO 100

**Free Electives.....~~28~~ 27 hours**

**Total Curriculum Requirements.....128 hours**

\*A preparatory course (MAT 109) in mathematics may be required before admission to MAT 124.

\*\*May be waived with the permission of the Chair of the Department of Physics and Astronomy.



# EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

Office of the Associate Dean  
College of Business & Technology  
www.cbt.eku.edu

BTC 214  
521 Lancaster Avenue  
Richmond, KY 40475-3102  
(859) 622-1574  
FAX: (859) 622-1413

TO: Dr. Aaron Thompson, Chair  
Council on Academic Affairs

FROM: *Janna P. Vice*  
Janna P. Vice, Associate Dean

DATE: September 13, 2006

SUBJECT: Curriculum Proposals

Please consider the following curriculum proposals from the College of Business and Technology:

## College of Business & Technology

Proposal for Professional Seminar Requirement

### New Courses

Course	Name	Page Numbers
BTS 300	Professional Skills Seminar	CBT 5 – CBT 7
BTS 400	Professional Skills Seminar	CBT 8 – CBT 11

### Program Revision

Program	Revision	Page Numbers
Accounting	Require BTS 300, BTS 400	CBT 12 – CBT 13
Computer Information Systems	Require BTS 300, BTS 400	CBT 14 – CBT 15
Finance	Require BTS 300, BTS 400	CBT 16 – CBT 17
Insurance (B.B.A.)	Require BTS 300, BTS 400	CBT 18 – CBT 19
Insurance (B.S.)	Require BTS 300, BTS 400	CBT 20 – CBT 21
Agriculture with a Minor in Business	Require BTS 300, BTS 400	CBT 22 – CBT 23
Agriculture (B.S.) Area Major	Require BTS 300, BTS 400	CBT 24 – CBT 25
Horticulture with a Minor in Business	Require BTS 300, BTS 400	CBT 26 – CBT 27
Horticulture (B.S.) Area Major	Require BTS 300, BTS 400	CBT 28 – CBT 29
Broadcasting and Electronic Media	Require BTS 300, BTS 400	CBT 30 – CBT 31
Communication Studies	Require BTS 300, BTS 400	CBT 32 – CBT 33
Journalism	Require BTS 300, BTS 400	CBT 34 – CBT 35





**Department of Management, Marketing and Administrative Communication**

**Program Revision**

<b>Program</b>	<b>Revision</b>	<b>Page Numbers</b>
General Business	Create a new option in General Business, Global Supply Chain Management	MMAC 1 – MMAC 2

**New Course**

<b>Course</b>	<b>Name</b>	<b>Page Numbers</b>
MGT 375	Supply Chain Management	MMAC 3 – MMAC 10

**Department of Technology**

<b>Program</b>	<b>Revision</b>	<b>Page Numbers</b>
AVN 220	Change AVN 220 to 2 Lec/2Lab.	TECH 1 – TECH 3

## Proposal for Professional Seminar Requirement

Proposal: To require two professional-seminar/conference experiences for all students who receive a baccalaureate degree from the College of Business and Technology. Students can meet the requirement by attending two annual CB&T Professional Skills Conferences. Students will receive a CR on their transcript when each requirement has been met.

### Course Description

BTS 300. Professional Skills Seminar. (0) Required of all Business and Technology students who have earned at least 60 hours. Credit (CR) will be given when students have attended the annual College of Business and Technology's Professional Skills Conference. Cannot be taken concurrently with BTS 400.

BTS 400. Professional Skills Seminar. (0) Required of all Business and Technology students who have earned at least 90 hours. Credit (CR) will be given when students attend the annual College of Business and Technology's Professional Skills Conference. Cannot be taken concurrently with BTS 300.

### The Rationale

- EKU students, particularly those who are first-generation college graduates, need exposure to professionals in their fields.
- EKU students need help learning how to network with professionals and how to conduct a job search.
- Research shows that the "professional skills" are the skills employers seek; yet college graduates generally lack these "soft skills." These skills include (a) learning to work in and communicate with a diverse work group, (b) recognizing the challenges of transitioning from school to work; and (c) identifying personal traits necessary to advance after getting the first job.
- CB&T students consistently report the annual Professional Skills Conference is meaningful. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either *good* or *excellent*.
- Saying we "require" the Conference is impossible to equitably enforce without a systematic way of ensuring that students register and attend. The requirement takes the responsibility for enforcing attendance off the classroom teacher.

- The Professional Skills Conference showcases every department in the College. Recognition of distinguished alumni and seniors enables us to celebrate the past, present, and future.

### Procedure for Enforcing the Requirement

*The Catalog.* Each program in the CB&T will list BTS 300 and 400 as a “College Requirement.”

CARES. The CARES report will reflect whether the BTS 300 and 400 requirements have been met.

Transcript. The student’s transcript will list the courses with CR, indicating the student’s successful completion of this requirement.

Registration. Students will register for the BTS 300 and 400 as a regular course. However, since it is not a credit-bearing course, students will not be charged tuition. A \$10 fee will be assessed.

Attendance. The CB&T Associate Dean’s Office will monitor whether students actually attend the Professional Skills Conference and report the attendance to the Registrar. The monitoring system has been in place for ten years.

Alternative to attending the Conference. Chairs may give students approval for attending a comparable event (e.g., national soil judging contest, regional or national professional association meeting, field trip to New York Stock Exchange). The College will establish procedures that specify the documentation necessary for alternative credit to be given.

### Do other ECU programs have degree requirements for professional experiences and/or expectations that go beyond the traditional courses?

Yes, students are expected to demonstrate professional expectations in a myriad of ways among the Colleges. These requirements include the following:

All students are required to pass the University Writing Requirement

#### College of Arts and Sciences

Performing Arts: Candidates must meet piano certification requirements.

Department of Foreign Languages and Humanities: All majors must pass a departmental proficiency exam. Students generally take the exam no later than in the first semester of their senior year.

MUS 101 A.B.C. is a non-credit bearing course. To meet the requirement, students must attend a minimum of 16 concert events per semester for six semesters.

### College of Education

Teacher Admission: Students must satisfactorily complete a formal interview, which will include the portfolio presentation.

For Certification: Prior to graduation students must complete required competency examinations and take the PRAXIS Series. All required parts of the PRAXIS test are to be taken during the senior year.

### College of Health Sciences

Students will be responsible for obtaining the Hepatitis B vaccination before participation in the clinical training phase of their respective programs when indicated. Proof of other vaccinations is also required

Proof of CPR certification is required annually by selected majors.

For Baccalaureate and Graduate Nursing, students must meet the standards written into the Commonwealth of Kentucky Nurse Practice Act.

Criminal background checks and/or child abuse neglect checks are required by Family and Consumer Sciences.

A practicum may require health screening such as physical examinations and/or proof of immunizations. The student is responsible for these medical expenses and for living expenses and travel involved in relocation for the assignments.

### What will be the course fee?

Course Fee: \$10

Rationale: All professional conferences require a registration fee. A \$10 fee is a modest cost considering the value of the Conference. Although the Conference receives some external funding, the student fee is essential to defray the total cost of each year's event.

### Can the College of Business and Technology Monitor Credit for Each Student?

Yes, with the collaboration of the CB&T Advising Office, the Associate Dean's Office, and the University Registrar's Office, each student's completion of this

requirement can be monitored, recorded, and reflected on the CARES report and transcript.

What options are available for students who cannot attend the Professional Skills Conference?

Departments may “waive” on an exception basis the requirement for students who have educational experiences that are comparable to or exceed the experiences gained from the Professional Skills Conference.

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	All Departments	
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	College of Business and Technology	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	BTS 300	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Professional Skills Seminar	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:	Date		Date
Departmental Committee	August 4, 2006	Graduate Council*	
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	August 4, 2006	Approved <input checked="" type="checkbox"/> Disapproved	<b>09-21-06</b>
General Education Committee*		Faculty Senate**	
Teacher Education Committee*		Board of Regents**	
		Council on Postsecondary Edu.***	
*If Applicable (Type NA if not applicable.)			
**Approval needed for new, revised, or suspended programs			
***Approval/Posting needed for new degree program or certificate program			
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.			

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience for all juniors in the College of Business and Technology. Credit will be given when students attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001) Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:** EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all CB&T students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either *good* or *excellent*. Please see the attached page for further rationale for requiring the Conference for graduation.

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** No additional. The Professional Skills Conference has been held annually for ten years.

**Operating Expenses Impact:** The \$10 registration fee will help to defray the increased costs of requiring all students to attend.

**Equipment/Physical Facility Needs:** Equipment and Facilities are adequate.

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**BTO 300. Professional Skills Seminar (0) II.** Required of all Business and Technology students who have earned at least 60 hours. Credit (CR) will be given when students have attended the annual College of Business and Technology's Professional Skills Conference. Cannot be taken concurrently with BTO 400.

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
BTS	300	Spring 2007	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	AFIS MISL AGRI TECH COMM MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 0	
0	Lecture _____ Laboratory _____ Other <input checked="" type="checkbox"/>		Cip Code (first two digits only) 52	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
0	0	CR/NC	FR _____ JR _____ SO _____ SR _____	
Grading Information: Course is eligible for IP (in-progress grading) for: <input type="checkbox"/> Check all applicable			<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
Thesis _____				
Internship _____				
Independent Study _____				
Practicum _____				

**Co-Requisites and Prerequisites** (See definitions on following page)

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No. \_\_\_\_\_

Course Prefix and No. \_\_\_\_\_

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No. \_\_\_\_\_ Cannot be taken concurrently with BTS 400.

Course Prefix and No. \_\_\_\_\_

Test Scores \_\_\_\_\_

Minimum GPA (when a course grouping or student cumulative GPA is required) \_\_\_\_\_

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No. \_\_\_\_\_

Test Scores \_\_\_\_\_

Minimum GPA (when a course grouping or student cumulative GPA is required) \_\_\_\_\_

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No. \_\_\_\_\_

Course Prefix and No. \_\_\_\_\_

Course Prefix and No. \_\_\_\_\_

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)



**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name: All Departments College: College of Business and Technology *Course Prefix & Number: BTS 400 *Course Title (30 characters): Professional Skills Seminar *Program Title: (Major __, Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		Date
Departmental Committee	August 4, 2006	Graduate Council*
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	August 4, 2006	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*		Faculty Senate**
Teacher Education Committee*		Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience for all juniors in the College of Business and Technology. Credit will be given when students attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001) Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

---

**B. The justification for this action:** EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all CB&T students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either *good* or *excellent*. Please see the attached page for further rationale for requiring the Conference for graduation.

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** No additional. The Professional Skills Conference has been held annually for ten years.

**Operating Expenses Impact:** The \$10 registration fee will help to defray the increased costs of requiring all students to attend.

**Equipment/Physical Facility Needs:** Equipment and Facilities are adequate.

**Part IV. Recording Data for New or Revised Course** (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
BTS	400	Spring 2007	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	AFIS MISL AGRI TECH COMM MMAC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 0	
0	Lecture _____ Laboratory _____ Other <input checked="" type="checkbox"/>		Cip Code (first two digits only) 52	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
0	0	CR/NC	FR _____ JR _____ SO _____ SR _____	
Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>			<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
Thesis _____				
Internship _____				
Independent Study _____				
Practicum _____				

**Co-Requisites and Prerequisites** See definitions on following page\*\*

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	Cannot be taken concurrently with BTS 300.
Course Prefix and No.	

Test Scores \_\_\_\_\_

Minimum GPA (when a course grouping or student cumulative GPA is required) \_\_\_\_\_

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Accounting, Finance, and Information Systems</u> College <u>Business and Technology</u> *Course Prefix & Number _____ *Course Title <u>(30 characters)</u> _____ *Program Title <u>Accounting</u> (Major <u>X</u> , Option _____; Minor _____; or Certificate _____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	Date	Date
Departmental Committee	<u>8/4/06</u>	Graduate Council* <u>N/A</u>
Is this a SACS Substantive Change?	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	<u>8/4/06</u>	Approved <input checked="" type="checkbox"/> Disapproved _____
General Education Committee*	<u>N/A</u>	Faculty Senate** _____
Teacher Education Committee*	<u>N/A</u>	Board of Regents** _____
		Council on Postsecondary Edu.*** _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:**

EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

**C. The projected cost (or savings) of this proposal is as follows:**

Personnel Impact: N/A

Operating Expenses Impact: The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

Equipment/Physical Facility Needs: N/A

Library Resources:

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**ACCOUNTING (B.B.A.)**

*CIP Code: 52.0301*

**University Requirement ..... 1 hour**  
BTO 100.

**General Education Requirements ..... 39 hours**  
Standard General Education program, excluding general education blocks II, VB, and VC. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**

BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 12-15 hours**  
MAT 211 or the combined courses of MAT 107 and QMB 240; SOC 131; ECO 230, 231.

**Free Electives (non-business) ..... 9-12 hours**

**Business Requirements**

**Pre-Business Core ..... 12 hours**  
ACC 201, 202; GBU 204; QMB 200.

**Business Core ..... 21 hours**  
CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480.

**Major Requirements ..... 31 hours**  
ACC 250, 301, 302, 322, 327, 350, 425, 441, and nine elective hours (six from ACC 523, 501, 442, 521, 525, 527 or 440; and an additional three from this list or a non-accounting course approved by advisor, or ACC 349).

**Total Curriculum Requirements ..... 128 hours**

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Accounting, Finance, and Information Systems				
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology				
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number					
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)					
<input type="checkbox"/> New Program (Part III)	*Program Title	Computer Information Systems				
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input checkbox"="" type="checkbox/&gt;)&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;&lt;input type="/> Program Suspended (Part III)		*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	8/4/06	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

---

**B. The justification for this action:**  
 EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**COMPUTER INFORMATION SYSTEMS (B.B.A.)**

*CIP Code: 52.1201*

**University Requirement ..... 1 hour**

BTO 100.

**General Education Requirements ..... 39 hours**

Standard General Education program, excluding general education blocks II, VB, and VC. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**

BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 12-15 hours**

MAT 211 or the combined courses of MAT 107 and QMB 240; SOC 131; ECO 230, 231.

**Free Electives (non-business) ..... 13-16 hours**

**Business Core Requirements**

**Pre-Business Core ..... 12 hours**

ACC 201, 202; GBU 204; QMB 200.

**Business Core ..... 21 hours**

CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480.

**Major Requirements ..... 27 hours**

CIS 215, 250, 340, 375, 380, 435, 480, and six elective hours (three from CIS 355, CIS 370, CIS 400, CIS 410, or CIS 436; and an additional three from this list or a non-CIS upperdivision course approved by advisor.

**Total Curriculum Requirements ..... 128 hours**

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name: Accounting, Finance, and Information Systems College: Business and Technology *Course Prefix & Number: _____ *Course Title (30 characters): _____ *Program Title: Finance (Major <input checked="" type="checkbox"/> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	8/4/06	Graduate Council* N/A
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:**

EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

**C. The projected cost (or savings) of this proposal is as follows:**

Personnel Impact: N/A

Operating Expenses Impact: The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

Equipment/Physical Facility Needs: N/A

Library Resources:

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using strikethrough for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use strikethrough for deletions and underlines for additions.)

**FINANCE (B.B.A.)**

*CIP Code: 52.0801*

**University Requirement ..... 1 hour**  
BTO 100.

**General Education Requirements ..... 39 hours**  
Standard General Education program, excluding general education blocks II, VB, and VC. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**

BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 12-15 hours**  
MAT 211 or the combined courses of MAT 107 and QMB 240; SOC 131; ECO 230, 231.

**Free Electives (non-business) ..... 13-19 hours**

**Business Requirements**

**Pre-Business Core ..... 12 hours**  
ACC 201, 202; GBU 204; QMB 200.

**Business Core ..... 21 hours**  
CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480.

**Major Requirements ..... 24-27 hours**  
QMB 300; FIN 301, 350; and one of the following options:

**Managerial Finance Option:**

FIN 401, 455, ACC 301, 302, 327, 350.

**General Finance Option:**

FIN 324, 401, 405, 420, 455, and three hours from RST 310, 330 or FIN 304.

**Real Estate Finance Option:**

FIN 304, 405; RST 310, 330, 401.

**Total Curriculum Requirements ..... 128 hours**



**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Accounting, Finance, and Information Systems <hr/> College Business and Technology <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Insurance (B.B.A.) (Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)	
*Provide only the information relevant to the proposal.		
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	8/4/06	Graduate Council* N/A
Is this a SACS Substantive Change?	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.	
<b>A. 2. Effective date:</b> (Example: Fall 2001)  Spring 2007	
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b>  EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  Personnel Impact: N/A  Operating Expenses Impact: The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend. Equipment/Physical Facility Needs: N/A  Library Resources:	

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
 (\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**INSURANCE (B.B.A.)**

*CIP Code: 52.1701*

**University Requirement ..... 1 hour**

BTO 100.

**General Education Requirements ..... 39 hours**

Standard General Education program, excluding general education blocks II, VB, and VC. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**

BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 12-15 hours**

MAT 211 or the combined courses of MAT 107 and QMB 240; SOC 131; ECO 230, 231.

**Free Electives (non-business) ..... 16-19 hours**

**Business Requirements**

**Pre-Business Core ..... 12 hours**

ACC 201, 202; GBU 204; QMB 200.

**Business Core ..... 21 hours**

CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480.

**Major Requirements ..... 24 hours**

INS 370, 372, 374, 378, 486, and nine additional hours of insurance electives may be taken from the following:

INS 349 --up to a maximum of six hours, INS 380, 476, and 474, INS 400--up to a maximum of six hours total, INS 490 - up to a maximum of six hours; APS 350, 351, APS 352, 438, 465, FSE 221, 322, 350, 361, 366, TRS 332, and 342.

**Total Curriculum Requirements ..... 128 hours**



**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
 (\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**INSURANCE (B.S.)**

*CIP Code: 52.1701*

**University Requirement .....1 hour**

BTO100

**General Education Requirements .....39hours**

Standard General Education program, excluding blocks II, VB, and VII (QS). Refer to Section Four of this Catalog for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**

BTS 300 (CR) and BTS 400 (CR)

**Supporting Course Requirements .....6-9 hours**

MAT211 or the combined courses of MAT107 and QMB240; ECO230

**Free Electives (at least one hour must be upper division).....25-28 hours**

**Business Requirements**

**Pre-Core..... 12 hours**

ACC201, 202, GBU204, QMB200

**Core.....21 hours**

CCT300, CIS300, FIN300, MGT300, MKT300; INS 370, 374

**Insurance Major Requirements.....21 hours**

INS372, 378, 400; 486 or 488 or 474; and nine hours from INS349 (1-6 hours), 376, 380, 382, 384, 400 (1-3 hours), 490 (1-6 hours), HCA370, GBU310, 311, MGT330, MKT310, APS350, 351, 352, 438, 465, FSE221, 322, 350 361, 366, TRS 332, or 342.

**Total Curriculum Requirements .....128 hours**

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Agriculture</u> College <u>Business and Technology</u> *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title <u>Agriculture with a Minor in Business</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	8/4/06	Graduate Council* <u>N/A</u>
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/> Disapproved <u>09-21-06</u>
General Education Committee*	N/A	Faculty Senate** _____
Teacher Education Committee*	N/A	Board of Regents** _____
		Council on Postsecondary Edu.*** _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Spring 2007  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> N/A  <b>Operating Expenses Impact:</b> The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend. <b>Equipment/Physical Facility Needs:</b> N/A  <b>Library Resources:</b>	

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**AGRICULTURE WITH MINOR IN BUSINESS\*\* (B.S.)**

*CIP Code: 01.0301*

**University Requirement ..... 1 hour**  
BTO 100.

**General Education Requirements ..... 39 hours**  
Standard General Education program, excluding blocks IVA, IVB, and VB. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 8 hours**  
BIO 121; CHE 101 and CHE 107 (1).

**Free Electives ..... 6 hours**

**Minor Requirements\* ..... 21 hours**

**Major Requirements ..... 53 hours**  
AGR 125, 126, 130, 131, 210, 213, 215, 304, 305, 308, 310 or 350, 411; four hours from AGR 301, 302, or 349; 20 hours in AGR and/or OHO upper division electives with a maximum to eight hours in any option area.

**Total Curriculum Requirements ..... 128 hours**  
\*CCT 201 may be used for the business minor in this degree option.

\*\*Minor in other fields may be substituted if approved by department chair and Dean of the College of Business and Technology. Students completing requirements in the Pre-Veterinary Medicine Program with a minor in chemistry will be designated Agriculture/Pre-Veterinary majors.

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name: <u>Agriculture</u> College: <u>Business and Technology</u> *Course Prefix & Number: _____ *Course Title (30 characters): _____ *Program Title: <u>Agriculture (B.S.) Area Major</u> (Major <u>X</u> , Option _____; Minor _____; or Certificate _____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	8/4/06	Graduate Council* <span style="float: right;">N/A</span>
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	8/4/06	Council on Academic Affairs
General Education Committee*	N/A	Approved <input checked="" type="checkbox"/> Disapproved _____ <span style="float: right; background-color: yellow;">09-21-06</span>
Teacher Education Committee*	N/A	Faculty Senate** _____
		Board of Regents** _____
		Council on Postsecondary Edu.*** _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Spring 2007  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b>  EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> N/A  <b>Operating Expenses Impact:</b> The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.  <b>Equipment/Physical Facility Needs:</b> N/A  <b>Library Resources:</b>	

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
 (\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**AGRICULTURE (B.S.) AREA MAJOR**

*CIP Code: 01.0301*

**University Requirement ..... 1 hour**  
 BTO 100.

**General Education Requirements ..... 36 hours**  
 Standard General Education program, excluding blocks IVA, IVB, VB, and VII (QS). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
 BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 17 hours**  
 ACC 201, BIO 121, CHE 101 and CHE 107 (1), ECO 230; CIS 212 or CCT 201 or CSC 104.

**Free Electives ..... 11-15 hours**

**Major Requirements ..... 59-63 hours**

**Core ..... 45 hours**  
 AGR 125, 126, 130, 131, 210, 213, 215, 304, 305, 308, 310 or 350, 411; four hours from AGR 301, 302, or 349; 12 hours of upper division AGR and/or OHO electives and one of the following options:

**Agribusiness Management:..... 15 hours**  
 AGR 315, 321, 381, 409, and 440.

**Agriculture Systems Management: ..... 14 hours**  
 AGR 272, 318, 362, 381, and 383.

**Agronomy and Natural Resources:..... 15 hours**  
 AGR 312 or 345; 315, 321, 340, and 416.

**Dairy Herd Management:..... 14 hours**  
 AGR 225, 321, 375, and 380.

**Livestock Production: ..... 18 hours**  
 AGR 225, 321, 327, 328, and 409.

**Soils ..... 16 hours**  
 AGR 312 or 345; 315, 317, 318, 340, and 416.

**Total Curriculum Requirements ..... 128 hours**



**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name: <u>Agriculture</u> College: <u>Business and Technology</u> *Course Prefix & Number: _____ *Course Title (30 characters): _____ *Program Title: <u>Horticulture with a Minor in Business</u> (Major <input checked="" type="checkbox"/> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	Date	Date
Departmental Committee	8/4/06	Graduate Council* <span style="float: right;">N/A</span>
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/> Disapproved _____ <span style="float: right; background-color: yellow;">09-21-06</span>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

---

**B. The justification for this action:**  
 EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**HORTICULTURE WITH MINOR IN BUSINESS (B.S.)**

*CIP Code: 01.0603*

**University Requirement ..... 1 hour**

BTO 100.

**General Education Requirements ..... 39 hours**

Standard General Education program, excluding blocks IVA, IVB, and VB. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**

BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 12 hours**

BIO 121 and 131; CHE 101 and CHE 107 (1).

**Free Electives ..... 4 hours**

**Minor Requirements\* ..... 21 hours**

**Major Requirements ..... 51 hours**

OHO 131, 132, 351; AGR 210, 213, 215, 304, 305, 308, 315, 411; twelve hours from OHO 370 or 384; OHO 371, 385 or AGR 417; OHO 372 or 388; OHO 391 or 389; four hours from OHO 301, 349; and seven hours upper division OHO and/or AGR electives.

**Total Curriculum Requirements ..... 128 hours**

\*CCT 201 may be used for the business minor in this degree option.

\*\*Minor in other fields may be substituted if approved by department chair and Dean of the College of Business and Technology.

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name: <u>Agriculture</u> College: <u>Business and Technology</u> *Course Prefix & Number: _____ *Course Title (30 characters): _____ *Program Title: <u>Horticulture (B.S.) Area Major</u> (Major <u>X</u> , Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		<u>Date</u>
Departmental Committee	<u>8/4/06</u>	Graduate Council* <u>N/A</u>
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	<u>8/4/06</u>	Approved <input checked="" type="checkbox"/> Disapproved <u>09-21-06</u>
General Education Committee*	<u>N/A</u>	Faculty Senate**
Teacher Education Committee*	<u>N/A</u>	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

---

**B. The justification for this action:**  
 EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**HORTICULTURE (B.S.) AREA MAJOR**

*CIP Code: 01.0603*

**University Requirement ..... 1 hour**  
BTO 100.

**General Education Requirements ..... 36 hours**  
Standard General Education program, excluding blocks IVA, IVB, VB, and VII (QS). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 21 hours**  
BIO 121 and 131, CHE 101 and 107 (1); ACC 201, ECO 230; CIS 212 or CCT 201 or CSC 104.

**Free Electives ..... 10 hours**

**Major Requirements ..... 60 hours**

**Core ..... 42 hours**

OHO 131, 132, 351, AGR 210, 213, 215, 304, 305, 308, 315, 349 (4), 409, 411; seven hours of upper division electives from AGR and/or OHO electives, and one of the following options:

**Floriculture/Greenhouse Management: ..... 18 hours**  
OHO 301 (1), 352, 362E, 364, 384 or 385, 388, 389, and AGR 417.

**Landscape Horticulture: ..... 18 hours**  
OHO 261, 262, 370, 371 or 372, 391 and 392.

**Turfgrass Management ..... 18 hours**  
OHO 301 (1), 352, 354, 362A, 362G, 370, 410 (2); AGR 362 and 416, and (1) hour OHO and/or AGR upper division.

**Total Curriculum Requirements ..... 128 hours**



## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

College of Business and Technology  
Department of Agriculture

2 Carter Building  
521 Lancaster Avenue  
Richmond, KY 40475-3102  
(859) 622-2237  
FAX: (859) 622-6676  
E-mail: Bruce.Pratt@eku.edu

### M E M O

TO: Council on Academic Affairs

DATE: August 8, 2006

From: Department of Agriculture

RE: Curriculum Changes in Associate Degree Program and Horticulture course changes.

Please consider the following curriculum changes:

1. Associate Degree Program
  - a. Change to Associate of Applied Science to meet CPE requirements
  - b. Add MAT 105 into supporting courses.
2. Drop Vegetable Production (OHO 386).
3. Change Fruit Production (OHO 373) to Fruit and Vegetable Production.
4. Add course Herbaceous Ornamental Plants (OHO 263).
5. Modify course title and catalog description of OHO 262.



**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Department of Agriculture College Business and Technology *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title Technical Agriculture (A.S.) (Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input type="checkbox"/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	<u>Date</u> 8/16/06	<u>Date</u> Graduate Council* N/A Council on Academic Affairs
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	<u>Date</u> 8/23/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate** <b>10-02-06</b>
Teacher Education Committee*	N/A	Board of Regents** Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>1. Change the Associate Degree in Technical Agriculture from Associate of Science to Associate of Applied Science to meet the general education requirements for Associate Degrees as established by the Council on Postsecondary Education.</p> <p>2. Add MAT 105 to supporting classes and reduce free electives to reflect additional course requirement.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001) Spring 2007</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p>
<p><b>B. The justification for this action:</b> 1. Meet State Requirements</p> <p>2. MAT 105 is a prerequisite for AGR 210 that is required in the program.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p>Personnel Impact: None.</p> <p>Operating Expenses Impact: None.</p> <p>Equipment/Physical Facility Needs: None.</p> <p>Library Resources: None.</p>

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
 (\*Use ~~strikethrough~~ for deletions and underlines for additions.)

Associate Degree  
 Technical Agriculture (~~A.S.~~) (A.A.S.)  
 CIP Code: 01.9999

<b>Supporting Course Requirements</b> .....	20 hours
BTO 100, six hours of English composition*, three hours of general education humanities*, ECO 230, CHE 101 and 107 or 105 and 107, <u>MAT 105</u> .	
<b>Free Electives</b> .....	4 hour <del>1 hour</del>
<b>Major Requirements</b> .....	43 hours
<b>Core</b> .....	31 hours
AGR 130 & 131 or OHO 131 & 132, AGR 210, 213, 215, 304, 305, 308; 6 hours of practicum; 4 hours departmental electives, and one of the following options:	
<b>Agriculture Systems Management</b> .....	12 hours
AGR 272, 301 (1), 362, 381 and 383.	
<b>Agribusiness Management</b> .....	12 hours
AGR 310, 350, 409, 440.	
<b>Floriculture/Greenhouse Management</b> .....	12 hours
OHO 362E, 364, 388, 389; 384 or 385.	
<b>Landscape Horticulture</b> .....	12 hours
OHO 261, 262, 370 or 391; 371 or 372.	
<b>Livestock Management</b> .....	12 hours
AGR 125, 126, 321, 327 or 328 or 380.	
<b>Turfgrass Management</b> .....	12 hours
AGR 362, OHO 301 (1), 351, 352 and 370.	
<b>Total Curriculum Requirements</b> .....	64 hours

\*Courses meeting general education requirements.

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

<b>(Check one)</b>	Department Name	Agriculture
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	OHO 386
<input checked="" type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Vegetable Production
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	12/02/05	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	8/23/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To remove a course that serves only as an elective and does not provide students with the background needed for a career in landscape horticulture.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

---

**B. The justification for this action:**  
 To better address the needs of the students, the vegetable production course should be combined with the fruit production course to allow for teaching the Herbaceous Ornamental Plants course (proposed on an additional form). This plan affords the students the opportunity to obtain the information on vegetable and fruit production, while providing room for a course that is invaluable to students in the landscape horticulture curriculum.

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:**  
 none

**Operating Expenses Impact:** none

**Equipment/Physical Facility Needs:** none

**Library Resources:** none



**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

~~OHO 386-03 credits, Vegetable Production.~~

~~Vegetable growth and development, growing from seed, managing soils, planting, mulching, controlling pests, harvesting, handling, marketing and storing most vegetable crops.~~

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

<input type="checkbox"/> (Check one)	Department Name	Agriculture
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	OHO 373
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Fruit Production
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	12/02/05	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	8/23/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\* Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To revise and change a course and course title to better fit the needs of the landscape horticulture students.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

---

**B. The justification for this action:**  
 To better address the needs of the students, the vegetable production course be combined with the fruit production course. This change will still provide the students with the information they need regarding both vegetable and fruit production; it will cover soils and insect/disease issue, as well as planting and maintenance issues specific to various crops. The change will also provide the students the opportunity to take the Herbaceous Ornamental Plants course which will better prepare them for a career in landscape horticulture.

---

**C. The projected cost (or savings) of this proposal is as follows:**

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

OHO 373 (3) Fruit and Vegetable Production.

Planning, planting and growing fruits and vegetables. ~~Pruning, training, fertilizing, controlling pests and harvesting for quality of bush and tree fruits.~~ Managing soils, controlling pests, harvesting, handling, marketing and storing of many fruit and vegetable crops. Pruning and training for quality bush and tree fruits.

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
OHO	373	Fall 2007	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AGRI
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites** See definitions on following page

<b>Co-Requisite(s):</b> (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
<b>Prerequisite(s):</b> (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Equivalent Course(s):</b> (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

**AGR 7**

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name: <u>Agriculture</u> College: <u>Business and Technology</u> *Course Prefix & Number: <u>OHO 263</u> *Course Title (30 characters): <u>Herbaceous Ornamental Plants</u> *Program Title: _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	Date: <u>12/02/05</u>	Graduate Council* Date: <u>NA</u>
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	Date: <u>8/23/06</u>	Approved <input checked="" type="checkbox"/> Disapproved _____ Date: <b>09-21-06</b>
General Education Committee*	Date: <u>NA</u>	Faculty Senate**
Teacher Education Committee*	Date: <u>NA</u>	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To add a course that will prepare horticulture students for a career in landscape horticulture  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2007  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Students studying landscape horticulture need to know the species, cultural requirements and uses of herbaceous ornamentals, due to the increased use and interest of these in the industry and by homeowners.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  Personnel Impact: None  Operating Expenses Impact: None  Equipment/Physical Facility Needs: None  Library Resources: Potentially the expense of purchasing some up-to-date reference materials, such as identification and maintenance books	

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

OHO 263, (3) Herbaceous Ornamental Plants.

Identification, culture, and landscape use of bulbs, annuals, and herbaceous perennials, including ornamental grasses.

**Part IV. Recording Data for New or Revised Course** (Record only new or changed course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
OHO	263	Fall 2007	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AGRI
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
03	Lecture <u>2</u> Laboratory <u>2</u> Other _____		01 Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites** See definitions on following page

<b>Co-Requisite(s):</b> (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
<b>Prerequisite(s):</b> (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Equivalent Course(s):</b> (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

AGR 10

OHO 263

## Herbaceous Ornamental Plants

Identification, culture, and landscape use of bulbs, annuals, and herbaceous perennials, including ornamental

Fall 2007

Instructor: Dr. Barbara Fair

Office: 5 A.B. Carter Building

Contact Info: phone- 2-2232

Email- Barbara.fair@eku.edu

Meeting Times: Monday and Wednesday from 12:30 – 3:15

Required Text:

- 1) Manual of Herbaceous Ornamental Plants, 5<sup>th</sup> Edition, 2006, Stipes Publishing, Steven Still
- 2) Packet of handouts available for purchase at bookstores.

You will be responsible for knowing the contents of all materials.

### Course Procedures:

The purpose of this course is to acquaint each student with ornamental herbaceous annuals, biennials, perennials and bulbs useful in landscaping and to consider their best function and placement as well as their problems and shortcomings. As you proceed through this course, you will be capable of selecting plants suitable for stated purposes and specific site conditions, identify plants by sight, and relate them to each other in terms of color, habit and season of bloom. You will also be aware of cultural needs to the extent that will enable you to make intelligent choices.



Learning Objectives:

At the completion of this course you should be able to do the following things, with your performance evaluated on the grade scale, which has been listed.

- 1) Identify the plants covered in the course and give the botanical and common names of each.
- 2) Detail for each species: flower colors available, height, flowering season common problems, required soil conditions, hardiness and other facts that affect the plants performance in the landscape.
- 3) Be able to select the procedures for proper culture and maintenance of herbaceous plants to include bed preparation, staking, dividing, deadheading, etc.
- 4) Be familiar with the steps and principles involved in designing with perennials.

STUDENT EVALUATION:

Laboratory Quizzes:

Quizzes will be given weekly~ except for the first week. The quizzes will be given at the beginning of the Thursday lab. Each quiz will have 10 plants. Information required for the plants includes the following:

Genus:

Specific epithet:

Common name:

(Cultivar may be required for some species.)

For example:

Imperata (3 points) cylindrica 'Red Baron' (2 points)

Red Baron Japanese blood grass (1 point)

Spelling Does Count! Quizzes will be cumulative to some degree. Make-up quizzes will be given ONLY in the case of illness or family emergency.

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Some specimens will be available for study and testing in the display garden. For others, you may have to look on line and use pictures. Some pictures may be provided to you.

Midterm Exams:

There will be 2 exams, each worth 100 points

Final Exam:

The exam covers material from lecture and lab.

Field trip:

An all-day field trip will be taken sometime during the semester. This trip is required of all students and is worth 50 points. Students will receive 25 points for attending, and 25 points for completing a project given in conjunction with the field trip. An alternative project is available for students unable to attend the field trip, but this option is rather rigorous!

Participation:

There are 50 possible points for participation. To receive full credit, students must remain the entire lab period, unless excused by the instructor. If students cannot attend a lab due to illness or emergency the instructor must be notified as soon as possible.

Genus Study:

Requirements for the genus report will be given in lab on a separate handout.

Grade Determination:

Item	% Final Grade	Possible Points
Plant Quizzes (12 or 13 count)		720
Mid-terms		200
Participation		50
Genus Report		150
Field trip		80
Final Exam		100
Total:		1,300

Grade Scale:

1170 - 1300	A
1040 - 1169	B
910 - 1039	C
780 - 909	D
< 779	F

Attendance Policy:

Students enrolled in the Agriculture Department are required to attend on time all scheduled class meetings. I will follow this policy.

It is your responsibility, as a student, to attend classes. I realize that there is more to your life than college coursework. Therefore, if you must miss a class (particularly when an assignment is due or you are participating in group work) you must notify me ahead of time (except in the case of an emergency, where you must let me know as soon as you return to class). If you do not notify me ahead of time, an unexcused absence will be counted against your participation grade or you will receive a reduced grade or zero for an assignment.

It is the student's responsibility to obtain any assignment or lecture material missed due to an absence or tardiness. As you will be working in a group, it is even more important for you to attend classes and notify your group, when appropriate, if you must miss a class.

Obviously, if you miss numerous classes, your grade will be negatively affected. If you miss more than 20% of class meetings, you can automatically receive a failing grade, unless the instructor or department Chair waives this requirement.

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person on the first floor of the Turley House or by telephone at (859) 622-1500 V/TTY. Upon individual request, this syllabus can be made available in alternative forms.

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Agriculture
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Business and Technology
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	OHO 262
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Selection and Use of Evergreen Trees and Shrubs
<input type="checkbox"/> Program Revision (Part III)	*Program Title	(Major __, Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	12/02/05	Graduate Council*
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	8/23/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

09-21-06

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To alter the course content and change the course description to reflect a more biological perspective.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 NA

**B. The justification for this action:**  
 To address plant species from a biological perspective, rather than the current arbitrary approach.

**C. The projected cost (or savings) of this proposal is as follows:**

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

OHO 262, (3). ~~Selection and Use of evergreen trees and shrubs. Characteristics of identification and criteria for landscape use of tree and shrub cultivars adapted to Kentucky.~~ Deciduous shade trees and narrow leaf evergreens. Study of deciduous shade trees and narrow leaf evergreens including their identification, growth habits, ornamental features, environmental adaptation, utilization, and management in the landscape.

**Note:** Abbreviated 30 Character Course Title: **Deciduous Trees & Evergreens**

**Part IV. Recording Data for New or Revised Course** (Record only new or changed course information.)

Course prefix (3 letters) OHO	Course Number (3 Digits) 262	Effective Term (Example: Fall 2001) Fall 2007	College/Division: AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	Dept. (4 letters)* AGRI
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type* (List all applicable)			Cip Code (first two digits only)	
Work Load (for each schedule type)		Grading Mode*		Class Restriction, if any: (undergraduate only)
				FR _____ JR _____ SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		<b>FOR BANNER USE ONLY</b>
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
				Date of data entry _____
				Data entry person _____

**Co-Requisites and Prerequisites** See definitions on following page.

<b>Co-Requisite(s):</b> (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
<b>Prerequisite(s):</b> (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Equivalent Course(s):</b> (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Communication		
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology		
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number			
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)			
<input type="checkbox"/> New Program (Part III)	*Program Title	Broadcasting and Electronic Media		
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input checkbox"="" type="checkbox/&gt;)&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;&lt;input type="/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	8/4/06	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

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**B. The justification for this action:**  
 EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

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**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**



**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**BROADCASTING AND ELECTRONIC MEDIA (B.A.)**

*CIP Code: 09.0701*

**University Requirement** ..... 1 hour  
BTO 100.

**General Education Requirements** ..... 48 hours  
Standard General Education program. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
BTS 300 (CR) and BTS 400 (CR).

**Free Electives** ..... 37-39 hours

**Major Requirements** ..... 40-42 hours

**Broadcasting & Electronic Media Core** ..... 19 hours  
BEM 240, 295 (4), 300, 370 (4) or 395 (4), 343 (1) or 349 (1) or 398 (1), COM 200, 491 (1).

**Options** ..... 21-23 hours

**General: 22 hours**

BEM 425, 495 (4) and 3 hours selected from BEM 375 or COM 201, 3 hours selected from BEM 375, COM 201, 301, 325, 330, or 353, 9 hours selected from BEM 375, 395, 401, 402, COM 201, 300, 301, 320 (A-I) (3), 325, 330, 353, 405, 415, 420, 425, 430, 445, 471, JOU 325, PUB 375, 380.

**Broadcast News: 21 hours**

COM 201, 301, 405, BEM 401, 402, and 6 hours selected from BEM 375, 425, 495 (4), COM 300, 320 (A-I) (3), 330, 405, 415, 420, 430, 445, JOU 305, 325, 480, PUB 375, 380.

**Film Techniques & Technology: 23 hours**

BEM 350 (3), 351 (3), 353 (3), 370 (4), 425 (3), 495 (4), 352 (3).

**Total Curriculum Requirements** ..... 128 hours

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Communication
<input type="checkbox"/> New Course (Parts II, IV)	College	Business and Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	Communication Studies
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major <input checked="" type="checkbox"/> , Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	8/4/06	Graduate Council*	N/A
Is this a SACS Substantive Change?	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

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**B. The justification for this action:**  
 EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

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**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketthrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~striketthrough~~ for deletions and underlines for additions.)

**COMMUNICATION STUDIES (B.A.)**

*CIP Code: 09.0101*

**University Requirement ..... 1 hour**  
BTO 100.

**General Education Requirements ..... 48 hours**  
Standard General Education program. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
BTS 300 (CR) and BTS 400 (CR).

**Free Electives ..... 28 hours**

**Major Requirements ..... 51 hours**  
CMS 200, 205, 210, 250, 300, 310, 315 and/or 349 (3 hours), 320, 325, 350, 375, 406, 410, 420, 450, 480, and three hours from the following courses: CMS 353, CMS 400 or CMS 490.

**Total Curriculum Requirements ..... 128 hours**

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Communication College Business and Technology *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title Journalism (Major <input checked="" type="checkbox"/> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	Date	Date
Departmental Committee	8/4/06	Graduate Council* N/A
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/> Disapproved ____ <b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

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**B. The justification for this action:**  
 EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

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**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**JOURNALISM (B.A.)**

*CIP Code: 09.0401*

**University Requirement ..... 1 hour**  
BTO 100.

**General Education Requirements ..... 48 hours**  
Standard General Education program. Refer to Section Four of this *Catalog* for details on General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
BTS 300 (CR) and BTS 400 (CR).

**Free Electives ..... 24 hours**

**Minor Requirements ..... 18 hours**  
Journalism students must complete a minor in an area outside the Department of Communication.

**Major Requirements ..... 37 hours**  
COM 200, 201, 301, and 491 (1), JOU 302 (1), 305, 310, 325, 401, 425, COM 405, and 8 hours selected from JOU 302, 307, 410, 415, 450, 480, COM 320A-I (up to 4 hours), 330, 415, 430, or 471.

**Total Curriculum Requirements ..... 128 hours**

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Communication Business and Technology  Public Relations (Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input type="checkbox"/> )  Date Graduate Council* N/A Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b> Faculty Senate** Board of Regents** Council on Postsecondary Edu.***
Proposal Approved by:		
Departmental Committee	8/4/06	Graduate Council* N/A
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

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**B. The justification for this action:**  
 EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

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**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**PUBLIC RELATIONS (B.A.)**

*CIP Code: 09.0902*

**University Requirement ..... 1 hour**

BTO 100.

**General Education Requirements ..... 42 hours**

Standard General Education program excluding block VB and block VC. Refer to Section Four of this *Catalog* for details on General Education and University requirements.

**College Requirement: Professional Skills Seminar**

BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 21 hours**

COM 320 (3) A-I, 420, ECO 230 or 231, MGT 301 or BEM

425, POL 101 and six hours from the following courses:

COM 301, 309, 325, 390, 425, GCM 211, MKT 301, or

PUB 385.

**Free Electives ..... 28 hours**

**Major Requirements ..... 36 hours**

BEM 295(4); 375, COM 200, 201, 405, and 491(1), JOU

305, 325 or TEC 313, PUB 375, 380, 470 (1), 475, 490.

**Total Curriculum Requirements ..... 128 hours**

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Management, Marketing, and Admin. Communication College Business and Technology *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title Corporate Communication and Technology (B.B.A.) (Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
Departmental Committee	Date 8/4/06	Graduate Council*
		Date N/A
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Council on Academic Affairs	Approved <input checked="" type="checkbox"/> Disapproved _____	Date <b>09-21-06</b>
College Curriculum Committee	Date 8/4/06	Faculty Senate**
General Education Committee*	Date N/A	Board of Regents**
Teacher Education Committee*	Date N/A	Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

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**B. The justification for this action:**  
 ECU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

---

**C. The projected cost (or savings) of this proposal is as follows:**

Personnel Impact: N/A

Operating Expenses Impact: The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

Equipment/Physical Facility Needs: N/A

Library Resources:



**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~striketrough~~ for deletions and underlines for additions.)

**CORPORATE COMMUNICATION  
AND TECHNOLOGY (B.B.A)**

*CIP Code: 52.0204*

**University Requirement ..... 1 hour**  
BTO 100.

**General Education Requirements ..... 39 hours**  
Standard General Education program, excluding general education blocks II, VB, and VC. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 12 hours**  
MAT 107 or MAT 211; SOC 131; ECO 230, 231.

**Free Electives (non-business) ..... 9 hours**

**Business Requirements**

**Pre-Business Core ..... 12 hours**  
ACC 201, 202; GBU 204; QMB 200.

**Business Core ..... 21 hours**  
CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, and GBU 480.

**Major Requirements ..... 34 hours**  
CCT 106, 200, 250, 290, 302, 303, 310, 550, 570, 580, CMS 300, and MGT 340.

**Total Curriculum Requirements ..... 128 hours**



**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**GENERAL BUSINESS (B.B.A.)**

*CIP Code: 52.0101*

**University Requirement** ..... 1 hour  
BTO 100.

**General Education Requirements** ..... 39 hours  
Standard General Education program, excluding general education blocks II, VB, and VC. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements** ..... 12 hours  
MAT 107 or MAT 211; SOC 131; ECO 230, 231.

**Free Electives (non-business)** ..... 10-13 hours

**Business Requirements**

**Pre-Business Core** ..... 12 hours  
ACC 201, 202; GBU 204; QMB 200.

**Business Core** ..... 21 hours  
CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480.

**Major Requirements** ..... 30-33 hours  
CIS 400, GBU 201, MGT 340, and one of the following options:

**General Business Option:**

Three hours in a 400 level Marketing Course, three hours in Finance (FIN 301, 302, 304, 324, or 330), and three hours in Management (MGT 320, 330, 406, 430, or 470), and one additional approved upper-division course from finance, marketing, or management, and nine hours of approved business electives.

**International Business Option:**

Six hours of foreign language, CCT 310, MGT 430, MKT 400, FIN 330; and six hours of business credit which will include course of study and/or internship in a foreign country. Exemptions from the foreign study requirement are available only with the chairperson approval. International students may choose to fulfill this requirement through internships, cooperative education, or approved upper-division courses in business or economics (ECO 394).

**Total Curriculum Requirements** ..... 128 hours

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Management, Marketing, and Admin. Communication College Business and Technology *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title Management (Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input type="checkbox"/> *Provide only the information relevant to the proposal.	
--	--	--

<b>Proposal Approved by:</b>	<u>Date</u>		<u>Date</u>
Departmental Committee	8/4/06	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:**  
 EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~striketrough~~ for deletions and underlines for additions.)

**MANAGEMENT (B.B.A.)**

*CIP Code: 52.0201*

**University Requirement ..... 1 hour**  
BTO 100.

**General Education Requirements ..... 39 hours**  
Standard General Education program, excluding general education blocks II, VB, and VC. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 12 hours**  
MAT 107 or MAT 211; SOC 131; ECO 230, 231.

**Free Electives (non-business) ..... 13 hours**

**Business Requirements**

**Pre-Business Core ..... 12 hours**  
ACC 201, 202; GBU 204; QMB 200.

**Business Core ..... 21 hours**  
CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480.

**Major Requirements ..... 24 hours**  
MGT 320, 340, 400, 480, and one of the following options:

**Management Option:**

12 hours of approved management electives above the core.

**Human Resource Management Option:**

MGT 410, 425, 440, 445.

**Approved Business Electives ..... 6 hours**

**Total Curriculum Requirements ..... 128 hours**

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name: Management, Marketing, and Admin. Communication College: Business and Technology *Course Prefix & Number: _____ *Course Title (30 characters): _____ *Program Title: Marketing (Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input type="checkbox"/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		Date
Departmental Committee	8/4/06	Graduate Council* N/A
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

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**B. The justification for this action:**  
 EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

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**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
 (\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**MARKETING (B.B.A.)**

*CIP Code: 52.1401*

**University Requirement ..... 1 hour**  
 BTO 100.

**General Education Requirements ..... 36-39 hours**  
 Standard General Education program, excluding general education blocks II, VB, and VC. For Music Marketing Option, block IIIA is also excluded. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 12-15 hours**  
 MAT 107 or 211; SOC 131; ECO 230, 231, MUS 272 (For Music Marketing Option).

**Free Electives (non-business) ..... 1-13 hours**  
 Upper Division electives may be required to meet the University 43 hour upper division requirement. (Music Marketing Option: recommend BEM 240, and other business courses as electives, up to 50% of program).

**Business Requirements**

**Pre-Business Core ..... 12 hours**  
 ACC 201, 202; GBU 204; QMB 200.

**Business Core ..... 21 hours**  
 CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480.

**Major Requirements ..... 27-39 hours**

**Marketing Option ..... 27 hours**  
 MKT 350, 400, 455, MGT 340 and 15 hours of approved marketing electives above the core.

**Music Marketing Option ..... 30 hours**  
 MUS 190 (2), 191 (2), 290 (2), 390 (3), 391 (3), MGT 340, and 15 hours from the following courses: MKT 304, 306, 310, 349, 400, 401, or MGT 330.

**Professional Golf Management Option ..... 39 hours**  
 MKT 350, 404, 455, 349 (3), 481 (3), MGT 201\*, MGT 320, MGT 330, MGT 340; additional requirements: AGR 304 (4), OHO 351 (4), OHO 362G (1), NFA 445.

**Approved Business Electives ..... 3 hours**

**Total Curriculum Requirements ..... 128 hours**

\*MGT 201 A, B, C, D, E, F (1/2 hour) required of all PGM students for six semesters, up to a maximum of three credits.



## EASTERN KENTUCKY UNIVERSITY

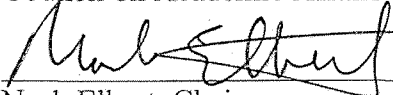
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Department of Management, Marketing, and Administrative Communication

Business & Technology Center, Room 011  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3102  
Office: 859-622-1377  
Fax: 859-622-2359  
[www.management.eku.edu](http://www.management.eku.edu)  
Dr. Norb Elbert, Chair

Date: September 21, 2006

To: Council on Academic Affairs

From:   
Norb Elbert, Chair  
Management, Marketing and Administrative Communication

Re: Program Revision and New Course

Please consider the two proposals for the Management, Marketing and Administrative Communication Department at the College Curriculum Committee meeting on April 21, 2006.

1. Create a new option in General Business, Global Supply Chain Management
2. Create a new course, MGT 375, Supply Chain Management

Supply chain management is an integrating function with primary responsibility for linking major business functions and business processes within and across companies into a cohesive and high performing business model. It is now one of the hottest career paths and is truly global in scope. Supply chain management jobs are in great demand in the U.S. and around the world. A check of Monster.com on April 13, 2006 listed over 100 supply chain job openings in this region alone. The supply chain curriculum being proposed draws from management, marketing, computer information systems and industrial technology, making the option truly interdisciplinary. Only one new course, appropriately titled Supply Chain Management (MGT 375), will need to be created.

There are no other undergraduate supply chain programs offered at any of Kentucky's public universities. The University of Louisville and UPS do offer a graduate certification program in Logistics and Distribution. The nearest undergraduate programs are at Ohio Sate University and the University of Tennessee. Once this program is up and running we are anticipating approximately 20 majors each year, perhaps more if it is properly promoted.



**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name: MMAC College: CBT *Course Prefix & Number: _____ *Course Title (30 characters): _____ *Program Title: General Business (Major __, Option <u>X</u> ; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	4/11/06	Graduate Council* N/A
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	8/23/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate** <b>10-02-06</b>
Teacher Education Committee*	N/A	Board of Regents** _____
		Council on Postsecondary Edu.*** _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Add new option in General Business called Global Supply Chain Management  <b>A. 2. Effective date:</b> (Example: Fall 2001) Spring 2007  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Graduates will have an in-depth understanding of integrative managerial issues and challenges related to developing and implementing a firm's global logistic strategy. Most of the curriculum is currently available with the exception of MGT 375, Supply Chain Management, which needs to be added.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> Current faculty possess qualifications appropriate for the Supply Chain Management Option.  <b>Operating Expenses Impact:</b> n/a  <b>Equipment/Physical Facility Needs:</b> n/a  <b>Library Resources:</b> n/a	

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

**GENERAL BUSINESS (B.B.A.)**

*CIP Code: 52.0101*

**University Requirement.....1 hour**

BTO 100.

**General Education Requirements.....39 hours**

Standard General Education program, excluding general education Blocks II and VB and VC. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**Supporting Course Requirements.....12 hours**

MAT 107 or MAT 211; SOC 131; ECO 230, 231.

**Free Electives (non business).....10-13 hours**

**Business Requirements**

**Pre-Business Core.....12 hours**

ACC 201, 202; GBU 204; QMB 200.

**Business Core.....21 hours**

CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480.

**Major Requirements ..... 30-33 hours**

CIS 400, GBU 201, MGT 340 and one of the following options:

**General Business Option: (30)**

Three hours in a 400 level Marketing Course, three hours in Finance (FIN 301, 302, 304, 324, or 330), and three hours in Management (MGT 320, 330, 406, 430, or 470), and one additional approved upper-division course from finance, marketing, or management and nine hours of approved Business Electives.

**International Business Option: (33)**

Six hours of foreign language; CCT 310, MGT 430, MKT 400, and FIN 330; and six hours of business credit which will include course of study and/or internship in a foreign country. Exemptions from the foreign study requirement are available only with chairperson approval. International students may choose to fulfill this requirement through internships, co-operative education, or approved upper-division courses in business or economics (ECO 394)

**Global Supply-Chain Management Option: (33)**

MKT 315, 400, 431, MGT 430, 375; 6 hours from the following courses: INT 400, CIS 380, CIS 435, MGT 406, MKT 312; and 3 hours of approved business electives or International Economics (ECO 394)

**Total Curriculum Requirements.....128 hours**

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name: MMAC College: CBT *Course Prefix & Number: MGT 375 *Course Title (30 characters): Supply Chain Management *Program Title: (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	4/11/06	Graduate Council* N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	8/23/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Create a new course titled Supply Chain Management (MGT 375) that will complete the curriculum for a General Business Option in Global Supply Chain Management  <b>A. 2. Effective date:</b> (Example: Fall 2001) Spring 2007  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Supply chain management encompasses the planning and management of all activities involved in sourcing and procurement. The addition of MGT 375 is necessary and provides the integration for linking major business functions and business processes.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  Personnel Impact: None  Operating Expenses Impact: None  Equipment/Physical Facility Needs: None  Library Resources: None	

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**MGT 375 Supply Chain Management (3)** Prerequisite: MGT 340. The integration of key business processes from end-user through original suppliers that add value for customers and other stakeholders. Topics include: integration and strategic partnering, procurement and outsourcing strategies, value-added services and international challenges.

**Part IV. Recording Data for New or Revised Course** (Record only **new or changed** course information.)

Course prefix (3 letters) MGT	Course Number (3 Digits) 375	Effective Term (Example: Fall 2001) Spring 2007	College/Division: AS _____ JS _____ BT <u>xxx</u> EM _____ ED _____ PC _____ HS _____	Dept. (4 letters)* MMAC
Credit Hrs. 3	Weekly Contact Hrs. Lecture <u>3</u> Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
		Cip Code (first two digits only) 52		
Schedule Type* (List all applicable) 1	Work Load (for each schedule type) 3	Grading Mode* Normal	Class Restricted to include, if any: (undergraduate only) FR _____ JR <u>X</u> SO _____ SR <u>X</u>	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites**

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
-----------------------	--

Course Prefix and No.	
-----------------------	--

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	MGT 340
-----------------------	---------

Course Prefix and No.	
-----------------------	--

Test Scores	
-------------	--

Minimum GPA (when a course grouping or student cumulative GPA is required)	
--	--

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
-----------------------	--

Test Scores	
-------------	--

**EASTERN KENTUCKY UNIVERSITY**  
**COLLEGE OF BUSINESS & TECHNOLOGY**  
Department of MMAC  
Tentative Course Syllabus

**SAMPLE**

**COURSE NUMBER:** MGT 375

**COURSE TITLE:** Supply Chain Management

**PREREQUISITES:** MGT 340 or equivalent

**INSTRUCTOR:** Dr. Kambiz Tabibzadeh

**OFFICE:** LL 019 BTC, Kambiz.tabibzadeh@eku.edu  
(859) 622-4974, Home: (502) 292-0118

**OFFICE HOURS:** 11:25-1:10 MW, 3:55-6:00 M  
Other times by appointments only

**REQUIRED TEXT:** Designing & Managing The Supply Chain, Concepts, Strategies & Case Studies, by D. Simchi-Levi, P. Kaminsky, & E. Simchi-Levi, Second Edition, McGraw-Hill/Irwin.

**COURSE DESCRIPTION:** Practical approaches for slashing time and costs and improving productivity using methods designed for distribution network configuration and strategy, inventory control, integration and strategic partnering, supply contracts, outsourcing and procurement strategies, product design, IT and DDS, customer value creation, and global/system-wide optimization.

**COURSE OBJECTIVE:** SCM is concerned with a set of approaches utilized to efficiently integrate suppliers, manufacturers, warehouses, and stores, so that merchandise is produced and distributed at the right quantities, to the right locations, and at the right time, in order to minimize system-wide costs while satisfying service level requirements. Through successful completion of this course students will:

1. Gain knowledge of, comprehend, and master basic SCM concepts and critical issues.
2. Be able to formulate and apply various mathematical and statistical techniques used in SCM.
3. Increase their problem-solving skills in the specific areas listed in the course outline by means of analysis, synthesis, and evaluation.

To achieve these objectives, the course will depend upon lecture material and various assignments drawn from the text and other sources.

**COURSE REQUIREMENTS:** Students will be required to demonstrate knowledge and application of Supply Chain Management by participating in classroom discussion, taking exams, experiential exercises, case studies, class presentation(s), research papers and/or individual and team assignments. These will require students to think analytically, apply knowledge, and communicate responses in writing or orally.

**COURSE EVALUATION PROCESS:**

Grading: The following grading scale is going to be adhered to with no deviations. Test results will normally not be curved. No test score will be dropped.

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- Below 60 = F

**ABSOLUTELY NO BARGAINING ABOUT GRADES.**

The students who have a grade below C after the first two tests may improve their grade by doing special assignments such as project reports, etc., however, this must be discussed with me well in advance, so that some meaningful work can be done. This may earn you up to a maximum of 5 points, to be added to your total course grade.

Tests and evaluations: **CHEATERS FAIL.** Tests will be primarily derived from lecture material, textbook, reading assignments and homework. My goal is to evaluate your performance as fairly and objectively as possible. I have established the following formula for evaluation of your grade:

<u>EVALUATION</u>	<u>WEIGHT</u>	<u>TENTATIVE SCHEDULE</u>
Test 1.....	15%	Sep. 25, M
Test 2.....	15%	Nov. 6, M
Final.....	15%	Dec. 11, M 8:00-10:00
Chapter presentation(s).....	20%	Nov. 15, W
Case analysis, teamwork, etc.	30%	
Participation, etc.....	2%	Everyday

You may bring in one 3X5 index card containing mathematical formulas only. No worked examples, definitions, or descriptions

are allowed. **ALL TESTS ARE COMPREHENSIVE.**

**STUDENT PROGRESS REPORTING:**

Projects, tests, and quizzes will be returned to students as soon as possible, normally within one week.

**ATTENDANCE:**

Attendance is strongly advised. Since each session is designed to be a meaningful and integral part of the course as a whole, it is to your advantage to be present at all class meetings. This is not the type of material that you can learn by reading and memorizing the text. Students are fully responsible for all lecture material, reading assignments, etc., covered during their absence. Solving homework problems is a key to successfully learning the material involved.

**OTHER:**

**Homework** will be assigned on a regular basis. It is your responsibility to keep a record of all homework assignments. Most homework problems will be reviewed in class. The assigned work is the minimum necessary; if I were you, I would do many, many additional ones from each chapter. Homework must be done when assigned. It must be ready at all times as I may want to collect and review item without prior notice.

**Makeup exams:** One makeup exam is allowed, for an officially excused absence. If more than one test is missed, the points will be added to the final. Makeup exams must be done prior to return of exams to the class.

**Cheating:** Any form of cheating will result in an "F" for the assignment. "Plagiarism is the act of presenting ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgment of the original source. Since the university instructors assume material presented by students is their own unless otherwise indicated, all quoted materials must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged. Plagiarism also includes presenting material which was composed or revised by any person other than the student who submits it, as well as the deliberate falsification of footnotes. The use of the term "material" refers to work in any form including written, oral, or electronic." EKU Faculty/Staff Handbook.



I reserve the right to raise student's course grade by as much as 2 points for exceptional "class participation".

I also reserve the right to change the dates of tests with appropriate advance notice.

Please also note that all tests (including the final) are comprehensive and are of one hour's duration.

**University Special Needs Policy:** If you are registered with the office of services for individuals with disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the office of services for individuals with disabilities, please contact the office on the third floor of the Student Services Building, by email at disabilities@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

**University Repeat Policy:** With the advisor's approval, a student may repeat a course taken once previously (second enrollment in the same course). A student may enroll in the same course for a third or subsequent time only under unusual circumstances and with the written permission of the dean of the college of the student's first major. An enrollment is counted as a repeat if a previous enrollment in the course resulted in a passing or failing grade. If a student enrolls in a course for a third or subsequent time without approval, the student will be administratively withdrawn from the course.

**Advising Statement:** In order to better serve our student advising needs, all DAY classes offered through the MMAC department on November 1, 2006 and November 2, 2006 will be cancelled, so that we can offer a two-day advising period. All NIGHT classes scheduled on these two days will meet at the regular time.

All GBU, MGT, MKT, and ACS majors are required to come for an advising session with their academic advisors during these two days. Academic advisors will be available on November 1 and November 2 from 8:00 am - 6:00pm.

Any student who does not take advantage of this advising opportunity will be advised the last two days of the advising period for fall 2006.

**COURSE OUTLINE:**

INTRODUCTION TO SUPPLY CHAIN MANAGEMENT

LOGISTICS NETWORK CONFIGURATION

INVENTORY MANAGEMENT AND RISK POOLING

THE VALUE OF INFORMATION

SUPPLY CHAIN INTEGRATION

STRATEGIC ALLIANCES

PROCUREMENT AND OUTSOURCING STRATEGIES

INTERNATIONAL ISSUES IN SUPPLY CHAIN MANAGEMENT

COORDINATED PRODUCT AND SUPPLY CHAIN DESIGN

CUSTOMER VALUE AND SUPPLY CHAIN MANAGEMENT

INFORMATION TECHNOLOGY FOR SUPPLY CHAIN MANAGEMENT

DECISION-SUPPORT SYSTEMS FOR SUPPLY CHAIN MANAGEMENT

COMPUTERIZED SIMULATION GAME(S)

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Technology</u> College <u>Business and Technology</u> *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title <u>Aviation</u> (Major <u>X</u> , Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____		Date _____
Departmental Committee <u>8/4/06</u> Graduate Council* <u>N/A</u>		
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Council on Academic Affairs _____		
College Curriculum Committee <u>8/4/06</u> Approved <input checked="" type="checkbox"/> Disapproved _____		<b>09-21-06</b>
General Education Committee* <u>N/A</u> Faculty Senate** _____		
Teacher Education Committee* <u>N/A</u> Board of Regents** _____		
		Council on Postsecondary Edu.*** _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.	
<b>A. 2. Effective date:</b> (Example: Fall 2001)  Spring 2007	
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b>  EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> N/A  <b>Operating Expenses Impact:</b> The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend. <b>Equipment/Physical Facility Needs:</b> N/A <b>Library Resources:</b>	

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
 (\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**AVIATION (B.S.) AREA MAJOR**

*CIP Code: 49.0102*

**University Requirement ..... 1 hour**  
 BTO 100.

**General Education Requirements ..... 30 hours**  
 Standard General Education program, excluding blocks II, IVB, VB, VII (QS), and VIII (6 hours). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 36-38 hours**  
 CSC 104 or CSC 177 or CIS 212 or TEC 161; GEO 215; MAT 107 and 108 or 109 (5); 124 (4) or 211; MGT 300 or 301, 480 or INT 408; PHY 131 (5), 132 (5); PSY 200; and STA 215.

**Free Electives ..... 11-16 hours**

**Major Requirements ..... 45-48 hours**

**Aviation Core ..... 15 hours**  
 AVN 150, 315, 350, 410, 460.

Majors must also select an option in professional flight or aerospace management

**Options:**

**Professional Flight ..... 33 hours**  
 AVN 192 (5), 194A (1), 205A (1), 206A (1), 220, 220A (1), 229A (1), 230A (1), 300 (2), 300A (1), 310 (4), 310A (1), 320 (2), 320A (1), 325 (3), 400 (1), 400A (1), and 425. All electives must be upper division.

**Aerospace Management ..... 30 hours**  
 AVN 340, 360, 370, 390, 401, 402; and twelve hours\*^ from the following prefixes: ACC, AFS, AVN, CIS, ECO, FIN, GBU, INS, MGT, MKT, MSL, PUB, RST.

\*Selection of lower division courses may result in a failure to meet university requirement of 43 hours of upper division credits.

^May require prerequisites.

**Total Curriculum Requirements ..... 128 hours**

*Students must take an Aviation exit examination before graduation.*

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Technology <hr/> College Business and Technology <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Computer Electronic Networking (Major <u>X</u> , Option <u>   </u> ; Minor <u>   </u> ; or Certificate <u>   </u> ) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		Date
Departmental Committee	8/4/06	Graduate Council*
Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		N/A
College Curriculum Committee	8/4/06	Council on Academic Affairs
General Education Committee*	N/A	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
Teacher Education Committee*	N/A	Faculty Senate**
		Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

- A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.
- A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007
- A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:**

EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**COMPUTER ELECTRONIC NETWORKING (B.S.)**

*CIP Code: 15.1201*

**University Requirement ..... 1 hour**

BTO 100.

**General Education Requirements ..... 30 hours**

Standard General Education program, excluding blocks II, IVB, VB, and VIII (6 hours). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**

BTS 300 (CR) and BTS 400 (CR).

**Supporting Courses ..... 46 hours**

CSC 160 and (CSC 177 or 190); ECO 230, MAT 108, 261, INT 202, 308, 406, 408; PHY 131, 132; STA 270 or QMB 200; TEC 161; and 3 upper division hours of ACC\*, CCT\*, CIS\*, FIN\*, GBU\*, INS\*, MGT\*, MKT\*, QMB\*, or RST\* electives as approved by major advisor.

**Free Electives ..... 9 hours**

(A minimum of 4 semester hours must be Upper Division courses including Cooperative Education.)

**Major Requirements ..... 42 hours**

EET 251, 252, 253, 254, 257, 302, 303, 343, 351, 403 or 452, 440, 499; Select 6 hours from EET 349, 354, 395.

**Total Curriculum Requirements ..... 128 hours**

The Department of Technology's Computer Electronic Networking degree program has an articulation agreement for transfer of credit and cooperation with Bluegrass Community and Technical College's (formerly Lexington Community College) Associate in Applied Science Degree in Engineering Technology with Electrical Specialization.

\*Prerequisite may be required for some course selections.

Students must take a Computer Electronic Networking exit examination before graduation.

Graduates must have an overall GPA of 2.25 in major requirements.

The Computer Electronic Networking program is accredited by the National Association of Industrial Technology (NAIT).

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Technology <hr/> College Business and Technology <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Construction Management (Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		Date
Departmental Committee	8/4/06	Graduate Council*
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A
College Curriculum Committee	8/4/06	Council on Academic Affairs
General Education Committee*	N/A	Approved <input checked="" type="checkbox"/> Disapproved ___
Teacher Education Committee*	N/A	Faculty Senate**
		Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:**  
 EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~striketrough~~ for deletions and underlines for additions.)

**CONSTRUCTION MANAGEMENT (B.S.)**

*CIP Code: 52.2001*

**University Requirement ..... 1 hour**  
BTO 100.

**General Education Requirements ..... 30 hours**  
Standard General Education program, excluding blocks II, IVB, VB, VII (QS), and VIII (6 hours). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
**BTS 300 (CR) and BTS 400 (CR).**

**Supporting Course Requirements ..... 39-40 hours**  
ACC 201, CCT 201, ECO 230, GBU 204, GLY 108, TEC 161; MAT 108 and MAT 261, or six hours of higher level MAT courses; MGT 301 or INT 408, PHY 131 (5), 132 (5) or CHE 101, 107 (1); and three upper division hours of \*\*ACC, CCT, CIS, ECO, FIN, GBU, INS, MGT, MKT, QMB, or RST electives as approved by major advisor.

**Free Electives ..... 0 -1 hour**

**Major Requirements ..... 57 hours**  
CON 121, 201, 202, 221, 294, 303, 307, 320, 322, 323, 324, 349 (6), 420, 421, 423, 425, and 426; FSE 361.

**Total Curriculum Requirements ..... 128 hours**  
The Department of Technology's Construction Management program has articulation agreements for transfer of credit and cooperation with Bluegrass Community and Technical College's (formerly Lexington Community College) Associate in Applied Science Degree in Architectural Technology and the Associate in Applied Science Degree in Civil Engineering Technology. Students must take a construction assessment examination before graduation. An exam fee is required.

+Two separate summer enrollments are recommended in order to achieve a total of 6 credit hours.

\*\*Students wishing to pursue the Minor in Business must confer with their major advisor to make substitutions to the supporting course requirements. INS, QMB and RST courses do not apply to the Minor in Business.

The Construction Management program is accredited by the American Council for Construction Education.



**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Technology College Business and Technology *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title Graphic Communications Management (Major <input checked="" type="checkbox"/> , Option _____; Minor _____; or Certificate _____)	
*Provide only the information relevant to the proposal.		
Proposal Approved by:		
	Date	Date
Departmental Committee	8/4/06	Graduate Council* N/A
Is this a SACS Substantive Change?	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/> Disapproved _____ <span style="float: right; background-color: yellow; padding: 2px;">09-21-06</span>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To require a Professional Seminar/Conference experience as part of the major requirements through BTS300 and BTS400 for all juniors and seniors in the College of Business and Technology. Credit will be given when students register for and attend the annual Professional Skills Conference.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

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**B. The justification for this action:**  
 EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**

**Part III. Recording Data for New, Revised, or Suspended Program**

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New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**GRAPHIC COMMUNICATIONS MANAGEMENT (B.S.)**

*CIP Code: 10.0302*

**University Requirement ..... 1 hour**

BTO 100.

**General Education Requirements ..... 33 hours**

Standard General Education program, excluding blocks II, IVB, VB, and VIII (6 hours). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**

BTS 300 (CR) and BTS 400 (CR).

**Supporting Course Requirements ..... 28 hours**

ACC 201; CHE 101, 107 (1); CSC 160; ECO 230; GBU 204; MAT 107; ACC 202 or ECO 300 or MGT 301 or MKT 301; PHY 101 and STA 215.

**Free Electives ..... 18 hours**

**Major Requirements ..... 48 hours**

EET 303, GCM 211 (2), 212 (1), 217, 316, 317, 319, 410, 414; INT 202, 408; TEC 161, 255, 313, 355 and 349 (6 hours).

**Total Curriculum Requirements ..... 128 hours**

Students must take a Graphic Communications Management assessment examination before graduation.

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Technology <hr/> College Business and Technology <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Industrial Technology (B.S.) Area Major (Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input type="checkbox"/> <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	Date	Date
Departmental Committee	8/4/06	Graduate Council* N/A
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	8/4/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
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**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

---

**B. The justification for this action:**  
 EKU students, particularly those who are first-generation college students, need exposure to professionals in their field. They need to learn how to network and prepare for the job search. The College's annual Professional Skills Conference is a very high quality event that all students need to attend. Of the 239 students who evaluated the 2006 Conference, 87 percent rated it as either good or excellent.

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** N/A

**Operating Expenses Impact:** The \$10 per course registration fee will help defray the increased costs of requiring all juniors and seniors attend.

**Equipment/Physical Facility Needs:** N/A

**Library Resources:**

### Part III. Recording Data for New, Revised, or Suspended Program

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2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

#### **INDUSTRIAL TECHNOLOGY (B.S.) AREA MAJOR**

*CIP Code: 15.0612*

Prior to enrolling in the last 60 hours of the Industrial Technology degree program students must complete INT 238, 201, 202, TEC 161, 190, MAT 108, PHY 131, CHE 101, 107 (1) or CHE 111, 115 (1); and STA 270 or QMB 200 and have an overall 2.0 GPA and 2.25 major GPA. Graduates must have an overall GPA of 2.25 in the major with no major grade below a "C-". Transfer students will be treated on an individual basis. The Industrial Technology program is accredited by the National Association of Industrial Technology.

**University Requirement ..... 1 hour**  
BTO 100.

**General Education Requirements ..... 30 hours**  
Standard General Education program, excluding blocks II, IVB, VB, VII (3 hours), and VIII (6 hours). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**College Requirement: Professional Skills Seminar**  
**BTS 300 (CR) and BTS 400 (CR).**

#### **Supporting Course Requirements for**

**Industrial Distribution ..... 42 hours**  
ECO 230, MAT 108, 211 or 261 or 6 hours of higher level MAT courses; STA 215 or 270 or QMB 200; CHE 101, CHE 107 (1) or CHE 111, 115 (1); PHY 131 (5); ACC 201, ACC 202, GBU 201, GBU 204, MKT 300; select two courses from CCT 300, CIS 300, FIN 300, MGT 300.

#### **Supporting Course Requirements for**

**Manufacturing ..... 28 hours**  
ECO 230, CON 420 or ECO 300; MAT 108, 211 or 261 (or six hours of higher level MAT courses); PHY 131 (5); CHE 101, CHE 107 (1) or CHE 111, CHE 115 (1); STA 215 or 270 or QMB 200; TEC 349 (4).

**Major Requirements ..... 36 hours**  
Industrial Technology Core:  
EET 251, INT 201, 202, 308, 310, 352, 371, 406, 408, 499;  
TEC 161, 190.

*Major must select an option in Industrial Distribution or Manufacturing.*

Options:

**Industrial Distribution ..... 18 hours**

INT 200, 320, 400, 506, MKT 312 or 401.

Select 3 hours of U.D. technical electives from:

EET 351, INT 332, 336, TEC 313, 349.

**Manufacturing ..... 24 hours**

INT 238, 301, 330.

Select 3 technical hours from:

EET 252, INT 192, 195; GCM 211 (2),

GCM 212 (1).

Select 12 hours of U.D. technical electives from:

EET 350, 351, 440, 452; CON 303; INT 320,

332, 336, 383, 390, 392, 397, 506, 530; TEC 313.

**Free Electives (Industrial Distribution Option)**

..... 1 hour

**Free Electives (Manufacturing Option) ..... 9 hours**

**Total Curriculum Requirements ..... 128 hours**

The Department of Technology's Industrial Technology degree program (Manufacturing Option) has an articulation agreement for transfer of credit and cooperation with Bluegrass Community and Technical College (formerly Lexington Community College)

Associate in Applied Science Degree in Engineering Technology

with Electrical Specialization. In addition, the Department of

Technology's Industrial Technology degree program

(Manufacturing Option) has an articulation agreement for transfer

of credit and cooperation with Bluegrass Community and

Technical College (formerly Central Kentucky Technical College)

and Somerset Community and Technical College's Associate of

Applied Science in General Occupational/Technical Studies

including the areas of Machine Tool Technology, Industrial

Maintenance, Industrial Electronics and Computer Aided Drafting.

Students must take a assessment examination before graduation.

An exam fee is required.

+Transfer students (Manufacturing Option) with an associate

degree in an industrial related field may not need to take these 12

hours of electives if upper division requirement can be completed.

\*Industrial Technology majors may apply INT 310 in lieu of CCT

300 toward the minor in Business.

Incorporates a Business Minor into the Industrial Distribution

Option.



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Ed.Davis@eku.edu • www.technology.eku.ed

MEMORANDUM

TO: Council of Academic Affairs

VIA: College Curriculum Committee

FROM: Department of Technology *W.G. Pender*

DATE: August 30, 2006

SUBJECT: Curriculum Revisions

Please consider the following curriculum changes in the Aviation degree program in the Department of Technology at the Council of Academic Affairs meeting on September 21, 2006:

1. Revised Courses

Course	Revision	Page Numbers
AVN 220	Change AVN 220 to 2 Lec/2Lab.	TECH 1 – TECH 3

Thank you!

WED/ss





**Part II. Recording Data for New, Revised, or Dropped Course**

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using **strikethrough** for deletions and **underlines** for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use **strikethrough** for deletions and **underlines** for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**AVN 220 Instrument Pilot: Ground. (3) A.** Prerequisites: AVN 192, 192A/193A with a "C" or better or equivalents. This course is designed to be integrated with AVN 220A and includes studies of aircraft operations under instrument conditions inclusive of the rules and regulations governing non-visual flight. 2 Lec/2 Lab.



**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*	
AVN	220	Spring 2007	AS _____ JS _____ BT <input checked="" type="checkbox"/> EM _____ ED _____ PC _____ HS _____	TECH	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____		
	Lecture <u>  2  </u> Laboratory <u>  2  </u> Other _____		Cip Code (first two digits only)		
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)		
			FR _____ JR _____ SO _____ SR _____		
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>  Check all applicable  </u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____		
		Thesis _____			
		Internship _____			
		Independent Study _____			
		Practicum _____			
<b>Co-Requisites and Prerequisites</b>					
<b>Co-Requisite(s):</b> (List only co-requisites. See below for prerequisites and combinations.)					
Course Prefix and No.					
Course Prefix and No.					
<b>Prerequisite(s):</b> (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)					
Course Prefix and No.					
Course Prefix and No.					
Test Scores					
Minimum GPA (when a course grouping or student cumulative GPA is required)					
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)					
Course Prefix and No.					
Test Scores					
Minimum GPA (when a course grouping or student cumulative GPA is required)					
<b>Equivalent Course(s):</b> (credit not allowed with; or formerly:)					
Course Prefix and No.					
Course Prefix and No.					
Course Prefix and No.					
Proposed General Education Category: (Check as many as apply.)					
I. 01 _____	II. 05 _____	III. 09 _____	IV. 13 _____	V. 17 _____	VI. 20 _____
02 _____	06 _____	10 _____	14 _____	18 _____	21 _____
03 _____	07 _____	11 _____	15 _____	19 _____	
04 _____	08 _____	12 _____	16 _____		

TECH 3

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David D. Cook, Dean  
2 Lancaster/Deborah Whitehouse, Assoc. Dean  
ed. E-mail: [ddcook@ekuk.edu](mailto:ddcook@ekuk.edu), [dwhitehou@ekuk.edu](mailto:dwhitehou@ekuk.edu)  
939-612-1111  
45 076162-1108  
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TO: Council on Academic Affairs  
FROM: *Deborah Whitehouse*  
Dr. Deborah Whitehouse, Associate Dean  
SUBJECT: Agenda Items  
DATE: Sept. 15, 2006

Please include the attached curriculum proposals onto the agenda for the meeting of the Council on Academic Affairs on Sept. 21, 2006.

College of Health Sciences

**Editorial**

Interdisciplinary Minor in Gerontology      Eff. Immediate  
Drop ANT from it in favor of SOC415 since ANT415      International  
Was dropped as of 12/15/06 Eff. Fall 06  
(Page 4)

Clinical Laboratory Science

**Program Revision**

Clinical Laboratory Science (BS)      Eff. Spring 07  
Change Prefix from CHS200 to MAS200 and use CIS212 in support  
To 81 Gen. Ed. Vll (gs), also correct hours  
(Page 5-6)

**Dropped Courses**

CLS 404, 405, 408, 410, 412, 414, 416, 418, 420      Eff. Spring 07  
and 422 -These are being dropped because they  
were for the Cytotechnology Option and it was dropped.  
(Page 7-8)

## Environmental Health Science

### Editorial Change

EHS 290, 300, 330, 335, 340, 345, 360, 370, 380, Eff. Spring 07  
395, 440 and 460 - Catalog clean up in the prerequisite informational  
And co requisite areas  
(Page 9-22)

### Program Revision

Environmental Health Science Eff. Spring 07  
Add CLT211 in the catalog (It's already in banner as alternative)  
Use BKJ301 from support in area BLKVB(hs) of gen. ed. and correct hours.  
(Page 23-24)

## Exercise and Sport Science

### New Course

PHE530/730 Sports Information Programs Eff. Spring 2007  
Action: Add new course PHE530 to replace PUB530  
Faculty who taught PUB530 retired and there is no other  
Faculty is available to teach course, dept. has indicated that it may cancel PUB530  
and this is a required course in sports administration.  
(Pages 25-30)

PHE805 Including Dance in the P-12 Curriculum Eff. Spring 2007  
Action: This was offered as a trial course and was well received.  
(Pages 36-41)

PHE810 Financial Aspects of Sport Eff. Spring 2007  
Action: Add new course to graduate program to better  
Meet the students needs and NASSM accreditation standards.  
(Pages 42-45)

### Program Revision

Physical Fitness and Wellness Option Eff. Spring 07  
Change Gen. Ed. Requirements for this option  
To 16 hrs. using NPA201 for Gen. Ed. BLKV6 for this  
Option only.  
(Page 46-47)

Physical Education - Option in Sports Administration Eff. Spring 2007  
Action: Substitute PHE730 for PUB730, and include PHE810 and  
PHE805 as optionally courses to take in program.  
(Pages 48-49)

Recreation and Park Administration

**Program Revision**

**Recreation and Park Administration**

**EN, Spring 07**

In Therapeutic Recreation option only use PSY200 and  
PSY280 to fill blocks BLK VB and VC and correct hours.  
(Pages 60-61)

**Editorial Change - Curriculum Form**  
 (Present only one curriculum editorial change per form)  
 (Complete only the section(s) applicable.)

**Part I**

Department Name	College of Health Sciences
College	Health Science
Course Prefix & Number	
Course Title (if changes)	
Program Title	Interdisciplinary Minor in Gerontology (Major ___ Option ___; Minor ___; or Certificate ___)
Provide only the information relevant to the proposal.	
Original Proposal Approved by the Council on Academic Affairs on	Date:
	Informational

**Completion of A is required: (Please be specific, but concise.)**

- A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 Drop the ANT in front of SOC415 since ANT415 was dropped 12/15/06 Eff. Fall 2006
- A. 2. Effective date:** (Example: Fall 2001)  
 Immediate

**Part III. Recording Data for Revised Program**

1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.

New or Revised\* Program  
 (\*Use ~~strikeout~~ for deletions and underline for additions.)  
Minor

**INTERDISCIPLINARY MINOR IN GERONTOLOGY**

Gerontology is the scientific study of the aging process. It includes: a) the study of physical, mental, and social changes in older people as they age; b) the investigation of the changes in society resulting from the aging population; and c) the application of this knowledge to policies and programs. Population projections indicate that the over 65 population will rise to almost 10 million, or one-fifth of the total United States population, by the year 2030. Students in virtually every academic discipline will need specialized information and training in gerontology in order to deal successfully with the needs of an aging society.

A student may complete an Interdisciplinary Gerontology minor by taking 27 hours (including prerequisites) as indicated below. Required courses include the following 12 hours: CHS 250; ANT/SOC 415\*; BIO 310\*; and PSY 316.\* An additional six hours of electives shall be selected from the courses listed below.

CHS 570; HEA 593; NPA 909; RDC 411; and SWK 457.

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Clinical Laboratory Science
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Science
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part I)	*Course Title (25 characters)	
<input type="checkbox"/> New Program (Part II)	*Program Title	Clinical Laboratory Science (BS)
<input checked="" type="checkbox"/> Program Revision (Part III)	(Major __, Option __, Minor __, or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	8/15/06	Graduate Council*
Is this a SAC's Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	8/15/06	Approved _____ Disapproved _____
General Education Committee*	9/5/06	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu ***

**09-21-06**

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact ERU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 Change Prefix due to curriculum change - CHS200 to MAS200 (CAA 5/20/04). Use CIS212 to fill BLK VIII(qs) in general education and correct hours, also drop BIO348 as option to BIO301, use BIO301 in block VIII.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:**  
 Change CHS200 to the new prefix MAS200, adjust general education hours from 33 -36 to 33 to reflect change by filling blk. VII (qs) with CIS212 in the support and using BIO301 in area VIII.

**C. The projected cost (or savings) of this proposal is as follows:**

Personnel Impact: NA  
 Operating Expenses Impact: NA  
 Equipment/Physical Facility Needs: NA  
 Library Resources: NA

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using enke for deletions and underline for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use enke for deletions and underline for additions.)

Baccalaureate Degree

**CLINICAL LABORATORY SCIENCE (B.S.)**

CIP Code: 51.1805

Major Requirements..... 64 (31 hours)

CLS 281, 300, 303, 305, 308, 309, 310, 330, 344, 350, 355,  
401, 402, 404, 436, 437, 438, 439, 440, and 441.

Supporting Course Requirements..... 19 hours

PHO 121, 348 or 361/374, CHE 110/115, 112/116, 200 or CLS200,  
688-689, 303S/306, CSC 212 or CSC 194, and MAT 107.

General Education Requirements..... 35, 33-34 hours

Standard General Education program, including Blocks B, F/A, IVB, VIB/265, and VIII (3 hours).

Refer to Section Four of this Catalog for details on the General Education and University requirements.

University Requirement..... 3 hours

NSC 100

Free Election..... 11 hours

Total Curriculum Requirements 128 hours

### Curriculum Change Form

(Present only one proposed curriculum change per form)  
(Complete only the section(s) applicable.)

**Part I**

<b>(Check one)</b>	<b>Department Name</b>	Clinical Laboratory Science
____ New Course (Parts II, IV)	<b>College</b>	College of Health Sciences
____ Course Revision (Parts II, IV)	<b>*Course Prefix &amp; Number</b>	CLS 404,406,408, 410, 412, 414, 416, 418, 420 and 422
<input checked="" type="checkbox"/> Course Dropped (Part II)	<b>*Course Title (Students)</b>	_____
____ New Program (Part III)	<b>*Program Title</b>	_____
____ Program Revision (Part III)	<b>(Major ____; Option ____; Minor ____; or Certificate ____)</b>	
____ Program Suspended (Part III)	<b>*Provide only the information relevant to the proposal.</b>	

<b>Proposal Approved by:</b>		<b>Date</b>	<b>Date</b>
Departmental Committee	8/15/06	Graduate Council*	X
Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	09-21-06
College Curriculum Committee	8/16/06	Approved _____ Disapproved _____	
General Education Committee*	X	Faculty Senate**	X
Teacher Education Committee*	X	Board of Regents**	X
		Council on Postsecondary Edu.***	X

\*If Applicable (Type NA if not applicable.)

\*\*Approval needed for new, revised, or suspended programs

\*\*\*Approval/Posting needed for new degree program or certificate program

\*\*\*\*If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 Courses CLS 404,406,408, 410, 412, 414, 416, 418, 420 and 422 need to be dropped because the cytotechnology option was dropped and they are no longer needed.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:**  
 Courses CLS 404,406,408, 410, 412, 414, 416, 418, 420 and 422 need to be dropped because the cytotechnology option was dropped these courses were only used in that option.

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** NONE

**Operating Expenses Impact:** NONE

**Equipment/Physical Facility Needs:** NONE

**Library Resources:** NONE



**Part E. Recording Data for New, Revised, or Dropped Course***(For a new required course, complete a separate request for the appropriate program revisions.)*

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using <u>strike-through</u> for deletions and <u>additions</u> for additions.
3. For a dropped course, provide the current catalog text.
<b>Now or Revised* Catalog Text</b> (*Use <u>strike-through</u> for deletions and <u>additions</u> for additions. Also include Cr. Pwts, No., and description, limited to 35 words.)
<b>CLS 404 Cytopreparatory Techniques. (3) I. Prerequisite:</b> enrollment in cytotechnology program. Experience in various preparatory techniques including methods of obtaining and staining specimens. Experience with clinical procedures and understanding laboratory safety.
<b>CLS 406 Cytology Seminar. (2) I.</b> Prerequisite: enrollment in cytotechnology program. Experience in the areas of administration, professional relationships with physician and hospital personnel, patient management, quality control and professional ethics.
<b>CLS 408 Cytology Female Genital Tract. (9) I. Prerequisite:</b> enrollment in cytotechnology program. Study normal cells, cyclic variation, reactions to infections, injury and hormonal abnormalities. Criteria for premalignant and malignant changes. Study the pathogenesis and histopathology related to cytodiagnosis.
<b>CLS 410 Cytology Respiratory Tract. (3) II. Prerequisite:</b> enrollment in cytotechnology program. Cyto diagnosis of diseases of the respiratory tract. Anatomy, histology and physiology as related to normal and abnormal cellular morphology. Methods of specimen collection and processing are discussed.
<b>CLS 412 Cytology Body Cavity Fluids. (3) II. Prerequisite:</b> enrollment in cytotechnology program. Cyto diagnosis of diseases of body cavity fluids. Anatomy, histology and physiology as related to normal and abnormal cellular morphology. Methods of specimen collection and processing are discussed.
<b>CLS 414 Cytology Breast. (3) II. Prerequisite:</b> enrollment in cytotechnology program. Cytopathology of diseases of the breast fluids. Anatomy, histology and physiology as related to normal and abnormal cellular morphology. Methods of specimen collection and processing are discussed.
<b>CLS 416 Cytology Gastrointestinal Tract. (3) II. Prerequisite:</b> enrollment in cytotechnology program. Cytopathology of diseases of the gastrointestinal tract. Anatomy, histology and physiology as related to normal and abnormal cellular morphology. Methods of specimen collection and processing are discussed.
<b>CLS 418 Cytology Urinary Tract. (3) II. Prerequisite:</b> enrollment in cytotechnology program. Cytopathology of diseases of the urinary tract. Anatomy, histology and physiology as related to normal and abnormal cellular morphology. Methods of specimen collection and processing are discussed.
<b>CLS 420 Cytology Body Sites. (3) A. Prerequisite:</b> enrollment in cytotechnology program. Cytopathology of diseases of the miscellaneous body sites. Anatomy, histology and physiology as related to normal and abnormal cellular morphology. Methods of specimen collection and processing are discussed.
<b>CLS 422 Cytology Aspiration. (5) A. Prerequisite:</b> enrollment in cytotechnology program. Introduction to the techniques of fine needle aspiration biopsy. Provides a systematic approach to the study of aspiration biopsy cytology.

# Informational Item Only

## Editorial Change - Curriculum Form (Present only one curriculum editorial change per form) (Complete only the section(s) applicable.)

### Part I

Department Name	Environmental Health Science
College	Health Sciences
*Course Prefix & Number	EHS 290,300,330,335,340,345,360,370,380,395,440 and 460
*Course Title (if changed)	
*Program Title	
	(Major __, Option __; Minor __; or Certificate __)
*Provide only the information relevant to the proposal.	
Original Proposal Approved by the Council on Academic Affairs on	Date:
	Informational

Completion of A is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

**Catalog Clean up.** Catalog editorials relating to prerequisite and co-requisite changes.

1. BIO141 should be ~~BIO121~~ based on a prior CAA change (11/21/02) that was approved through the biology dept. making BIO121 an entry level class which satisfies the EHS program requirements.
2. Instructor approval should be changed to departmental approval for banner purposes.
3. Add ~~or~~ CLT209 and CLT211 in option to BIO320, this is already in banner for the program we are just making it reflect in the courses where BIO320 is a prerequisite in catalog descriptions.
4. Add labs to CHE111 and CHE112 because they are linked in banner and should reflect in our program.

A. 2. Effective date: (Example: Fall 2001)

Spring 2007

### Part II. Recording Data for Revised Course

I. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.

\_\_\_\_\_  
New or Revised\* Catalog Text

(\*Use ~~strikethrough~~ for deletions and underscores for additions. Also include Cr. Prefix, No., and description, limited to 35 words.)

See below for all catalog changes for EHS courses that need to be corrected.

Prerequisite or Co-requisite Changes	Course description change
Prerequisite: instructor departmental approval.	<b>EHS 290 Seminar in Environmental Health.</b> (2) II. A. Prerequisite: instructor departmental approval. Discussion and analysis of literature related to selected current environmental health problems.
Prerequisite: EHS 290. Co-requisite: BIO 320 or CLT209 and CLT211.	<b>EHS 300 Water Supplies and Waste Disposal.</b> (4) I, II. Prerequisite: EHS 290. Co-requisite: BIO 320 or CLT209 and CLT211. Drinking water safety in both individual private systems and larger public systems. Maintenance of raw water quality. Water purification, delivery systems, and surveillance. Techniques for collection, treatment, and disposal of sewerage.
Prerequisite: BIO 141 BIO121.	<b>EHS 330 Environmental Control of Disease Vectors.</b> (3) II. Prerequisite: BIO-141: BIO121. The identification and control of arthropods, arachnids, rodents and other vectors of disease. <u>Review of significant vector-borne diseases.</u> Safe use of pesticides will also be discussed.
Prerequisites: CHE 111, 115 and EHS 290, or instructor departmental approval.	<b>EHS 335 Hazardous and Solid Waste Management.</b> (3) II. Prerequisites: CHE 111, 115 and EHS 290; or instructor departmental approval. Nature of toxic and hazardous wastes and methods for their disposal to protect health and the environment and to prevent contamination of groundwater. The environmental health and safety aspects of solid waste collection, treatment and disposal, and regulations governing waste management are also covered.
Prerequisites: BIO-141 BIO121, CHE 111, 115 and EHS 290; or instructor departmental approval.	<b>EHS 340 Industrial Hygiene.</b> (3) I, II. Prerequisites: BIO-141: BIO121, CHE 111, 115 and EHS 290; or instructor departmental approval. The impact of the workplace on safety and health, and methods for avoiding work-related illnesses. Emphasis will be on the evaluation and the control of the work environment to protect worker health.
Prerequisite: EHS 340 or instructor departmental approval.	<b>EHS 345 Advanced Industrial Hygiene.</b> (3) II. Prerequisite: EHS 340 or instructor departmental approval. In-depth discussion of the chemical and physical hazards of the workplace and their evaluation and to provide hands-on experience in industrial hygiene sampling and analysis.
Prerequisites: CHE 112, 116 and EHS 290; or instructor departmental approval.	<b>EHS 360 Air Pollution and Health.</b> (4) A. Prerequisites: CHE 112, 116 and EHS 290; or instructor departmental approval. Health effects of air pollution, including a discussion of the primary sources of airborne pollutants, their transport and transformation, the control of air pollution, state and national standards.
Prerequisites: EHS 290 and STA 215 or instructor departmental approval.	<b>EHS 370 Risk Assessment and Environmental Epidemiology.</b> (3) I, II. Prerequisites: EHS 290 and STA 215, or instructor departmental approval. The use of data to define the health effects of exposed individuals or populations to hazardous materials and situations.
Prerequisites: BIO 320 or CLT 209 and CLT 211 and EHS 290, or instructor departmental approval.	<b>EHS 380 Food Hygiene.</b> (3) I, II. Prerequisites: BIO 320 or CLT 209 and CLT 211 and EHS 290; or instructor departmental approval. A study of the health effects of food and milk-borne disease, including a discussion of milk and foods as vehicles of infection, essentials of milk and food quality, standards for dairy, milk, and food service equipment.
Prerequisites: EHS 335, 340, and MAT 107 or 109, or instructor departmental approval.	<b>EHS 395 Environmental Problem Analysis.</b> (3) II. Prerequisites: EHS 335, 340, and MAT 107 or 109; or instructor departmental approval. Application of the student's knowledge gained from technical course work to analyze environmental problems. Emphasis is on logically solving environmental health issues that the student can expect when working in the field.
Prerequisites: CHE 112, 116 and EHS 290; or instructor departmental approval.	<b>EHS 440 Environmental and Industrial Toxicology.</b> (3) II. Prerequisites: CHE 112, 116 and EHS 290; or instructor departmental approval. Health effects and nature of toxic substances with discussion of dose-response relationships, latency, target organs, and potential exposures in the environment.
Prerequisite: EHS 290 or instructor departmental approval.	<b>EHS 460 Housing and Institutional Environments.</b> (3) A. Prerequisite: EHS 290 or instructor departmental approval. Discusses the requirements for healthful housing means of obtaining and maintaining these requirements. Reviews environmental health concerns relating to day-care centers, schools, hospitals, nursing homes, and prisons. Describes surveillance, evaluative, and corrective measures.

**Part IV. Recording Data for a Revised Course (Record only changed course information.) \*Required**

Course prefix* (3 letters) EHS	Course Number* (3 Digits) 290	Effective Term* (Example: Fall 2001) Spring 2007	College/Division: AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	Dept. (4 letters)* EEDCL							
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____								
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Cip Code (first two digits only) 15								
			Class Restriction, if any: (undergraduate only) PR _____ SO _____ JF _____ SR _____	Major Restrictions, if any: FR _____ SO _____ JR _____ SR _____							
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all that apply  Thesis _____ Internship _____ Independent Study _____ Practicum _____	<div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>FOR BANNER USE ONLY</b></p> <p>Date of data entry _____</p> <p>Date entry person _____</p> </div>								
<b>Co-Requisites and Prerequisites</b>											
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)											
Course Prefix and No. _____											
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D.)											
Course Prefix and No. _____ Instructor (departmental approval)											
Course Prefix and No. _____											
Test Scores _____											
Minimum GPA (when a course grouping or student cumulative GPA is required)											
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D.)											
Course Prefix and No. _____											
Test Scores _____											
Minimum GPA (when a course grouping or student cumulative GPA is required)											
Equivalent Course(s): (credit not allowed with; or formerly)											
Course Prefix and No. _____											
Course Prefix and No. _____											
Course Prefix and No. _____											
Proposed General Education Category: (Check as many as apply.)											
I.	01 _____	II.	05 _____	III.	09 _____	IV.	13 _____	V.	17 _____	VI.	20 _____
	02 _____		06 _____		10 _____		14 _____		18 _____		21 _____
	03 _____		07 _____		11 _____		15 _____		19 _____		
	04 _____		08 _____		12 _____		16 _____				

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Table.)

**Part IV. Recording Data for a Revised Course (Record only changed course information.) \*Required**

Course prefix* (3 letters) EHS	Course Number* (3 Digits) 300	Effective Term* (Example: Fall 2001) Spring 2007	College/Division: AS _____ JB _____ BT _____ EM _____ ED _____ PC _____ HS X _____	Dept. (4 letters)* EHCL							
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____								
Schedule Type** (Use all applicable)	Work Load (for each schedule type)	Grading Mode**	Class Restriction, if any: (Undergraduate only) FR _____ FR _____ SO _____ SO _____ JR _____ JR _____ SR _____ SR _____								
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Class at semester</u>	<div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>FOR BANNER USE ONLY</b></p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>								
<b>Co-Requisites and Prerequisites</b>											
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)											
Course Prefix and No. _____											
Course Prefix and No. _____											
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)											
Course Prefix and No. _____											
Course Prefix and No. _____											
Test Scores _____											
Minimum GPA (when a course grouping or subject cumulative GPA is required) _____											
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)											
Course Prefix and No. _____ Prerequisite: EHS 280. Co-requisite: BIC 300 or CL 100 and CL 121.											
Course Prefix and No. _____											
Test Scores _____											
Minimum GPA (when a course grouping or subject cumulative GPA is required) _____											
Equivalent Course(s): (credit not allowed with; or formerly)											
Course Prefix and No. _____											
Course Prefix and No. _____											
Course Prefix and No. _____											
Proposed General Education Category: (Check as many as apply.)											
I.	01 _____	II.	05 _____	III.	09 _____	IV.	13 _____	V.	17 _____	VI.	20 _____
	02 _____		06 _____		10 _____		14 _____		18 _____		21 _____
	03 _____		07 _____		11 _____		15 _____		19 _____		
	04 _____		08 _____		12 _____		16 _____				

(\* Use Validation Tables.)

NOTE: Do not forward validation tables with curriculum forms.

**Part IV. Recording Data for a Revised Course (Record only changed course information.) \*Required**

Course prefix* (3 letters) EHS	Course Number* (3 Digits) 330	Effective Term* (Example: Fall 2001) Spring 2007	College/Division: AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS <input checked="" type="checkbox"/>	Dept. (4 letters)* EHCE
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Class Restriction, if any: (undergraduate only)	
			Major Restrictions, if any:	
			FR _____ FR _____	
			SO _____ SO _____	
			JR _____ JR _____	
			SR _____ SR _____	
		Grading Information: Course is eligible for P (in-progress grading) for: (check all that apply)	<div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>FOR BANNER USE ONLY</b></p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
<b>Co-Requisites and Prerequisites</b>				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No. _____				
Course Prefix and No. _____				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D.)				
Course Prefix and No. <u>WAG-444 BIC121</u>				
Course Prefix and No. _____				
Test Scores _____				
Minimum GPA (when a course grouping or student cumulative GPA is required) _____				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D.)				
Course Prefix and No. _____				
Test Scores _____				
Minimum GPA (when a course grouping or student cumulative GPA is required) _____				
Equivalent Course(s): (List not allowed with or formerly)				
Course Prefix and No. _____				
Course Prefix and No. _____				
Course Prefix and No. _____				
Proposed General Education Category: (Check as many as apply)				
I. 01 _____	II. 05 _____	III. 09 _____	IV. 13 _____	V. 17 _____
02 _____	06 _____	10 _____	14 _____	18 _____
03 _____	07 _____	11 _____	15 _____	19 _____
04 _____	08 _____	12 _____	16 _____	20 _____
				21 _____

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

**Part IV. Recording Data for a Revised Course (Record only changed course information.) \*Required**

Course Prefix* (3 letters) EHS	Course Number* (3 Digits) 335	Effective Term* (Example: Fall 2001) Spring 2007	College/Division: AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X	Dept. (4 letters)* EHCL							
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____								
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Cip Code (first two digits only)   5								
			Class Restriction, if any: (undergraduate only) FR _____ FR _____ SO _____ SO _____ JR _____ JR _____ SR _____ SR _____								
		Grading Information: Course is eligible for IP (in-progress grading) for: <input type="checkbox"/> Check all applicable	<div style="border: 2px solid black; padding: 5px;"> <p align="center"><b>FOR BANNER USE ONLY</b></p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>								
		Thesis _____									
		Internship _____									
		Independent Study _____ Practicum _____									
<b>Co-Requisites and Prerequisites</b>											
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)											
Course Prefix and No. _____											
Course Prefix and No. _____											
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)											
Course Prefix and No. _____ CHE 111, 315 and EHS 260; or instructor departmental approval											
Course Prefix and No. _____											
Test Scores _____											
Minimum GPA (when a course grouping or student cumulative GPA is required)											
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)											
Course Prefix and No. _____											
Test Scores _____											
Minimum GPA (when a course grouping or student cumulative GPA is required)											
Equivalent Course(s): (credit not allowed with, or formerly)											
Course Prefix and No. _____											
Course Prefix and No. _____											
Course Prefix and No. _____											
Proposed General Education Category: (Check as many as apply.)											
I	01 _____	II	05 _____	III	09 _____	IV	13 _____	V	17 _____	VI	20 _____
	02 _____		06 _____		10 _____		14 _____		18 _____		21 _____
	03 _____		07 _____		11 _____		15 _____		19 _____		
	04 _____		08 _____		12 _____		16 _____				

(\*Use Validation Tables.)

**NOTE:** Do not forward validation tables with curriculum forms.

**Part IV. Recording Data for a Revised Course (Record only changed course information.) \*Required**

Course prefix* (3 letters) EHS	Course Number* (3 Digit) 340	Effective Term* (Example: Fall 2007) Spring 2007	College/Division: AS <input type="checkbox"/> JS UT <input type="checkbox"/> EM ED <input type="checkbox"/> PC HS <input checked="" type="checkbox"/> X	Dept. (4 letters) EHSCL	
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Reputable Maximum No. of Hrs.  Cj Code (first two digits only)   5		
Schedule Type* (List all applicable)	Work Load (For each schedule type)	Grading Mode**	Class Restrictions, if any: (undergrad/grad)	Major Restrictions, if any:	
			FR _____ SO _____ JR _____ SR _____	FR _____ SO _____ JR _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all that apply	<div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>FOR BANNER USE ONLY</b>                       Date of data entry _____                       Data entry person _____                 </div>		
		Thesis _____			
		Internship _____			
		Independent Study _____ Practicum _____			
<b>Co-Requisite(s) and Prerequisite(s)</b>					
Co-Requisite(s): (List only co-requisite. See below for prerequisites and corequisites.)					
Course Prefix and No. _____					
Course Prefix and No. _____					
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)					
Course Prefix and No. <u>WHO 141 BC2521, CHE 111, 115 and EHS 280, or instructor departmental approval.</u>					
Course Prefix and No. _____					
Test Scores _____					
Minimum GPA (when course grouping or subject category GPA is required) _____					
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)					
Course Prefix and No. _____					
Test Scores _____					
Minimum GPA (when a course grouping or subject category GPA is required) _____					
Equivalent Course(s): (credit not allowed with or toward)					
Course Prefix and No. _____					
Course Prefix and No. _____					
Course Prefix and No. _____					
Proposed General Education Category: (Check as many as apply)					
I. 01 _____	II. 05 _____	III. 09 _____	IV. 13 _____	V. 17 _____	VI. 20 _____
02 _____	06 _____	10 _____	14 _____	18 _____	21 _____
03 _____	07 _____	11 _____	15 _____	19 _____	
04 _____	08 _____	12 _____	16 _____		

(\*Use Validation Tables.)

NOTE: Do not forward validation tables with curriculum form.



**Part IV. Recording Data for a Revised Course (Record only changed course information.) \*Required**

Course prefix* (3 letters)	Course Number* (3 Digits)	Effective Term* (Example: Fall 2001)	College/Division		Dept. (4 letters)					
ENIS	345	Spring 2007	AS BT EO HS	JS EM PC	ENCL					
Credit Hrs.	Weekly Contact Hrs. Lecture ___ Laboratory ___ Other ___		Repeatable Maximum No. of Hrs. ___							
Schedule Type** (for each section)	Work Load (for each schedule type)	Grading Mode**	Class Restriction, if any: (undergraduate only)		Major Restrictions, if any:					
			FF ___	FR ___						
			SO ___	SO ___						
			JR ___	JR ___						
			SR ___	SR ___						
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all that apply	<b>FOR BANNER USE ONLY</b>  Date of data entry: _____  Data entry person: _____							
		Thesis _____								
		Internship _____								
		Independent Study _____								
		Practicum _____								
<b>Co-Requisites and Prerequisites</b>										
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)										
Course Prefix and No.										
Course Prefix and No.										
Prerequisite(s): (List prerequisites only. Use combinators below. Use "and" and "or" liberally.) (Specify minimum grade requirement should be placed in ( ) following courses. Default grade is D-.)										
Course Prefix and No. _____ EFR 340 or instructor, departmental approval.										
Course Prefix and No.										
Test Scores										
Minimum GPA (when a course grouping or student category GPA is required)										
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specify minimum grade requirement should be placed in ( ) following courses. Default grade is D-.)										
Course Prefix and No.										
Test Scores										
Minimum GPA (when a course grouping or student category GPA is required)										
Equivalent Course(s): (used not allowed with or formerly)										
Course Prefix and No.										
Course Prefix and No.										
Course Prefix and No.										
Proposed General Education Category: (Check as many as apply.)										
I	01 ___	II	05 ___	III	09 ___	13 ___	V	17 ___	VI	20 ___
	02 ___		06 ___		10 ___			18 ___		21 ___
	03 ___		07 ___		11 ___			19 ___		
	04 ___		08 ___		12 ___					

(\*Use Validation Tables.)

NOTE: Do not forward validation tables with curriculum form.

**Part IV. Recording Data for a Revised Course (Record only changed course information.) \*Required**

Course prefix* (3 letters) EHS	Course Number (3 Digits) 360	Effective Term* (Example: Fall 2001) Spring 2007	College/Division: AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS <input checked="" type="checkbox"/>	Dept. (4 letters)* EHCL	
Credits Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____		
Schedule Type** (if not applicable)	Work Load (for each schedule type)	Grading Mode**	Class Restriction, if any: (include grade only)	Major Restrictions, if any:	
			FR _____ SO _____ JR _____ SR _____	FR _____ SO _____ JR _____ SR _____	
Cip Code (first two digits only) 15			<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>FOR BANNER USE ONLY</b>                       Date of data entry _____                       Data entry person _____                 </div>		
Grading Information: Course is eligible for P* (in-progress grading) for: (select all that apply)					
Thesis _____					
Internship _____					
Independent Study _____					
Practicum _____					
<b>Co-Requisites and Prerequisites</b>					
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)					
Course Prefix and No. _____					
Course Prefix and No. _____					
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)					
Course Prefix and No. CHE 112, 116 and EHS 289; or instructor departmental approval					
Course Prefix and No. _____					
Test Scores _____					
Minimum GPA (when a course grouping or student course GPA is required) _____					
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)					
Course Prefix and No. _____					
Test Scores _____					
Minimum GPA (when a course grouping or student course GPA is required) _____					
Equivalent Course(s): (cross not allowed with or formerly)					
Course Prefix and No. _____					
Course Prefix and No. _____					
Course Prefix and No. _____					
Proposed General Education Category: (Check as many as apply.)					
I. 01 _____	II. 05 _____	III. 08 _____	IV. 13 _____	V. 17 _____	VI. 20 _____
02 _____	06 _____	10 _____	14 _____	18 _____	21 _____
03 _____	07 _____	11 _____	15 _____	19 _____	_____
04 _____	08 _____	12 _____	16 _____	_____	_____

\*Use Validation Tables.

NOTE: Do not forward validation tables with curriculum form.

**Part IV. Recording Data for a Revised Course (Record only changed course information.) \*Required**

Course prefix* (3 letters) EHS	Course Number* (3 Digits) 370	Effective Term* (Example: Fall 2001) Spring 2007	College/Division: AS _____ JS _____ OT _____ EM _____ ED _____ PC _____ HS <input checked="" type="checkbox"/>	Dept. (4 letters)* EHC/L
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type* (List if applicable)	Work Load (for each schedule type)	Grading Mode**	Cja Code (first two digits only)   S	
			Class Restrictions, if any; (undergraduate only)	Major Restrictions, if any:
			FR _____	FR _____
			SO _____	SO _____
			JR _____	JR _____
			SR _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check appropriate	<div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>FOR BANNER USE ONLY</b></p> <p>Date of data entry _____</p> <p>Date entry person _____</p> </div>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
<b>Co-Requisites and Prerequisites</b>				
Co-Req(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No. _____				
Course Prefix and No. _____				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)				
Course Prefix and No. _____ (EHS 280 and STA 235, or <u>relevant</u> departmental approval)				
Course Prefix and No. _____				
Test Scores _____				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Req(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)				
Course Prefix and No. _____				
Test Scores _____				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with or formerly)				
Course Prefix and No. _____				
Course Prefix and No. _____				
Course Prefix and No. _____				
Proposed General Education Category: (Check as many as apply.)				
I. 01 _____	II. 05 _____	III. 09 _____	IV. 13 _____	V. 17 _____
02 _____	06 _____	10 _____	14 _____	18 _____
03 _____	07 _____	11 _____	15 _____	19 _____
04 _____	08 _____	12 _____	16 _____	21 _____

(\*Use Validation Tables.)

NOTE: Do not forward validation tables with curriculum forms.

**Part IV. Recording Data for a Revised Course (Record only changed course information.) \*Required**

Course Prefix* (3 letters)	Course Number* (3 Digits)	Effective Term* (Example: Fall 2001)	College/Division:	Dept. (4 letters)
EHS	380	Spring 2007	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X	EHCL
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for contract/course type)	Grading Mode**	Class Restriction, if any: (undergraduate only)	Major Restrictions, if any:
			FR _____ SO _____ JR _____ SR _____	FR _____ SO _____ JR _____ SR _____
		Grading Information: Course is eligible for IP* (in-progress grading) for: (Check all applicable)	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		
<b>Co-Requisites and Prerequisites</b>				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No. _____				
Prerequisite(s): (List prerequisites only. Use combinations below. Use "and" and "or" liberally.) (Specify minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)				
Course Prefix and No. _____ BID 320 or CLT 209 and CLT 211 and EHS 280; or equivalent departmental approval.				
Course Prefix and No. _____				
Test Scores _____				
Minimum GPA (when a course grouping or student category GPA is required) _____				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specify minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)				
Course Prefix and No. _____				
Test Scores _____				
Minimum GPA (when a course grouping or student category GPA is required) _____				
Equivalent Course(s): (credit not allowed with or for itself)				
Course Prefix and No. _____				
Course Prefix and No. _____				
Course Prefix and No. _____				
Proposed General Education Category: (Check as many as apply.)				
I. 01 _____ II. 05 _____ III. 09 _____ IV. 13 _____ V. 17 _____ VI. 20 _____ 02 _____ 06 _____ 10 _____ 14 _____ 18 _____ 21 _____ 03 _____ 07 _____ 11 _____ 15 _____ 19 _____ 04 _____ 08 _____ 12 _____ 16 _____				

(\*Use Validation Tables.)

**NOTE:** Do not forward validation tables with curriculum form.

**Part IV. Recording Data for a Revised Course (Record only changed course information.) \*Required**

Course prefix* (3 letters) EHS	Course Number* (5 Digits) 395	Effective Term* (Example: Fall 2001) Spring 2007	College/Division: AS _____ JB _____ BT _____ EM _____ ED _____ PC _____ HS X _____	Dept. (4 letters) EHLT
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Cip Code (first two digits only) 15	
			Class Restriction, if any: (undergraduate only) FR _____ SO _____ JR _____ SR _____	Major Restrictions, if any: FR _____ SO _____ JR _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all that apply	<div style="border: 2px solid black; padding: 5px;"> <p align="center"><b>FOR BANNER USE ONLY</b></p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>	
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		
<b>Co-Requisite(s) and Prerequisite(s)</b>				
Co-Requisite(s):	(List only co-requisite. See below for prerequisites and combinations.)			
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s):	(List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)			
Course Prefix and No.	EHS 335, 340, and MAT 107 or 108, or equivalent departmental approval			
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with, or formerly)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				
Proposed General Education Category: (Check as many as apply)				
I. 01 _____	II. 05 _____	III. 09 _____	IV. 13 _____	V. 17 _____
02 _____	06 _____	10 _____	14 _____	18 _____
03 _____	07 _____	11 _____	15 _____	19 _____
04 _____	08 _____	12 _____	16 _____	21 _____

**NOTE:** Do not forward validation tables with curriculum form.



**Part IV. Recording Data for a Revised Course (Record only changed course information.) \*Required**

Course prefix* (3 letters) EHS	Course Number* (3 Digits) 460	Effective Term* (Example: Fall 2001) Spring 2007	College/Division: AS _____ JS _____ ST _____ EM _____ ED _____ PC _____ HS <input checked="" type="checkbox"/>	Dept. (4 letters) EHRCL
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type** (List all applicable)	Work Load (for each schedule type)	Grading Mode**	Cip Code (first two digits only)   5	
			Class Restriction, if any: (undergraduate only) FR _____ SO _____ JR _____ SR _____	Major Restrictions, if any: FR _____ SO _____ JR _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	<div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>FOR BANNER USE ONLY</b></p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
<b>Co-Requisites and Prerequisites</b>				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No. _____				
Course Prefix and No. _____				
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specify minimum grade requirement to be placed in ( ) following courses. Default grade is D-.)				
Course Prefix and No. EHS 290 or instructor departmental approval				
Course Prefix and No. _____				
Test Scores _____				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specify minimum grade requirements to be placed in ( ) following courses. Default grade is D-.)				
Course Prefix and No. _____				
Test Scores _____				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Equivalent Course(s): (credit not allowed with, or formerly.)				
Course Prefix and No. _____				
Course Prefix and No. _____				
Course Prefix and No. _____				
Proposed General Education Category: (Check as many as apply.)				
I. 01 _____	II. 05 _____	III. 09 _____	IV. 13 _____	V. 17 _____
02 _____	06 _____	10 _____	14 _____	18 _____
03 _____	07 _____	11 _____	15 _____	19 _____
04 _____	08 _____	12 _____	16 _____	21 _____

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

**Curriculum Change Form**  
 (Present only one proposed curriculum change per form)  
 (Complete only the section(s) applicable.)

**Part I**

(Check one)		Department Name	Environmental Health Science
<input type="checkbox"/> New Course (Parts I, IV)	College	College of Health Science	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number		
<input type="checkbox"/> Course Dropped (Part I)	*Course Title (in classes)		
<input type="checkbox"/> New Program (Part III)	*Program Title	Environmental Health Science	
<input checked="" type="checkbox"/> Program Revision (Part III)		Major <input checked="" type="checkbox"/> Option <input type="checkbox"/> Minor <input type="checkbox"/> or Certificate <input type="checkbox"/>	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	Date	Date
Departmental Committee	8/4/06	Graduate Council*
Is this a SACS Substantive Change?	Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	08/16/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

**09-21-06**

\*If Applicable (Type NA if not applicable.)

\*\*Approval needed for new, revised, or suspended programs

\*\*\*Approval/Posting needed for new degree program or certificate program

\*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 Add option of CLT209 and CLT211 in catalog (it's already in banner as an alternative to BIO320). Correct hours in catalog and add EHS 330 to program

**A. 2. Effective date:** (Example: Fall 2001) Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

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**B. The justification for this action:**  
 Add option of CLT209 and CLT211 in catalog (it's already in banner as an alternative to BIO320 and add EHS330 (3 hrs. Environmental Control of Disease Vectors increasing major course hours to a total 46 the faculty feel strongly this course should be in the major requirements it was an elective option, correct hours in catalog to reflect changes.

---

**C. The projected cost (or savings) of this proposal is as follows:**

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA



**Part III: Recording Data for New, Revised, or Suspended Program**

4. For a new program, provide the catalog description as being proposed.
5. For a revised program, provide the current program requirements using strikethrough for deletions and asterisks for additions.
6. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or errors affected by the program's suspension.

New or Revised Program Title  
(\*Use strikethrough for deletions and asterisks for additions\*)

**Baccalaureate Degree**  
Elemental, Health Science (B.S.)  
CIP Code: 15.2020

Major Requirements..... **85-88** hours

89-95, 285, 295, 305, 330, 306, 345, 360, 370, 390, 410, 425,  
440, 460, 465, and 485.

Supporting Course Requirements..... **35-36** hours

ADN 215, BIO 121, 301, 320 or CL 100 and CL 121; CHE 115, 112, 115, 116,  
361, 506, ENG 200, STA215, MAT 107 or 109 or 201 and PHY 131.

General Education Requirements..... **30** hours

Standard General Education program, excluding blocks E,  
IVA, IVB, VII(a), and VII (8 hours). Refer to Section Four of this  
Catalog for details on the General Education and University  
Requirements.

University Requirement..... **1** hour

USD 106

Free Electives..... **13-14** hours

Total Curriculum Requirements..... **129** hours

**Curriculum Change Form**  
 (Present only one proposed curriculum change per form)  
 (Complete only the section(s) applicable.)

**Part I**

(Check one)	Department Name	Exercise and Sport Science
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Health Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	PHE 530
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (abbreviated)	Sports Information Programs
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		Major ____ Option ____ Minor ____; or Certificate ____
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	9/7/05	Graduate Council*	NA
Is this a SACCS Substantive Change?	Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	<b>09-21-06</b>
College Curriculum Committee	9/21/05	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

\*If Applicable (Type NA if not applicable.)

\*\*Approval needed for new, revised, or suspended programs

\*\*\*Approval/Posting needed for new degree programs or certificate program

\*\*\*\*If "yes", SACCS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To add a new course – PHE 530 to our undergraduate program in sports management.

A. 2. Effective date: (Example: Fall 2001) Spring 2007

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

PHE 530 will be a required course for undergraduate students in sports administration. The Department of Communications has historically taught PUB 530 – Sports Information Programs to our students; however the department faculty member who taught that course has retired. The department has indicated that it may cancel the course because it has no other faculty available to teach the course.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: The instructor for this course is currently a member of the department.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

**Part II. Recording Data for New, Revised, or Dropped Course**

New or Revised\* Catalog Text

(\*Use del throughout for deletions and ins for additions. Also include Cr, Prefix, No., and description, limited to 35 words.)

PHE 530 Sports Information Programs (3) I. Study of the role and function of the sports information director. Includes public relations techniques applied to sports information: press releases, publications programs, office and staff organization, time utilization, news media, and formats.

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*							
PHE	530	Spring 2007	AS _____ JS _____ BT _____ EM _____ ED _____ FC _____ HS x	ESSC							
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.								
3	Lecture 3	Laboratory _____ Other _____									
			Cip Code (first two digits only)								
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)								
1	3	N	FR _____ JR _____ SO _____ SR _____								
			<div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>FOR BANNER USE ONLY</b></p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>								
Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable											
Thesis _____											
Internship _____											
Independent Study _____ Practicum _____											
<b>Co-Requisites and Prerequisites</b>											
<b>Co-Requisite(s):</b> (List only co-requisites. See below for prerequisites and combinations.)											
Course Prefix and No. _____											
Course Prefix and No. _____											
<b>Prerequisite(s)</b> (List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)											
Course Prefix and No. _____											
Course Prefix and No. _____											
Test Scores _____											
Minimum GPA (when a course grouping or student cumulative GPA is required) _____											
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)											
Course Prefix and No. _____											
Test Scores _____											
Minimum GPA (when a course grouping or student cumulative GPA is required) _____											
<b>Equivalent Course(s):</b> (credit not allowed with or formerly.)											
Course Prefix and No. _____											
Course Prefix and No. _____											
Course Prefix and No. _____											
Proposed General Education Category: (Check as many as apply.)											
I.	01 _____	II.	05 _____	III.	09 _____	IV.	13 _____	V.	17 _____	VI.	20 _____
	02 _____		06 _____		10 _____		14 _____		18 _____		21 _____
	03 _____		07 _____		11 _____		15 _____		19 _____		
	04 _____		08 _____		12 _____		16 _____				

## Curriculum Change Form

(Present only one proposed curriculum change per form)  
(Complete only the section(s) applicable.)

### Part I

(Check one)		Department Name	Exercise and Sport Science
<input checked="" type="checkbox"/> New Course (Parts II, IV)		College	Health Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)		*Course Prefix & Number	PHE 730
<input type="checkbox"/> Course Dropped (Part I)		*Course Title (do not exceed)	Sports Information Programs
<input type="checkbox"/> New Program (Part II)		*Program Title	
<input type="checkbox"/> Program Revision (Part III)			(Major __, Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)		*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	8-31-05	Graduate Council*	4/12/05
is this a SACS Substantive Change?	Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	<b>09-21-06</b>
College Curriculum Committee	9/21/05	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EIU's Office of Institutional Effectiveness.

### Completion of A, B, and C is required: (Please be specific, but concise.)

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To add a new course -- PHE 730 to our graduate program in sports administration

**A. 2. Effective date:** (Example: Fall 2001) Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

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**B. The justification for this action:**  
 PHE 730 will be a necessary course for our graduate students to take. The Department of Communications has historically taught PUB 730 - Sports Information Programs to our students; however the department faculty member who taught that course has retired. It is uncertain whether the department will continue to offer the course in future.

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**C. The projected cost (or savings) of this proposal is as follows:**

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

### Part II. Recording Date for New, Revised, or Dropped Course

(For a new required course, complete a separate request for the appropriate program revisions.)

New or Revised\* Catalog Text

(\*Use cross-outs for deletions and underlines for additions. Also include Cr. Prefix, No., and description, limited to 35 words.)

PHE 730 Sports Information Programs (3) ( Study of the role and function of the sports information director. Includes public relations techniques applied to sports information: press releases, publications programs, office and staff organization, time utilization, news media, and formats.

**Part IV, Recording Data for New or Revised Course (Record only new or changed course information)**

Course prefix (3 letters)	Course Number (2 Digits)	Effective Term (Example: Fall 2005)	College/Division:	Dept. (4 letters)	
PRE	730	Spring 2007	AS _____ JS _____ ET _____ EM _____ ED _____ PC _____ HS _____	ESSC	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.		
3	Lecture 3	Laboratory _____ Other _____	Cp. Code (first two digits only)		
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)		
1	3	N	FR _____ JR _____ SO _____ SR _____		
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Grad. of students</u>	<div style="border: 2px solid black; padding: 5px;"> <p align="center"><b>FOR BANNER USE ONLY</b></p> <p>Date of data entry _____</p> <p>Data entry person _____</p> </div>		
		Thesis _____			
		Internship _____			
		Independent Study _____ Practicum _____			
<b>Co-Requisites and Prerequisites</b>					
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)					
Course Prefix and No. _____					
Course Prefix and No. _____					
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)					
Course Prefix and No. _____					
Course Prefix and No. _____					
Test Scores _____					
Minimum GPA (when a course grading or student cumulative GPA is required) _____					
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)					
Course Prefix and No. _____					
Test Scores _____					
Minimum GPA (when a course grading or student cumulative GPA is required) _____					
Equivalent Course(s): (credit not allowed with; or formerly)					
Course Prefix and No. _____					
Course Prefix and No. _____					
Course Prefix and No. _____					
Proposed General Education Category: (Check as many as apply)					
I. 01 _____	II. 05 _____	III. 09 _____	IV. 13 _____	V. 17 _____	VI. 20 _____
02 _____	06 _____	10 _____	14 _____	18 _____	21 _____
03 _____	07 _____	11 _____	15 _____	19 _____	
04 _____	08 _____	12 _____	16 _____		

**NOTE:** Do not forward validation tables with curriculum form.

Eastern Kentucky University  
Department of Exercise and Sport Science  
PHR 538 – Course Syllabus

I. Course Number: PHR 538

II. Course Title: Sports Information, Publicity and Promotion

III. Course Description: This course will introduce students to the unique nature of sports information, sport publicity and public relations as they relate in community, collegiate and professional sport environments. The class format will include lectures, group discussions, student presentations, videotapes and guest speakers.

IV. Instructor:

Dr. Heather B. Adams  
Office: 239 Moberly  
Phone: 622-1898  
Email: [Heather.Adams@ekuc.edu](mailto:Heather.Adams@ekuc.edu)

V. Required Text: *The Down Job: Sports Publicity, Promotion and Marketing*. Melvin Helitzer. 2004. Athens, Ohio: University Sports Press.

VI. Course Objectives: By the end of this course, students should:

1. Have an understanding of basic sport publicity and public relations concepts.
2. Be able to prepare and analyze a promotion and publicity plan for sports events.
3. Be able to explain and understand interaction of publicity, marketing, management, strategic planning, organizational structure, media, facility issues and legal issues related to special and sports events.
4. Be able to write, edit and evaluate the form and content of a press release and prepare a schedule for press release associated with sporting events.
5. Be able to plan a promotional event designed to increase media coverage and stimulate media interest in a sport organization.
6. Be able to create a media guide for a specific sport.

VII. Assessment:

Grading: 90 – 100 = A, 80 – 89 = B, 70 – 79 = C, 60 – 69 = D, Below 60 = F

## **VIII. Course Requirements/Policies**

### **Graduate Student Requirements**

Graduate students are expected to complete one assignment in addition to the regular class assignments. Graduate students will be required to complete a case study in addition to the assigned projects and presentations. A handbook explaining this project will be discussed in class.

### **Class Participation and Attendance**

Active participation in class projects, discussions, and group assignments is expected of all students. Students will be assigned case studies, group projects, and individual assignments to facilitate preparation for class. Attendance and meaningful participation will have a positive impact on a student's grade in borderline situations.

### **Exams**

All students will be required to take all exams at the times and dates specified on the course outline. If for some very serious unforeseen reason a student is unable to take an exam at the specified time and date, he or she must notify the instructor prior to the due date or exam.

### **Assignments**

All assignments are due at the beginning of class on the dates specified on the course outline. Assignments received after that time are subject to penalty. If for some very serious unforeseen reason a student is unable to hand in an assignment on the due date, he or she must notify the instructor prior to the due date or exam. Extensions will only be granted in the case of a medical emergency or other extraordinary event. Due dates listed on the course outline will be strictly enforced.

### **Written Assignments**

Each student is required to follow the APA guidelines when submitting written work (e.g. 1" margins, 12-point font, and list of references.) Up to 20% of points on each assignment submitted may be taken off because of poor grammar, spelling, or punctuation. All assignments must be written using a word processor and be printed on laser quality printer.

### **Homework Assignments/Participation Assignments**

Throughout the term several short projects will be assigned for students to complete for class or present in class. In addition, there will be several projects students will do in class for participation credit.

### **Presentations**

Each student-team will present their proposal to the class. Each presentation will be no less than 20 minutes and no more than 25 minutes in length. Presentations should be prepared in a professional, business manner and include appropriate attire, use of visual aids, technology or other graphic materials, which normally enhance presentations.

## **Technology Expectations**

Assignments are to be word-processed. Continuing and regular use of e-mail is expected.

### **Cell Phones/Pagers**

All cell phones and pagers must be on silent notification during class- if a cell phone or pager cannot be set on silent notification, it must be left outside of the classroom. The instructor can grant an individual waiver to this policy in the case of an emergency or extenuating circumstances. Please double-check your phone/pager prior to every class to ensure such silencing. Thanks in advance for your cooperation.

### Attendance Policy

- 1 Regular attendance and participation is expected of all students. However, documented University approved activities only if representing ECU will be excused and not counted toward absences. Failure to notify the professor of an unauthorized absence in advance will result in the absence being counted as an unauthorized absence. Any excused absence will count toward the student's attendance (see 2.), but the student will be able to make up the missed work. Excused absences will be determined based on the following:
  - a. Participation in an activity appearing on the University's authorized activity list.
  - b. Death or major illness in a student's immediate family
  - c. Illness of a dependent family member
  - d. Participation in legal proceedings or administrative procedures that require a student's presence
  - e. Religious Holy Day
  - f. Illness that is too severe or contagious for the student to attend class (to be determined by Health Center or off campus physician)
  - g. Required participation in military duty
  - h. Mandatory admission interviews for professional or graduate school which cannot be rescheduledThe professor reserves the right to change the format and/or content of any and all make-up work.
- 2 Absences in excess of 20 percent is cause for failure of the class. The Department of Exercise and Sport Science attendance policy applies regarding missed work.
- 3 Roll is taken every class period. Repeated late arrivals (more than 5 minutes past the scheduled start time) will be treated as unexcused absences and may be the cause for failure of the class. Each student should understand that chronic late arrival to class would adversely affect the student's final grade. It is understood that lateness sometimes is unavoidable, however, since this behavior distracts the entire class, it is considered to be a serious matter. Regardless, on exercise days, failure to be "ready" to exercise on time will be considered an unauthorized absence.
- 4 Any student missing an examination without prior arrangement with the instructor will receive a zero grade for that quiz or examination.
- 5 The last day to drop a class or to withdraw from the university may be found in the class schedule book and it is the responsibility of the student.

### Accommodations for Disabilities

If there is any student in this class who is in need of academic accommodation and who is registered with the Office of Services for Students with Disabilities, please make an individual appointment with the course instructor to discuss accommodations. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office directly either in person in the Student Services Building or by telephone at 621-1580 VTTY. Upon individual request, this syllabus can be made available in alternative forms.



Eastern Kentucky University  
Department of Exercise and Sport Science  
PHE 730 – Course Syllabus

**I. Course Number:** PHE 730

**II. Course Title:** Sports Information (Media Relations in Sport)

**III. Course Description:** This course will introduce students to the unique nature of sports information, sport publicity and public relations as they relate in community, collegiate and professional sport environment. The class format will include lectures, group discussions, student presentations, videotapes and guest speakers.

**IV. Instructor:**

Dr. Heather B. Adams  
Office: 230 Moberly  
Phone: 622-1898  
Email: Heather.Adams-HB@ekyu.edu

**V. Required Text:** *The Dream Job: Sports Publicity, Promotion and Marketing*. Melvin Helfter. 2004. Athens, Ohio: University Sports Press.

**VI. Course Objectives:** By the end of this course, students should:

7. Have an understanding of basic sport publicity and public relations concepts.
8. Be able to prepare and analyze a promotion and publicity plan for sports events.
9. Be able to explain and understand interaction of publicity, marketing, management, strategic planning, organizational structure, media, facility issues and legal issues related to special and sports events.
10. Be able to write, edit and evaluate the form and content of a press release and prepare a schedule for press release associated with sporting events.
11. Be able to plan a promotional event designed to increase media coverage and stimulate media interest in a sport organization.
12. Be able to create a media guide for a specific sport.

**VII. Assessment:**

**Grading:** 90 – 100 = A, 80 – 89 = B, 70 – 79 = C, 60 – 69 = D, Below 60 = F

## **VIII. Course Requirements/Policies:**

### **Class Participation and Attendance**

Active participation in class projects, discussions, and group assignments is expected of all students. Students will be assigned case studies, group projects, and individual assignments to facilitate preparation for class. Attendance and meaningful participation will have a positive impact on a student's grade in borderline situations.

### **Exams**

All students will be required to take all exams at the times and days specified on the course outline. If for some very serious unforeseen reason a student is unable to take an exam at the specified time and date, he or she must notify the instructor *prior* to the due date or exam.

### **Assignments**

All assignments are due at the beginning of class on the dates specified on the course outline. Assignments received after that time are subject to penalty. If for some very serious unforeseen reason a student is unable to hand in an assignment on the due date, he or she must notify the instructor *prior* to the due date or exam. Extensions will only be granted in the case of a medical emergency or other extraordinary event. *Due dates listed on the course outline will be strictly enforced.*

### **Written Assignments**

Each student is required to follow the APA guidelines when submitting written work (e.g. 1" margins, 12-point font, and list of references.) Up to 30% of points on each assignment submitted may be taken off because of poor grammar, spelling, or punctuation. All assignments must be written using a word processor and be printed on laser quality paper.

### **Homework Assignments/Participation Assignments**

Throughout the term several short projects will be assigned for students to complete, for class or present in class. In addition, there will be several projects students will do in class for participation credit.

### **Presentations**

Each student must will present their proposal to the class. Each presentation will be no less than 20 minutes and no more than 25 minutes in length. Presentations should be prepared in a professional, business manner and include appropriate attire, use of visual aids, technology or other graphic materials, which normally enhance presentations.

## **Technology Expectations**

Assignments are to be word-processed. Continuing and regular use of e-mail is expected.

### **Cell Phones/Pagers**

All cell phones and pagers must be on silent notification during class- if a cell phone or pager cannot be set on silent notification, it must be left outside of the classroom. The instructor can grant an individual waiver to this policy in the case of emergency or extenuating circumstances. Please double-check your phone/pager prior to every class to ensure such silencing. Thanks in advance for your cooperation.

## **Attendance Policy**

4. Regular attendance and participation is expected of all students. However, documented University approved activities only if representing ECU will be excused and not counted toward absences. Failure to notify the professor of an authorized absence in advance will result in the absence being counted as an unauthorized absence. Any excused absence will count toward the student's attendance (see 2.), but the student will be able to make up the missed work. Excused absences will be determined based on the following:
  - a. Participation in an activity appearing on the University's authorized activity list.

- b. Death or major illness in a student's immediate family
- c. Illness of a dependent family member
- d. Participation in legal proceedings or administrative procedures that require a student's presence
- e. Religious Holy Day
- f. Illness that is too severe or contagious for the student to attend class (to be determined by Health Center or off campus physician)
- g. Required participation in military duty
- h. Mandatory admission interviews for professional or graduate school which cannot be rescheduled

The professor reserves the right to change the format and/or content of any and all make-up work.

- 7 **Absences in excess of 20 percent (this is in excess of 3 classes) are cause for failure of the class.** The Department of Exercise and Sport Science attendance policy applies regarding missed work.
- 8 Roll is taken every class period. Repeated late arrivals (more than 5 minutes past the scheduled start time) will be treated as unexcused absences and may be the cause for failure of the class. Each student should understand that chronic late arrival to class would adversely affect the student's final grade. It is understood that lateness sometimes is unavoidable, however, since this behavior distracts the entire class, it is considered to be a serious matter.
- 9 Any student missing an examination without prior arrangement with the instructor will receive a zero grade for that quiz or examination.
- 10 The last day to drop a class or to withdraw from the university may be found in the class schedule book and it is the responsibility of the student.

#### Accommodations for Disabilities

If there is any student in this class who is in need of academic accommodations and who is registered with the Office of Services for Students with Disabilities, please make an individual appointment with the course instructor to discuss accommodations. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office directly either in person in the Student Services Building or by telephone at 623-1500 V/TTY. Upon individual request, this syllabus can be made available in alternative forms.

### PBE 790 – Course Outline

- Week 1 Syllabus and course overview; Introduction of projects for the semester. Assign Project #1 (Institutional Backgrounds) and case study paper for graduate students.
- Week 2 The role of the Sports Information Director. Chapter 2.
- Week 3 SID's role. Project 1 due. Assign Project #2 (Design Elements)
- Week 4 Writing for print and broadcast. Chapters 3 & 5. Project 2 due. Assign Project #3 (Memorandum)
- Week 5 Introduction of Promotion and Marketing. Statistics. Sport Terminology. Chapter 10.
- Week 6 More Promotion and Marketing. Project 3 due. Assign Project #4 (Press Releases).
- Week 7 More Promotion and Marketing. Project 4 due. Assign Project #5 (President's Profile)
- Week 8 Finish Promotion and Marketing. Press conferences. Speeches. Special Events. Chapters 8, 13, 14.
- Week 9 Spring Break
- Week 10 Coaches' expectations of the SID. Project 5 due. Assign Project #6 (Thankyou letter).
- Week 11 Crisis communication. Chapter 17. Project 6 due. Assign Project #7. (Press Kits for Media Day).
- Week 12 Introduce media guides. Chapter 18. Project 7 due. Assign Project #8 (Media Guides).
- Week 13 Share samples of media guides. Graduate presentations.
- Week 14 Project 8 due. Graduate presentations.
- Week 15 Graduate presentations.
- Week 16 Graduate presentations. Final Exam Review.
- Week 17 Final examination.

### Curriculum Change Form

(Present only one proposed curriculum change per form)  
(Complete only the section(s) applicable.)

**Part I**

(Check one)	Department Name	Exercise and Sport Science	
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Health Science	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	PHE 805	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (if changed)	Including Dance in the P-12 Curriculum	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> , Minor <input type="checkbox"/> , or Certificate <input type="checkbox"/> )	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:		<u>Date</u>	<u>Date</u>
Departmental Committee	8/31/06	Graduate Council*	4/21/06
Is this a SACJ Substantive Change? Yes No <input checked="" type="checkbox"/>		Council on Academic Affairs	<b>09-21-06</b>
College Curriculum Committee	8/21/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

\*If Applicable (Type NA if not applicable.)

\*\*Approval needed for new, revised, or suspended programs

\*\*\*Approval/Posting needed for new degree program or certificate program

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** To introduce a new course that had previously been taught under a Special Topics number PHE 790.

**A. 2. Effective date:** Summer 2006

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:**

Over the last four summers this course has been offered on a trial basis and has been very well received. Dance is one of the four arts that are to be taught in the P-12 school system yet none of the teacher preparatory programs include a dance education class in their curriculum. Teachers of all grade and specialties learn how to include the Dance Core Content within their own curriculum.

This change will also eliminate upper division undergraduates from the class since there will no longer be a PHE 590 section of the class. With all graduate students in the course the material can be taught at a higher level and more can be expected from the lesson plans and presentations; hence the move from PHE 790 to PHE 805.

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** No change.

**Operating Expenses Impact:** No change

**Equipment/Physical Facility Needs:** No new space or equipment will be needed.

**Library Resources:** no change

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a new required course, complete a separate request for the appropriate program revisions.)

4. For a new course, provide the catalog text.
5. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.
6. For a dropped course, provide the current catalog text.

Current Catalog Text

New or Revised\* Catalog Text

(\*Use ~~slashes~~ for deletions and underscores for additions. Also include Cr. Profs., No., and description, limited to 35 words.)

PHE 105 (3) A. The course teaches the basic dance concepts and skills that are to be covered in the P-12 school curriculum. Teachers of all levels and specialties learn how to include dance in their own curriculum. Folk/social, ethnic and art forms of dance are covered. No previous dance experience is necessary.

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*	
PHE	505	Summer 2006	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	ESSC	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.		
3	Lecture 3	Laboratory _____ Other _____	Cp Code (first two digits only) 13		
Schedule Type* (if of applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)		
L	3	N, P	FR _____ JR _____ SO _____ SR _____		
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	<div style="border: 2px solid black; padding: 5px;"> <b>FOR BANNER USE ONLY</b>                      Date of data entry _____                      Data entry person _____                 </div>		
		Thesis _____			
		Internship _____			
		Independent Study _____			
		Practicum _____			
<b>Co-Requisites and Prerequisites</b>					
<b>Co-Requisite(s):</b> (List only co-requisites. See below for prerequisites and combinations.)					
Course Prefix and No. _____					
Course Prefix and No. _____					
<b>Prerequisite(s):</b> (List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)					
Course Prefix and No. _____					
Course Prefix and No. _____					
Test Scores _____					
Minimum GPA (when a course grouping or student cumulative GPA is required) _____					
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)					
Course Prefix and No. _____					
Test Scores _____					
Minimum GPA (when a course grouping or student cumulative GPA is required) _____					
<b>Equivalent Course(s):</b> (credit not allowed with, or formerly.)					
Course Prefix and No. _____					
Course Prefix and No. _____					
Course Prefix and No. _____					
<b>Proposed General Education Category:</b> (Check as many as apply.)					
I. 01 _____	II. 05 _____	III. 09 _____	IV. 13 _____	V. 17 _____	VI. 20 _____
02 _____	06 _____	10 _____	14 _____	18 _____	21 _____
03 _____	07 _____	11 _____	15 _____	19 _____	
04 _____	08 _____	12 _____	16 _____		

EASTERN KENTUCKY UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
DEPARTMENT OF EXERCISE AND SPORTS SCIENCE

A. PHE 805 (3) Graduate -INCLUDING DANCE IN THE CURRICULUM, P-12

Prerequisites - None

Professor: Dr. Marianne McAdam

B. **PURPOSE OF THE COURSE**

The purpose of the course is to familiarize teachers with the dance concepts and skills that are to be covered in the P-12 School Curriculum and then to explore ways in which to teach these concepts within one's particular curriculum. The course will include experiences with Folk/social, ethnic and the art forms of dance and will involve peer teaching. No prior dance experience is necessary.

C. **TEXTS**

**Required**

Gilbert, Ann Green. (2004). Brain-Compatible Education. Reston, VA: AAHPERD

Overy, Post & Newman.(2005). Interdisciplinary Learning. Champaign, IL. Human Kinetics.

D. **COURSE OBJECTIVES**

Upon completion of the course students will be able to:

Articulate the importance of dance in a student's education.

Describe how a teacher can use dance to enrich his/her curriculum.

Teach basic folk/social dance and be able to learn dances using available resources.

Teach basic creative/modern forms of dance and guide the children into creating their own products.

Assess resources available for teaching dance.

Explain the importance of dance from a cultural perspective

Demonstrate an understanding and appreciation of dance as an art form.

Explain what is required from the Dance Core Content and Program of Studies for the grade level that the teacher is responsible.

E. **COURSE CONTENT**

The format is a mix of the following activities: movement -folk/social dance and creative/modern dance, video, lecture/discussion, peer teaching (and possibly teaching children).

**KY Dance Core Content for Assessment will be covered - Emphasis on particular content will vary according to the needs of the students enrolled**

Possible Topics include:

**Folk/Social**

Teaching Methods, Cultural Information and Resources for:

International, American Folk

Square/Corn

Social - Swing, Salsa, Meringue, Cha, Waltz

Integrating folk/social in the curriculum

**Ethnic Dance**

Teaching Methods, Cultural Perspective and Resources for:

American Indian

African

Japanese

Others by request

Integration ethnic dance in the curriculum



### Dance as an Art Form

Teaching Methods and Basic Skills for Creative Dance

Exposures to Dance Forms - Modern, Ballet, Tap, Jazz

History of the dance forms/resources

Integrating artistic dance in the curriculum

### F. ASSIGNMENTS

#### 50% - 5 Lesson Plans

Lesson Plans need to be very thorough and detailed and address at least 3 different elements from the KY Core Content for Dance. One of these lessons will be taught to the class.

#### 40% Homework & Presentations

8% Discovering the Core Content and Program of Studies for your level of teaching-

Find out the minimum amount of dance material that should be taught at your grade level and then assess how much is covered in your school and by whom.

#### 10% Peer Teaching

Teach one of your dance lesson plans to the group in abbreviated form

#### 15% 15-20 minute Presentations

You will be assigned a chapter out of one of the following:

A chapter from either of your textbooks

A chapter from *Partnering Dance and Education* by Judith Lynne Hanna

a section of the KEY Dance Toolkit to the class

other dance resources that would be useful for your curriculum (from any library or the

EKU library)

the presentations should involve movement where appropriate.

#### 10% Take home final

Write a letter to your principal explaining the value of dance education in the curriculum as you now understand it. Use any and all resources you have discovered in the class.

### Due Dates for Tests and Assignments:

Class 1 - Read "An Overview" from Brain-Composite Dance Education

Class 2 - Read Chapter 3 from the Hanna book and Chapters 1-6 in the Gilbert book

Class 3 - Internet assignment due

Class 4 - Lesson Plan 1 due

Class 5 - Lesson Plan 2 and Take-Home test 1 due

Class 6 - Lesson Plan 3 due

Class 7 - Lesson Plan 4 due

Class 8 - Lesson Plan 5 due

Class 9 - Take home test 2 due

Peer teaching and presentations will be scheduled once we get together

### G. ASSESSMENT - Progress can be followed on Blackboard

Grading Scale

A 93 - 100

B 83 - 92

C 73 - 82

D 63 - 72

F below 63

### H. STUDENTS WITH DISABILITIES

If there is any student in this class who is in need of academic accommodations and who is registered with the Office of Services for Students with Disabilities, please make an individual appointment with the course

instructor to discuss accommodations. Upon individual request, this syllabus can be made available in

alternative forms. If any student who is not registered with the Office of Students with Disabilities has need of

academic accommodations, please contact the Office directly either in person on the first floor of the Turkey House or by telephone at 622-1500.

I. **ATTENDANCE POLICY**

Attendance is very important since so much of what we learn is experiential. More than ONE absence will lower the final grade by 5 points. More than 3 absences will result in failure of the class since this is an intense, 3-week workshop. It will be up to the individual to find out what was missed and how you might make it up.

J. **CONTACT INFORMATION**

Dr. Marianne McAdam

Office Hours - 10-12 M-F, Office - Weaver Dance Studio, 622-1901; e-mail marianne.mcadam@eku.edu

Home - 623-8258 cell 859 582 0768

Secretary - Moberly Bldg. Connie 622-1887 or Linda 622-8139

**Curriculum Change Form**  
 (Present only one proposed curriculum change per form)  
 (Complete only the section(s) applicable, let 1)

(Check one)	Department Name	Exercise and Sport Science	
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Health Sciences	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	PHE 810	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (abbreviated)	Financial Aspects of Sport	
<input type="checkbox"/> New Program (Part III)	*Program Title		
<input type="checkbox"/> Program Revision (Part III)		(Major ___ Option ___ Minor ___; or Certificate ___)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:	Date		Date
Departmental Committee	8-31-05	Graduate Council*	4/12/06
is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	<b>09-21-06</b>
College Curriculum Committee	8/21/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

\*If Applicable (Type NA if not applicable.)

\*\*Approval needed for new, revised, or suspended programs

\*\*\*Approval/Posting needed for new degree program or certificate program

\*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKV's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To add a new course (as elective) – PHE 810 to our graduate program in sports administration

**A. 2. Effective date:** (Example: Fall 2001)

Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:**

PHE 810 will be an important addition to the graduate program that will better meet students' needs and NASSM accreditation standards.

**C. The projected cost (or savings) of this proposal is as follows:**

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a new required course, complete a separate request for the appropriate program revisions.)

New or Revised\* Catalog Text

(\*Use slash through for deletions and underline for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

PHE 810 Financial Aspects of Sport (3) A. Study of the principles, practices, and theories associated with finance planning and management of enterprises engaged in the provision of sport-related services and/or products. Topics include budget planning and preparation, preparing and analyzing financial statements, revenue sources, money management, preparation of business plan and feasibility studies.

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*							
PHE	810	Spring 2007	AS _____ JS _____ BT _____ EM _____ ED _____ FC _____ HS x	ESSC							
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____								
3	Lecture 3	Laboratory _____ Other _____	Cip Code (first two digits only)								
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)								
1	3	N	FR _____ JR _____ SO _____ SR _____								
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all that apply</u>	<b>FOR BANNER USE ONLY</b> Date of data entry _____ Data entry person _____								
		Thesis _____									
		Internship _____									
		Independent Study _____									
		Practicum _____									
<b>Co-Requisites and Prerequisites</b>											
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)											
Course Prefix and No. _____											
Course Prefix and No. _____											
Prerequisite(s): (List prerequisites only. List combinations below. Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)											
Course Prefix and No. _____											
Course Prefix and No. _____											
Test Scores _____											
Minimum GPA (when a course grouping or student cumulative GPA is required) _____											
Co-Requisite(s) and/or Prerequisite(s) Combination (Use "and" and "or" liberally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)											
Course Prefix and No. _____											
Test Scores _____											
Minimum GPA (when a course grouping or student cumulative GPA is required) _____											
Equivalent Course(s): (credit not allowed with, or formerly)											
Course Prefix and No. _____											
Course Prefix and No. _____											
Course Prefix and No. _____											
Proposed General Education Category: (Check as many as apply.)											
I.	01 _____	II.	05 _____	III.	09 _____	IV.	13 _____	V.	17 _____	VI.	20 _____
	02 _____		06 _____		10 _____		14 _____		18 _____		21 _____
	03 _____		07 _____		11 _____		15 _____		19 _____		
	04 _____		08 _____		12 _____		16 _____				

**FSE 819**  
**Financial Aspects of Sport**  
**Eastern Kentucky University**

Department of Exercise & Sport Science

Moberly Bldg. Rm# 213

Instructor: Dr. Wardell Johnson  
859-622-3895 (office)  
859-364-7321 cell  
[wardelljohnson@eku.edu](mailto:wardelljohnson@eku.edu)

Office hours: By appointment  
Moberly Office, Second Floor  
Office #: 859-622-8139

**Text:** *Financing Sport 2<sup>nd</sup> Edition*, Dennis R. Howard, John L. Coxington; *Fitness Information Technology: A Division of the International Center for Performance Excellence*.

**Course Description:**

The primary goal of this course is to provide students (interested in pursuing a career in the sport management field) a basic knowledge and understanding of the principles, processes and strategies related to the financial aspects of operating organizations. These organizations have a mission that involves the provision of sport related services and/or products. The course will address basic concepts of financial management and planning, budgeting approaches and strategies, and innovative and traditional revenue acquisition methods applicable to sport oriented organizations.

**Course Objectives:**

1. To acquire an understanding of the financial challenges facing college and professional sports in the new millennium.
2. To acquire an awareness and understanding of the major social and economic issues confronting sport managers.
3. To acquire an understanding of primary strategies for income generation and cost containment related to the management of sport enterprises.
4. To develop a basic understanding of how sport enterprises impact the economy of the communities in which they operate.
5. To acquire an understanding of corporate sponsorship as a strategy for financing sport enterprises and to become aware of the advantages and disadvantages associated with corporate sponsorship.

**Course Outline:**

This course has been designed to emphasize problem solving by providing students the opportunities to apply knowledge, concepts and principles generated from class lectures, discussions, readings and guest speakers. Generally, the outline of the course will follow the outline of the chapters in the text. In some instances, adjustments will be made due to the schedule of guest speakers.

**Evaluation and Course Requirements:**

1. Prepare a detailed proposal to solicit corporate sponsorship for a sports event or enterprise. (65 %/hr)
2. Prepare an in-depth paper on a specific issue or problem related to some aspect of sport finance. (30 %). *Make a 20 minute-10 minute class presentation based on the sponsorship proposal. (35 %/hr)*
3. Participate in and contribute to class meeting and discussions. *This is Mandatory!*
4. A one page summary of your chosen topic of interest to be submitted to instructor. Prior approval of topic (from instructor) is required. **Final:** A major paper due at end of semester. 15-20 pages minimum; 35%.

**Grading:**

A=90-100  
B=80-89  
C=70-79  
D=60-69

**Required Reading:**

Street & Smith SportsBusiness Journal

**Attendance Policy:** Attendance is mandatory

**Last day to add/drop:** Please refer to the university's deadlines for the last days to add/drop for fall, spring and summer semesters.

**NOTE:** Various assignments will be made throughout the semester depending on class knowledge. You will be required to make presentations in the class, write extensively on topics related to the financial aspects of sports/marketing. This is what will be required of you upon employment in the industry. Due dates will be determined during class periods.

**Disability Statement:** If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person on the first floor of the Turkey House or by telephone at (859) 622-1500 Vtvy. Upon individual request, this syllabus can be made available in alternative forms.

**Curriculum Change Form**  
 (Present only one proposed curriculum change per form)  
 (Complete only the section(s) applicable.)

**Part I**

(Check one)	Department Name	Exercise and Sports Science
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Science
<input type="checkbox"/> Course Revision (Parts I, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (if applicable)	
<input type="checkbox"/> New Program (Part III)	*Program Title	Physical Fitness and Wellness Option
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major __; Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	8/10/06	Graduate Council†
Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		NA
College Curriculum Committee	8/16/06	Council on Academic Affairs
General Education Committee*	9/6/06	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
Teacher Education Committee*	NA	Faculty Senate**
		Board of Regents**
		Council on Postsecondary Edu.***

**09-21-06**

†If Applicable (Type NA if not applicable)  
 \*\*Approved needed for new, revised, or suspended programs  
 \*\*\*Approved/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EJU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change hours for general education requirements for the Physical Fitness and Wellness Option to ONLY 36 hrs. Use NFA201 from support for Blk VI for this option.

**A. 2. Effective date:** (Example: Fall 2001)

Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:**

Change hours for general education requirements for the Physical Fitness and Wellness Option to ONLY 36 hrs. Use NFA 201 from support for Blk VI for this option

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel impact:** NA

**Operating Expenses Impact:** NA

**Equipment/Physical Facility Needs:** NA

**Library Resources:** NA

**Part III. Recording Data for New, Revised, or Suspended Program**

7. For a new program, provide the catalog description as being proposed.
8. For a revised program, provide the current program requirements using ~~strike~~through for deletions and underline for additions.
9. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strike~~through for deletions and underline for additions.)  
**PHYSICAL EDUCATION (B.S.)**  
CIP Code: 11.010

Major Requirements .....	42-45 hours
Core .....	35 hours
PHE 125, 212, 223, 265, 312, 320, 323, 326, 375, PHE 241 or 242; current CPR certification at time of graduation; and each student must complete one of the following options:	
Options .....	11-20 hours
General (Non-Teaching) .....	18 hours
PHE 227, 265, 404, 415, 467, and four additional hours from the following skill courses:	
PHE 226, 262, 250, 390, 106, 340, 407, 413, 419.	
P-12 Teaching .....	16 hours
PHE 300, 310, 323, 365, 415, 457, 562.	
Physical Fitness and Wellness Management .....	18 hours
PHE 407, 431, 435, 432*, and 562.	
Sport Management .....	17 hours
PHF 527, 400, 470*, two hours coaching practice, and three additional hours from the following skill courses: PHE 226, 241, 250, 330, 366, 340, 365, 407, 405, 459.	
Supporting Course Requirements .....	11-16 hours
All Options .....	9 hours
HIO 171 and 201; CIS 212 or CSC 104.	
General (Non-Teaching) .....	2 hours
HEA 202.	
Physical Fitness and Wellness Management .....	15 hours
NFA 281; current first aid certification at time of graduation. Select six hours from HEA 315, 588, HEA 380 or PSY 410. Select six hours from MGT 301, MKT 301, PUB 530.	
Sport Management .....	11 hours
HEA 202, REC 102, 406, and three hours from GRU 204, ACC 381, or PUB 510.	
Professional Education Requirements (P-12 Teaching Option) .....	21 hours
EDF 101, 205, 318, ESE 566, EME 465, EJE 341, ESE 490, and ENOS 490.	
General Education Requirements .....	29 hours
<u>General Education Req. (Physical Fitness &amp; Wellness Option ONLY) .....</u>	<u>36 hrs.</u>
Standard General Education program; all options include blocks VII (1/5) and VIII (5 hours); also include <u>BLK VI for the Physical Fitness &amp; Wellness option ONLY</u> . Refer to Section Four of this Catalog for details on the General Education and University Requirements.	
University Requirement .....	1 hour
HSO 190.	
Free Electives .....	3-24 hours
Total Curriculum Requirements .....	128 hours

\*Students are required to document a minimum of fifty (50) hours of appropriately related experiences prior to enrolling in PHE 470/472.



**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Exercise and Sport Science
<input type="checkbox"/> New Course (Parts I, IV)	College	Health Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (25 character)	
<input type="checkbox"/> New Program (Part III)	*Program Title	MS Physical Education – Option in Sports Administration
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major <u>  X  </u> , Option <u>  X  </u> ; Minor <u>  </u> ; or Certificate <u>  </u> )
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	9-7-05	Graduate Council*	4/12/06
Is this a SAC2 Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	9/21/05	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<b>09-21-06</b>
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu***	NA

\*If Applicable (Type NA if not applicable.)

\*\*Approval needed for new, revised, or suspended programs

\*\*\*Approval/Posting needed for new degree program or certificate program

\*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKV's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To substitute PHE 730 for PUB 730.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (If applicable)  
 N/A

---

**B. The justification for this action:**  
 PUB 730 will no longer be offered. PHE 730 will be the identical course used to replace PUB 730.

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:**  
 Current faculty within the department will teach the course. Course(s) dropped by the faculty in order to teach PHE 730 will be taught by graduate assistants and/or part-time faculty.

**Operating Expenses Impact:**  
 None

**Equipment/Physical Facility Needs:**  
 None

**Library Resources:**  
 None

**Part III. Recording Data for New, Revised, or Suspended Program**

10. For a new program, provide the catalog description as being proposed.
11. For a revised program, provide the current program requirements using ~~strikes~~ for deletions and underlines for additions.
12. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

**New or Revised\* Program Title**  
(\*Use ~~strikes~~ for deletions and underlines for additions.)

**Exercise and Sport Science Foundations .18 hours**

PHE 800 or EDF 869 and select 15 additional hours from:  
PHE 762, 810, 812, 814, 821, 822, 823, 825, 831, 833, 848, 851,  
852, ~~865~~, 869, 875, 891, 895.

**Select one of the following options .....12 hours**

**Exercise and Sport Science Option**

Select one 800 level PHE course (3 hours) plus nine hours of  
.....PHE 700 and/or 800 level courses.\*

**Sports Administration Option**

PHE 835, PHE 730, ~~PHE 210~~ and PHE 870 (6 hours) or PHE 839 (6 hours).

**Exercise and Wellness Option**

PHE 812, NFA 717, PHE 871 (6 hours).

**Total Requirements.....30 hours**

\*A maximum of nine hours of 700 level course work is allowed.

**Curriculum Change Form**  
(Present only one proposed curriculum change per form)  
(Complete only the section(s) applicable.)

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part I) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part II) <input type="checkbox"/> Program Suspended (Part III)	Department Name: <u>Recreation &amp; Park Administration</u> College: <u>Health Sciences</u> *Course Prefix & Number: _____ *Course Title (22 characters): _____ *Program Title: <u>Recreation and Park Administration</u> (Major _____, Option _____, Minor _____, or Certificate _____)	
*Provide only the information relevant to the proposal.		
Proposal Approved by:		
Departmental Committee	Date: <u>7/24/06</u>	Graduate Council*
Is this a SACJ Initiative Change? Yes*** <input type="checkbox"/> No** <input checked="" type="checkbox"/>	Council on Academic Affairs	NA
College Curriculum Committee	Date: <u>8/16/06</u>	Approved _____ Disapproved _____
General Education Committee**	Date: <u>5/5/06</u>	Faculty Senate**
Teacher Education Committee**	NA	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable) **Approval needed for new, revised, or suspended programs ***Approval Pending needed for new degree program or certificate program ****A "Yes" SACJ will not be rolled into implementation. Please contact SACJ's Office or Institutional Effectiveness		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

- A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 Use PSY200 and PSY200 in place of Blocks VB and VC in general education for Therapeutic Recreation ONLY and then correct hours in program
- A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007
- A. 3. Effective date of suspended programs for currently enrolled students:** (If applicable)

**B. The justification for this action:**

Use PSY200 and PSY200 in place of Blocks VB and VC in general education for Therapeutic Recreation ONLY and then correct hours in program

**C. The projected cost (or savings) of this proposal is as follows:**

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

**Part III. Recording Data for New, Revised, or Suspended Program**

13. For a new program, provide the catalog description as being proposed.  
 14. For a revised program, provide the current program requirements using strike-through for deletions and underlines for additions.  
 15. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
 (\*Use strike-through for deletions and underlines for additions.)

**Baccalaureate Degree**  
**RECREATION AND PARK ADMINISTRATION (B.S.)**  
 CR Code: J1020

Major Requirements.....	56-68 hours
Core.....	45 hours
REC 101, 102, 161, 200, 243, 311, 350, 401, 406, 510, 450, 490, and 463; correct firm and CPR certification at time of graduation, and one of the following options:	
Options.....	13-17 hours
Natural Resources & Outdoor Recreation.....	13 hours
REC 192, 250, 380, 516, 530	
Public/Non-Profit Recreation Services.....	13 hours
REC 192, 283, 530, and six hours from the following courses: POL 311, 312, 333, 377 or COM 100	
Therapeutic Recreation.....	17 hours
REC 192, 411, 511, 513; CHS 105; BHO 071 and 201	
Tourism & Resort Recreation.....	15 hours
REC 240, 383, 488; GEO 305; CHS 238	
Supporting Course Requirements.....	6-8.15 hours
Support courses for <u>ALL OPTIONS</u>	
Natural Resources & Outdoor Recreation	
Options.....	6 hours
CHS 218; COM 120A, plus two hours from the following courses: COM 120B, COM 305D, COM 320E, COM 320F, COM 320G, or COM 120H	
Additional Supporting courses required:	
Therapeutic Recreation Option ONLY.....	8 hours
PSY 208, 288, 300	
General Education Requirements.....	32-36 or 45 hours
Standard General Education Program, excluding block C for all options and Block VB, VC, and Block VBI (6 hours) for the Therapeutic Recreation option <u>ONLY</u> . Refer to Section Four of this Catalog for details on the General Education and University requirements.	
University Requirement.....	1 hour
HSD 100	
Free Electives.....	19-23.25 hours
Natural Resources & Outdoor Recreation.....	20 hours
Public/Non-Profit Recreation Services.....	20 hours
Therapeutic Recreation.....	12-13 hours
Tourism & Resort Recreation.....	18 hours
<b>Total Curriculum Requirements.....</b>	<b>118 hours</b>



EASTERN KENTUCKY UNIVERSITY  
*Serving Kentuckians Since 1906*  
*Serving Kentuckians Since 1906*

College of Justice & Safety  
*'A Program of Distinction'*

Office of the Dean

354 Stratton Building  
 521 Lancaster Avenue  
 Richmond, KY 40475-3102  
 (859) 622-3565 FAX (859) 622-6561  
 Allen.Ault@eku.edu • www.justice.eku.edu

TO: Council on Academic Affairs  
 FROM: Allen Ault  
 Dr. Allen Ault, Dean  
 College of Justice & Safety

DATE: September 15, 2006

RE: Agenda Items

Please include the enclosed curriculum proposals on the agenda for the next meeting of the Council on Academic Affairs scheduled for September 21, 2006.

**Department of Loss Prevention & Safety**

JS 1	Course Revision	APS 210	Security Sytems Integration-----Title and course description change
JS 4	New Course	HLS 101	Introduction to Homeland Security
JS 11	New Course	HLS 201	Emergency Management
JS 17	New Course	HLS 225	Legal and Ethical Issues in Homeland Security
JS 26	New Course	HLS 301	Critical Infrastructure Protection
JS 34	New Course	HLS 321	Critical Problem Analysis
JS 40	New Course	HLS 341	Cyber Security
JS 47	New Course	HLS 349	HLS Cooperative Study
JS 51	New Course	HLS 401	Intelligence Analysis
JS 58	New Course	HLS 421	Prevention & Problem Solving
JS 64	New Course	HLS 435	HLS Special Topics
JS 68	New Course	HLS 441	Homeland Security Technology
JS 74	New Course	HLS 445	HLS Field Experience
JS 78	New Course	HLS 455	HLS Independent Study
JS 82	New Course	HLS 461	Diaster Recovery
JS 91	New Course	FSE 310	WMD/Hazardous Materials
JS 97	New Course	EMC 450	Diaster Medical Operations
JS 105	New Program	Degree	Bachelor of Science in Homeland Security
JS 108	New Program	Minor	Minor in Homeland Security

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Loss Prevention and Safety College Justice and Safety *Course Prefix & Number APS 210 *Course Title (30 characters) Security Systems Integration *Program Title _____ (Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input checked="" type="checkbox"/> ; or Certificate <input type="checkbox"/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	Date	Date
Departmental Committee	3/14/2006	Graduate Council* <span style="float: right;">NA</span>
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	5/1/2006	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <span style="float: right; background-color: yellow;">09-21-06</span>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To approve course revision of APS 210, Title change and course description <b>A. 2. Effective date:</b> (Example: Fall 2001) Spring 2007 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) N/A	
<b>B. The justification for this action:</b> APS 210 is a required support course for the new Bachelor of Science degree in Homeland Security.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.  <b>Operating Expenses Impact:</b> The proposal will not necessitate an increase in operating expenses.  <b>Equipment/Physical Facility Needs:</b> Existing facilities will be used.  <b>Library Resources:</b> Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.	

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using strikethrough for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use strikethrough for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

~~APS 210 Security Systems Integration~~ Vulnerability & Risk Assessment. (3) A. ~~Classroom and laboratory review and assessment of security technology, construction of physical security survey instruments, and non-technical design of integrated physical security systems.~~ Principles of vulnerability and risk assessment including physical security surveys, integrated physical security systems, risk and threat identification, mitigation, threat analysis, criticality, and risk assessment. Comparison and analysis of various vulnerability and risk assessment methodologies.

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using strikethrough for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use strikethrough for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
APS	210	Spring 2007	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites** \*\* See definitions on following page \*\*

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)



**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Loss Prevention and Safety	
X New Course (Parts II, IV)	College	Justice and Safety	
Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 101	
Course Dropped (Part II)	*Course Title (30 characters)	Introduction to Homeland Security	
New Program (Part III)	*Program Title		
Program Revision (Part III)		(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input checked="" type="checkbox"/> ; or Certificate <input type="checkbox"/> )	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	Date		Date
Departmental Committee	3/14/2006	Graduate Council*	NA
Is this a SACS Substantive Change?	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	5/1/2006	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<b>09-21-06</b>
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		Council on Postsecondary Edu.***	

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To approve new course, HLS 101

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 N/A

---

**B. The justification for this action:**  
 HLS 101 is a required course for the Bachelor of Science degree in Homeland Security

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

HLS 101 Introduction to Homeland Security. (3) A. Principles and practices associated with the emerging discipline of homeland security. Policies, directives, national plans, and legislation that shape and define the ongoing evolution of homeland security. Key issues including civil liberties and diversity. Relationship to public safety, private security, and national security.

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

**New or Revised\* Program Text**

(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	101	Spring 2007	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
3	Lecture 3	Laboratory _____ Other _____	Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		

**Co-Requisites and Prerequisites** \*\*See definitions on following page\*\*

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

# DRAFT

## Syllabus

**Homeland Security Program  
Department of Loss Prevention & Safety  
Eastern Kentucky University**

### **HLS 101 – Introduction to Homeland Security (3)**

#### **Course Description**

Principles and practices associated with the emerging discipline of homeland security. Policies, directives, national plans, and legislation that shape and define the ongoing evolution of homeland security. Key issues including civil liberties and diversity. Relationship to public safety, private security, and national security.

This Introduction to Homeland Security (HLS 101) course provides an overview of the challenges of creating the largest reorganization of the federal government since the formation of the Department of Defense in 1947. The readings also examine the problems and political factors facing this new agency and as well as a review of the organizational issues faced by the merger of many existing entities.

#### **Student Learning Objectives**

Through tests, writing assignments and discussions, students will be able to demonstrate:

1. Knowledge of the historical evolution and formation of the Department of Homeland Security
2. Knowledge of the role and structure of the Department of Homeland Security
3. Knowledge of the Department of Homeland Security relations with other governmental agencies and private security companies.
4. Knowledge of the key Homeland Security legislation, policy and strategy.

#### **Course Texts**



Badey, Thomas (2004), *Annual Editions: Homeland Security*,  
McGraw-Hill/Dushkin  
Connecticut



Kean, Thomas (2004). *9/11 Commission Report*,  
W.W. Norton,  
New York, NY

Homeland Security Presidential Directive – 1 (HSPD – 1)  
<http://www.whitehouse.gov/news/releases/2001/10/20011030-1.html>

# DRAFT

CRS Report to Congress

Privacy: Total Information Awareness Programs and Related Information Access, Collection, and Protection Laws

<http://www.fas.org/irp/crs/RL31730.pdf>

## Course Requirements

Unless you are a distance learning student, you will be expected to attend every week that class is held. You will be asked to participate actively in class discussions and projects, and complete readings as assigned. In addition each student is required to:

1. Complete a 10-12 page research paper on one subject of interest related to Homeland Security law and policy
2. Policy paper
3. Complete written assignments:
  - a. 9/11 commission report questions
  - b. Unit Quizzes
4. Complete midterm and final examinations

## Grading

Assignment	Quantity	Points Possible per each assignment	Assignment total points possible
Research Paper	1	140	140
Unit Quizzes	10	10	100
9/11 commission report questions	3	20	60
Policy Paper	1	100	100
Midterm exam	1	100	100
Final exam	1	100	100
<b>Total</b>			<b>600</b>

530 – 600 – A

460 – 529 – B

390 – 459 – C

220 – 389 – D

0 – 219 – F

## Disability Accommodation Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

# DRAFT

## Course Schedule

The assignments are due the end of the week they are scheduled.

WEEK	DATE	TOPIC	ASSIGNMENT
1 <sup>st</sup> week	AUG 21	Introduction to HLS 101 class HSPD-1 DHS overview	Welcome to the class! Read HSPD-1, go to <a href="http://www.dhs.gov">www.dhs.gov</a> and read about DHS (mission, structure, history)
2 <sup>nd</sup> week	AUG 28	September 11 tragedy The foundation of the terrorism	Read Chapters 1 through 4 and complete the chapter questions.
3 <sup>rd</sup> week	SEP 4	September 11 tragedy Terrorist attack	Read Chapters 5, 6 & 7 in the "9/11 Commission Report" and complete the chapter questions.
4 <sup>th</sup> week	SEP 11	September 11 tragedy Emergency Response	Read Chapters 8, 9, & 10 in the "9/11 Commission Report" and complete the chapter questions.
5 <sup>th</sup> week	SEP 18	The Concept of Homeland Security	Unit 1 "The Concept of Homeland Security". There are four articles in the unit that examine the challenges that the United States government faces, as it develops plans for defending the homeland. Read all four articles and complete Unit 1 Online Quiz.
6 <sup>th</sup> week	SEP 25	Organizing Homeland Security The Federal Government and Homeland Security	Read Unit 2 and Unit 3 articles. Complete online Quizzes for Unit 2 and 3.
7 <sup>th</sup> week	OCT 2	The balance between Civil Liberties and the War on Terror.	Write a <b>Policy Paper</b> of 5 – 7 pages. The subject of the paper is <i>Total Information Awareness Program</i>
8 <sup>th</sup> week	OCT 9	<b>Midterm exam</b>	Study for Exam
9 <sup>th</sup> week	OCT 16	State and Local Governments and Homeland Security	Read Unit 4 articles. Complete Unit 4 online Quiz
10 <sup>th</sup> week	OCT 23	First Responders	Read Unit 5 articles. Complete Unit 5 online Quiz. The <b>Draft outline for your research paper</b> is due by 10/23
11 <sup>th</sup> week	OCT 30	New Technologies in Homeland Security	Read Unit 6 articles. Complete Unit 6 online Quiz
12 <sup>th</sup> week	NOV 6	Vulnerabilities and	Read Unit 7 articles. Complete Unit

# DRAFT

13 <sup>th</sup> week	NOV 13	Threats Civil Liberties and Civil Rights	7 online Quiz Read Unit 8 articles. Complete Unit 8 online Quiz
14 <sup>th</sup> week	NOV 20	Thanksgiving holidays	NO assignment
15 <sup>th</sup> week	NOV 27	Intelligence and Homeland Security The Future of Homeland Security	Read Unit 9 and 10 articles. Complete Unit 9 and 10 online Quizzes.
16 <sup>th</sup> week	DEC 4	A global antiterrorism strategy	Read Chapters 11, 12 & 13 in the "9/11 Commission Report". Submit your <b>Research Paper</b>
17 <sup>th</sup> week	DEC 11	<b>Final exam</b>	Study for Exam. Good Luck!

## Policy paper

The policy paper is a summary of what is known about a particular issue or problem. It is widely used in government and industry. It is about a public problem, one that may or already does affect, or is affected by, government. Analysts prepare such briefs for educated generalists (e.g., legislators, managers), who may know little or nothing about the topic, but need to have a general background, quickly. The policy paper synthesizes a large amount of complex detail, so the reader can easily understand the heart of the issue, its background and any recommendations, or even educated guesses about the future of the issue. It may have tables and graphs; it usually has a short list of references, so the reader knows something about the sources on which it is based, and where to go for more information. Often, the brief has its own "brief"--a one page "executive summary," allowing the reader to quickly grasp the essence of the report.

The policy paper should include the following parts:

- Background
- Current situation
- Objectives
- Key issues
- Assessment of alternatives
- Proposed action

Look for example

<http://www.policy.hu/ipf/fel-pubs/samples/PolicyPaperSample1.pdf>





**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**HLS 201 Emergency Management. (3) A. Emergency planning and response for various risks, threats, and hazards. Integration and coordination of different public safety disciplines; federal, state, and local responsibilities; role of the private sector.**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	201	Spring 2007	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u> Laboratory _____ Other _____		Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
			Date of data entry _____	
			Data entry person _____	

**Co-Requisites and Prerequisites** *\*\*See definitions on following page\*\**

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

## **Master Syllabus**

**Homeland Security Program  
Department of Loss Prevention & Safety  
Eastern Kentucky University**

**HLS 201 – Emergency Management (3).**

### **Course Description**

Emergency planning and response for various risks, threats, and hazards. Integration and coordination of different public safety disciplines; federal, state, and local responsibilities; role of private sector.

Emergency management involves participants at all government levels and the private sector. Activities are geared according to phases before, during, and after emergency events. The effectiveness of emergency management rests on a network of relationships among partners in the system.

### **Student Learning Objectives**

1. The student will understand the Emergency Management role of local, state, and the federal government.
2. The student will understand and identify Emergency Management concepts and Incident Management actions.
3. The student will be able to assess a community using the “All Hazards” Emergency Management approach and develop an emergency operations plan (EOP).
4. The student will be able to identify several recovery considerations specific to different types of disasters, such as floods, earthquakes, tornados, hurricanes, and terrorist attacks.

### **Required Course Texts**

FEMA – Principles of Emergency Management – February 2006

FEMA – Emergency Planning – February 2006

### **Course Requirements**

Students are expected to attend class regularly, participate actively in class discussions and projects, and complete readings as assigned. In addition each student is required to:

1. Complete a 10-page paper on an assigned topic. This will involve library and on-line research on a specific disaster recovery topic as assigned.
2. Make a 10-minute in-class presentation on the paper.

3. Work within a small group to develop a disaster recovery plan for a business, government agency, or community. The group will produce a written plan and make an in-class presentation. To the extent possible these will be “real” plans prepared for actual businesses, agencies, and communities.
4. Complete a take-home final examination.

**Grading**

Students’ scores in the course will be calculated as follows:

Individual paper	20%
Individual presentation	10%
Group paper	20%
Group presentation	10%
Final exam	30%
Class participation	10%

Student scores in the course will be translated into course grades as follows:

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

**Disability Accommodation Statement**

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

**Course Schedule**

Week(s)	Topics	Reading	Other
1	Introduction & overview	Chapter 1	Research Individual/ Subject selected
2	Local/state/Federal Government Responsibility		Groups assigned
3	Integrated Emergency Management System	Chapter 2	Group projects assigned
4 & 5	Spectrum of Incident Management Actions	Chapter 3	
6 & 7	Roles of Key Participants	Chapter 4	Individual papers due

Week(s)	Topics	Reading	Other
8 & 9	EOP Plan	Chapter 5	
10	Planning & Coordination EOP/EOE	Chapter 6	
11	Agency Functions	Chapter 7	
12	Applying Emergency Management Principles	Chapter 8	
13	Emergency Management Summary Group Presentations		
14	Group Presentations		Group projects due
15	Take-home final exam		



**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

HLS 225 Legal & Ethical Issues in Homeland Security. (3) A. Survey of American constitutional and national security law, homeland security legislation and executive orders, and judicial opinions. Review of international law, conventions and declarations. Examination of conduct codes, ethical decision-making, ethical leadership, and moral courage.

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	225	Spring 2007	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____	Other _____	Cip Code (first two digits only) 43
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*		Class Restriction, if any: (undergraduate only)
1	3	N		FR _____ JR _____ SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites** \*\*See definitions on following page\*\*

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)



## **Syllabus**

### **Homeland Security Program Department of Loss Prevention & Safety Eastern Kentucky University**

#### **HLS 225 - Legal & Ethical Issues in Homeland Security (3).**

#### **Course Description**

Survey of American constitutional and national security law, homeland security legislation and executive orders, and judicial opinions. Review of international law, conventions and declarations. Examination of conduct codes, ethical decision-making, ethical leadership, and moral courage.

This course provides a balanced foundation for students to identify and critically analyze the legal and ethical issues our democracy faces in defining and managing the threat of terrorism at home and abroad. It seeks to contextualize homeland security legislation [e.g., Patriot Act and Foreign Intelligence Reform Act] and executive orders by addressing broader fundamental perspectives on constitutional and national security law, and international conventions and declarations governing human and prisoner rights. It also examines the ethical question of whether a democratic nation should at all times adhere to democratic principles when acting in protection of its interests by focusing upon ethical decision-making, leadership, and courage.

#### **Student Learning Objectives**

Through tests, writing assignments and class discussion, the student will be able to:

1. Describe the constitutional articles and amendments that set forth the legal authority and limitations of the federal government in protecting the homeland.
2. Explain major homeland security legislation and executive orders.
3. Describe major international conventions and declarations governing human and prisoner rights.
4. Apply constitutional, national, and international legal principles to advocate and/or defend position statements on legal controversies in homeland security, e.g., extreme interrogation techniques, due process of law, and adherence to the Geneva Convention,
5. Apply ethical decision-making principles to advocate and/or defend position statements on ethical dilemmas in homeland security, e.g., interrogation techniques, prisoner rendition, and denial of medical treatment.

#### **Course Text**

The decision to adopt a course text is to be determined by the instructor. There is a wealth of original material available on-line via the EKU Libraries, government and open sources to support this course without requiring a text. Available materials include the following:

## Legal Readings

U.S. Constitution and Amendments  
Alien and Sedition Acts of 1798  
Espionage Act of 1917  
Alien Registration Act of 1940  
The National Security Act of 1947  
Foreign Intelligence Surveillance Act of 1978  
Anti-Terrorism and Effective Death Penalty Act of 1996  
Air Transportation Safety and System Stabilization Act of 2001  
Aviation and Transportation Security Act of 2001  
USA Patriot Act of 2001 and 2005  
Maritime Transportation Security Act of 2002  
Enhanced Border Security and Visa Entry Reform Act of 2002  
Homeland Security Act of 2002  
Public Health Security and Bioterrorism Preparedness and Response Act of 2002  
Intelligence Reform and Terrorism Prevention Act of 2004  
Security and Freedom Ensured Act of 2005  
SAFE Act of 2005  
Detainee Treatment Act of 2005  
E.O. 9066 – Secretary of War to Prescribe Military Areas  
E.O. 9102 – War Relocation Authority in the Executive Office  
E.O. 12674 - Principles of Ethical Conduct for Government Officers and Employees  
E.O. 12,958 – Classified National Security Information  
E.O. 13224 – Specially Designated Global Terrorist  
E.O. 13231 – Establishing Office of Homeland Security and Homeland Security Council  
E.O. 13260 – Homeland Security Advisory Council (and Closed Meetings, Section 10(d) of the Federal Advisory Committee Act, Public Law 92-463, as amended (5 U.S.C. App.)  
E.O. 13353 – Board on Safeguarding Americans’ Civil Liberties within Dept. of Justice  
The National Commission On Terrorist Attacks Upon the United States (9/11 Commission) Report  
Hamden v. Rumsfeld, US Supreme Court, No. 05-184, June 29, 2006  
Rumsfeld v. Padilla, U.S. Supreme Court, No. 03-1027, June 28, 2004  
American Civil Liberties Union v. National Security Agency, U.S.D.C. E.D. Michigan, Southern Division, Case No. 06-CV-10204, decided August 17, 2006  
Universal Declaration of Human Rights (United Nations General Assembly 1948)  
Geneva Convention Relative to the Treatment of Prisoners of War

## Ethics Readings

Making Ethical Decisions. Michael Josephson, Josephson Institute of Ethics, Los Angeles, CA, 2002.

Ethical Leadership. Haubrich, Lawrence J. Military Intelligence Professional Bulletin; Jul-Sep2004, Vol. 30 Issue 3, p3-5.

Eight Ethical Traits of a Healthy Organization. Barlas, Stephen; Porter, Brian; Randall, Robert; Smith, Dawn; Verschoor, Curt; Williams, Kathy. Strategic Finance, Sep2003, Vol. 85 Issue 3, p20-4.

Deloitte's Three Ways to Instill Ethical Guidelines. McDowell, Tiffany. Strategic HR Review, Jul/Aug2006, Vol. 5 Issue 5, p16-19, 4p.

Martin L. Cook's The Moral Warrior: Ethics and Service in the U.S. Military. French, Shannon E., Journal of Military Ethics; Jun2005, Vol. 4 Issue 2, p144-148.

David Rodin's War and Self-Defense. Garren, David J.1 Journal of Military Ethics; Nov2003, Vol. 2 Issue 3, p245-251.

Making Ethical Decisions A Practical Model. Schafer, John R. FBI Law Enforcement Bulletin; May2002, Vol. 71 Issue 5, p14.

Officership: Character, Leadership, and Ethical Decisionmaking. Pfaff, Charles A. Military Review; Mar/Apr2003, Vol. 83 Issue 2, p66.

The Ethical Manager. Stanley, T. L.. Supervision, May2006, Vol. 67 Issue 5, p10-12.

The Limits of Courage and Principle. Purdy, Jedediah. Michigan Law Review, May2006, Vol. 104 Issue 6, p1501-1521.

The Dark Side of Democratic Courage. Balot, Ryan K.. Social Research, Spring2004, Vol. 71 Issue 1, p73-106.

Ethics in Action: Finding the Courage to Stand Up. Leadership for the Front Lines, 6/1/2002 Issue 427, p5.

Guided by the Wisdom of My Youth. Yarrow, Peter. Association Management, Dec2001, Vol. 53 Issue 13, p30.

We Don't Need Another Hero. Badaracco, Jr., Joseph L.. Harvard Business Review, Sep2001, Vol. 79 Issue 8, p120-126.

Editorial Adieu : Cultivating Moral Courage in Business. Mahoney, Jack. Business Ethics: A European Review, Oct98, Vol. 7 Issue 4, p187-192.

Public Service Ethics: A Global Dialogue. Gilman, Stuart C.; Lewis, Carol W.. Public Administration Review, Nov/Dec96, Vol. 56 Issue 6, p517-524.

Changing Unethical Organizational Behavior. Nielsen, Richard P. Academy of Management Executive, May89, Vol. 3 Issue 2, p123-130.

Troubling Questions in Interrogating Terrorists. Silliman, Scott L. 90 Duke Magazine, Vol. 90, No. 5, September-October 2004.

Symposium: Fighting Terrorism With Torture: Where To Draw the Line? "Torture Lite," "Full Bodied Torture," and the Insulation of Legal Conscience. Kreimer, Seth F. Journal of National Security Law and Policy. Vol. 1. No. 2. p187-229 (2005).

The CIA and the Torture Controversy: Interrogation Authorities and Practices in the War on Terror. Levit, Kenneth J. Journal of National Security Law and Policy, Vol 1, No. 2, p341-356 (2005).

Special Issue: The NSA Surveillance Debate. ABA National Security Law Report, Vol. 28, No. 1, March 2006.

Censuring the Wrong Branch: Unconstitutional Congressional Usurpations of Executive Power Contributed to 9/11, and Seeking Partisan Gain During a Time of War is Despicable: Turner, Robert F. Before the U.S. Senate Committee on the Judiciary Hearing on An Examination of the Call to Censure the U.S. President. March 31, 2006.

### **Course Requirements**

Students are expected to complete readings as assigned, attend class regularly, complete regular quizzes, and participate actively in class discussions and exercises. In addition, each student is required to:

1. Research and write a 5-8 page paper advocating a legal position regarding an issue in homeland security.
2. Research and write a 5-8 page paper advocating an ethical position regarding an issue in homeland security.
3. Complete a mid-term examination.
4. Complete a final examination.

### **Grading**

Students' scores in the course will be calculated as follows:

Law paper	20%
Ethics paper	20%
Mid-term examination	20%
Final exam	20%
Participation/Exercises/Quizzes	20%

Student scores in the course will be translated into course grades as follows:

90-100	A
80-89	B

70-79            C  
60-69            D  
0-59             F

**Disability Accommodation Statement**

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

**Course Schedule**

	<b>Topic</b>
Week 1	Constitutional Law
Week 2	National Security Law: A Historical Perspective
Week 3	Homeland Security Legislation
Week 4	Homeland Security Legislation
Week 5	Homeland Security Executive Orders
Week 6	International Law, Conventions and Declarations
Week 7	Constitutional Law: National Security and Civil Liberties
Week 8	Review Mid-term Examination
Week 9	Ethical Decision-making
Week 10	Ethical Leadership and Ethical Courage
Week 11	Ethical Issues: <sup>1</sup> Domestic and Foreign Surveillance - The Ethics of Spying and Data Mining
Week 12	Ethical Issues: Prisoner Interrogation and Rendition - Is it Ever Right to Torture and What is Torture?

<sup>1</sup> Actual topics are to be selected by the instructor. These are sample issues that might be addressed. Other topics include: Indeterminate Detentions, Loss of Civil Service Protections for Select Homeland Security Employees, Intelligence Analysis and Political Expediency; Immigration Reform, Denial of Medical Care During Homeland Security Disaster, and Reasonable versus Extraordinary Homeland Security: At What Cost?

	<b>Topic</b>
Week 13	Ethical Issues: Preemptive Strikes – May a Democracy Ever Attack First?
Week 14	Ethical Issues: Homeland Secrecy and Open Government – What Information Should Remain Secret in a Democracy?
Week 15	Review Final Examination

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Loss Prevention and Safety
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Justice and Safety
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 301
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Critical Infrastructure Protection
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input checked="" type="checkbox"/> ; or Certificate <input type="checkbox"/> )
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	3/14/2006	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	5/1/2006	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<b>09-21-06</b>
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		Council on Postsecondary Edu.***	

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To approve new course HLS 301 Critical Infrastructure Protection

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 N/A

**B. The justification for this action:**  
 HLS 301 is a required course for the Bachelor of Science degree in Homeland Security

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using strikethrough for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use strikethrough for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**HLS 301 – Critical Infrastructure Protection. (3) A. Prerequisite: HLS 101 or department approval. Identification, prioritization, and protection of critical infrastructure including information technology, telecommunications, chemical, transportation, energy, water, medical, emergency services, postal and shipping. Impact on personal safety and economic performance.**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using strikethrough for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use strikethrough for deletions and underlines for additions.)



**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	301	Spring 2007	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____ Other _____	Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites**    *See definitions on following page\*\**

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	Prerequisite: HLS 101 or department approval
Course Prefix and No.	

**Test Scores**

Minimum GPA (when a course grouping or student cumulative GPA is required)	
--	--

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

# DRAFT

## Syllabus

**Homeland Security Program  
Department of Loss Prevention & Safety  
Eastern Kentucky University**

### **HLS 301 – Critical Infrastructure Protection (3)**

#### **Course Description**

Prerequisite: HLS 101 or department chair approval. Identification, prioritization, and protection of critical infrastructure including information technology, telecommunications, chemical, transportation, energy, water, medical, emergency services, postal, and shipping. Impact on personal safety and economic performance.

The critical infrastructure protection (CIP) class is designed to introduce the students to one of the most important areas and cornerstones of Homeland Security strategy. This course examines the current and potential threats to infrastructure targets which include 11 sectors: Water, Power & Energy, Information & Telecommunications, Chemical Industry, Transportation, Banking & Finance, Defense Industry, Postal & Shipping, Agriculture & Food, Public Health, and Emergency Services from terrorists, extremists and other criminals. The roles of Department of Homeland Security and various Federal agencies in the protection of infrastructure targets will be discussed. The CIP class is focused on coordination of efforts taking place between various agencies and the private sector to protect these targets. Security professionals face many challenges due to the interdependent nature of critical infrastructure targets. These challenges include limited security personnel, extremely large areas, structures open to public, limited existing power and communication infrastructure, and harsh and costly working environments with rapid installation requirements. Review of case studies of previous attacks will be part of the curriculum.

#### **Student Learning Objectives**

Through tests, writing assignments and discussions, students will be able to demonstrate:

1. Knowledge of the U.S. critical infrastructures and what makes infrastructure critical
2. Knowledge of the role of Homeland Security Department and other governmental agencies in protecting critical infrastructure
3. Knowledge of the role of private sector plays in protecting critical infrastructure
4. Knowledge of challenges the security professionals face protecting critical infrastructure
5. Knowledge of the legislation and policy related to critical infrastructure protection

#### **Course Texts**

National Strategy for Physical Protection of Critical Infrastructure and Key Assets  
<http://www.whitehouse.gov/pcipb/physical.html>

# DRAFT

Homeland Security Presidential Directive – 1 (HSPD – 1)

<http://www.whitehouse.gov/news/releases/2001/10/20011030-1.html>

Homeland Security Presidential Directive – 7 (HSPD – 7)

<http://www.whitehouse.gov/news/releases/2003/12/20031217-5.html>

Homeland Security Presidential Directive – 8 (HSPD – 8)

<http://www.whitehouse.gov/news/releases/2003/12/20031217-6.html>

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT Act)

<http://www.epic.org/privacy/terrorism/hr3162.html>

Draft National Infrastructure Protection Plan: Base Plan, November 2, 2005

<http://www.fas.org/irp/agency/dhs/nipp110205.pdf>

John Moteff, Claudia Copeland, and John Fischer Resources, Science, and Industry Division, *Report for Congress Critical Infrastructure: what makes an infrastructure critical?* January 29, 2003 <http://www.fas.org/irp/crs/RL31556.pdf>

## Course Requirements

Students are expected to attend class regularly, participate actively in class discussions and projects, and complete readings as assigned. In addition each student is required to:

1. Complete two case studies in written format (5-7 pages)
2. Complete homework assignments
3. Complete mid-term
4. Complete final exam

## Grading

Case Study # 1 (1)	100
Case Study # 2 (1)	100
Homework (4)	100
Mid-term exam (1)	100
Final exam (1)	100
Attendance and participation	100
Total	600

530 – 600 – A

460 – 529 – B

390 – 459 – C

220 – 389 – D

0 – 219 – F

# DRAFT

## Disability Accommodation Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

## Course Schedule

WEEK	DATE	TOPIC	ASSIGNMENT
1 <sup>st</sup> week	AUG 21	Introduction to HLS 301 class	Welcome to the class!
2 <sup>nd</sup> week	AUG 28	HSPD-1, 7, 8	<u>Read</u> HSPD-1, 7, 8. Be ready for discussion
3 <sup>rd</sup> week	SEP 4	USA PATRIOT ACT – infrastructure protection	Get yourself familiar with the Act. Find several articles (critics and support) of USA PATRIOT ACT. <u>Write</u> a summary based on the articles you found.
4 <sup>th</sup> week	SEP 11	Critical infrastructures: telecommunications, banking and finance, energy, transportation, and essential government services.	Get yourself familiar with the National Strategy for Physical Protection of Critical Infrastructure and Key Assets. <u>Read</u> Executive summary, introduction and the case of action. <u>Read</u> Report for Congress Critical Infrastructure: what makes an infrastructure critical?
5 <sup>th</sup> week	SEP 18	DHS and National Infrastructure Protection Plan	Go to <a href="http://www.ghs.gov">www.ghs.gov</a> Read about DHS structure and mission. National Strategy for Physical Protection of Critical Infrastructure and Key Assets. <u>Read</u> pages 11 – 71.
6 <sup>th</sup> week	SEP 25	DHS and National Infrastructure Protection Plan	National Strategy for Physical Protection of Critical Infrastructure and Key Assets. <u>Read</u> the rest of the Strategy.
7 <sup>th</sup> week	OCT 2	DHS and Protected Critical Infrastructure Information (PCII) Program	Go to <a href="http://www.ghs.gov">www.ghs.gov</a> and find information on Protected Critical Infrastructure Information (PCII) Program. <u>Find</u> several articles or reports about this program. <u>Write</u> a summary of you have read in the articles, reports.

# DRAFT

8 <sup>th</sup> week	OCT 9	<b>Midterm exam</b>	<i>No</i> written assignment. <u>Study for exam</u> . It will include: HSPD 1, 7, 8; USA PATRIOT ACT; National Strategy for Physical Protection of Critical Infrastructure and Key Assets; and Report for Congress Critical Infrastructure: what makes an infrastructure critical?
9 <sup>th</sup> week	OCT 16	Challenges in protecting critical infrastructure	<u>Find and read</u> information on Oklahoma City bombing
10 <sup>th</sup> week	OCT 23	Case study – Oklahoma City bombing	<u>Write</u> a brief summary (5-7 pages) on what happened and what challenges the security professionals faced protecting of the Murrah Federal Building
11 <sup>th</sup> week	OCT 30	Challenges in protecting critical infrastructure	<u>Find and read</u> information on September 11, 2001 tragedy.
12 <sup>th</sup> week	NOV 6	Case study – September 11, 2001	<u>Write</u> a brief summary (5-7 pages) on what happened and what challenges the security professionals faced protecting of the World Trade Center.
13 <sup>th</sup> week	NOV 13	Collation in critical infrastructure protection	Go to <a href="http://www.tisp.org/tisp.cfm">http://www.tisp.org/tisp.cfm</a> <u>Learn</u> about The Infrastructure Protection Partnership. (Objectives, members, mission...)
14 <sup>th</sup> week	NOV 20	Collation in critical infrastructure protection	Thanksgiving holiday. <u>No assignment</u>
15 <sup>th</sup> week	NOV 27	Proactive/reactive response in critical infrastructure protection	Go to <a href="http://www.tisp.org/tisp.cfm">http://www.tisp.org/tisp.cfm</a> Find Homeland Security Advisory Council Critical Infrastructure Task Force Report in the news section (March 16, 2006) and read about the recommendations. <u>Write</u> a brief summary (1 page) of those recommendations.
16 <sup>th</sup> week	DEC 4	Future threats and protection. Role of private sector in protecting critical infrastructure.	Choose one type of the critical infrastructure (telecommunication, banking etc.) <u>Write a paper</u> (2-3 pages) describing this infrastructure. Your paper should include: definition, why it is critical, what could be the consequences of terrorist attack on this infrastructure, the main ways to protect it, and how this protection could impact civil people's live.

# DRAFT

17<sup>th</sup> week DEC 11 **Final exam**

*Study* for the exam. It will include Protected Critical Infrastructure Information (PCII) Program, Oklahoma City Bombing, September 11, 2001 terrorist attack, and materials covered in the class.



**Part II. Recording Data for New, Revised, or Dropped Course**

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**HLS 321 Critical Problem Analysis. (3) A. Critical analysis of various risks, threats, and hazards. Critical thinking and analytical techniques for identifying, describing, disaggregating, and explaining different types of homeland security problems.**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions.)



**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	321	Spring 2007	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____	Other _____	Cip Code (first two digits only) 43
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*		Class Restriction, if any: (undergraduate only)
1	3	N		FR _____ JR _____ SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites** \*\* See definitions on following page\*\*

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

## **Syllabus**

**Homeland Security Program  
Department of Loss Prevention & Safety  
Eastern Kentucky University**

**HLS 321 – Critical Problem Analysis (3).**

### **Course Description**

Critical analysis of various risks, threats, and hazards. Critical thinking and analytical techniques for identifying, describing, disaggregating, and explaining different types of homeland security problems.

This class teaches the student how to identify and critically analyze homeland security-related problems. It is not primarily about vulnerability and risk assessment, although vulnerabilities and risks may cause problems. It is not primarily about intelligence analysis either, although the individuals and groups who are the target of intelligence analysis may cause problems. Focusing on problems is another practical way of conceptualizing homeland security. Examples of homeland-security related problems include suicide bombing, airplane hijacking, train derailment, fertilizer theft, fraudulent identification, etc.

A follow-up course, HLS 421 –Prevention & Problem Solving, picks up from analysis and focuses on preventing and solving homeland security-related problems.

### **Student Learning Objectives**

1. The student will be able to name and access specific sources of data that can be used to identify homeland security-related problems.
2. The student will be able to employ scanning techniques in order to accurately identify homeland security-related problems in a company or jurisdiction.
3. The student will be able to employ official records, surveys, interviews, and observations to collect data about an identified homeland security-related problem in a company or jurisdiction.
4. The student will be able to analyze data about a homeland security-related problem in a company or jurisdiction in order to accurately describe the problem and develop explanations for it.

### **Course Texts**

Zina O’Leary (2005) *Researching Real-World Problems: A Guide to Methods of Inquiry*. London: Sage Publications.

Ronald V. Clarke and Phyllis Schultze (2004) *Researching a Problem*. Washington, DC: U.S. Department of Justice.

Ronald V. Clarke and John E. Eck (2005) *Crime Analysis for Problem Solvers in 60 Small Steps*. Washington, DC: U.S. Department of Justice.

## **Course Requirements**

Students are expected to attend class regularly, participate actively in class discussions and projects, and complete readings as assigned. In addition each student is required to:

1. Complete a 5-page problem analysis paper on an assigned topic. This will involve library and database research to discover and summarize what is known about a particular type of homeland security-related problem (e.g., suicide bombing, airplane hijacking, train derailment, fertilizer theft, fraudulent identification, etc.).
2. Make a 5-minute in-class presentation on the problem analysis paper.
3. Work within a small group to analyze a specific homeland security-related problem in a local company, agency, or jurisdiction. Contribute to a 10-15 page group problem analysis paper and 10-minute in-class group presentation. (The paper will also be provided to the local company, agency, or jurisdiction and their representatives will be invited to attend the class presentation.)
4. Complete a take-home final examination.

## **Grading**

Students' scores in the course will be calculated as follows:

Individual paper	20%
Individual presentation	10%
Group paper	20%
Group presentation	10%
Final exam	30%
Class participation	10%

Student scores in the course will be translated into course grades as follows:

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

## **Disability Accommodation Statement**

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

## **Course Schedule**

	<b>Topics</b>	<b>Reading</b>	<b>Other</b>
Week 1	Introduction Overview of types of problems	O'Leary 1 Clarke & Eck 1-3	Individual paper topics assigned
Week 2	Problems, Questions, Hypotheses	O'Leary 2-3	Groups formed
Week 3	Researching literature and databases	Clarke & Eck 19 Clarke & Schultze (all)	Group projects assigned
Week 4	Methods and data	O'Leary 4-6	
Week 5	Understanding problems	O'Leary 7	
Week 6	Identifying risks & problems	Clarke & Eck 4-7,14- 18, 27	
Week 7	Class presentations on individual paper topics		Individual papers due
Week 8	Analyzing data	O'Leary 11	
Week 9	Various analysis methods	Clarke & Eck 8, 20-22, 32-33	
Week 10	Facility & location analysis	Clarke & Eck 23-24, 28	
Week 11	Analysis over time	Clarke & Eck 25-26	
Week 12	Analysis of behavior	Clarke & Eck 9-13, 29-31, 34-35	
Week 13	Analysis wrap-up	O'Leary 12 Clarke & Eck 36-37	
Week 14	Class presentations on group projects		Group projects due
Week 15	Take-home final exam		

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

<b>(Check one)</b>	<b>Department Name</b>	Loss Prevention and Safety
<input checked="" type="checkbox"/> <b>New Course (Parts II, IV)</b>	<b>College</b>	Justice and Safety
<input type="checkbox"/> <b>Course Revision (Parts II, IV)</b>	<b>*Course Prefix &amp; Number</b>	HLS 341
<input type="checkbox"/> <b>Course Dropped (Part II)</b>	<b>*Course Title (30 characters)</b>	Cyber Security
<input type="checkbox"/> <b>New Program (Part III)</b>	<b>*Program Title</b>	
<input type="checkbox"/> <b>Program Revision (Part III)</b>	(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input checked="" type="checkbox"/> ; or Certificate <input type="checkbox"/> )	
<input type="checkbox"/> <b>Program Suspended (Part III)</b>	<b>*Provide only the information relevant to the proposal.</b>	

<b>Proposal Approved by:</b>		<u>Date</u>		<u>Date</u>
Departmental Committee	3/14/2006	Graduate Council*	NA	
<i>Is this a SACS Substantive Change?</i>		Yes**** <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
College Curriculum Committee	5/1/2006	Council on Academic Affairs	Approved <input checked="" type="checkbox"/>	Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	NA	Faculty Senate**		
Teacher Education Committee*	NA	Board of Regents**		
		Council on Postsecondary Edu.***		

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To approve new course HLS 341 Cyber Security

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 N/A

**B. The justification for this action:**  
 HLS 341 is a required course for the Bachelor of Science degree in Homeland Security

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

HLS 341 Cyber Security. (3) A. Overview of the national computer and networked infrastructure that supports national security, including system protection. Global and financial implications of cyber terrorism. Impact of cyber security on privacy and civil liberties.

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	341	Spring 2007	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____	Other _____	Cip Code (first two digits only) 43
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites** \*\* See definitions on following page\*\*

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

## **Syllabus**

**Homeland Security Program  
Department of Loss Prevention & Safety  
Eastern Kentucky University**

**HLS 341 – Cyber Security (3).**

### **Course Description**

Overview of the national computer and networked infrastructure that supports national security, including system protection. Global and financial implications of cyber terrorism. Impact of cyber security on privacy and civil liberties.

### **Student Learning Objectives**

Through tests, writing assignments and discussions, students will be able to demonstrate:

1. Knowledge of vocabulary related to cyber security.
2. Knowledge of cyber security as related to Homeland Security.
3. Knowledge of computers as a part of critical infrastructure.
4. Knowledge of law and policy affecting cyber security.
5. Knowledge of research on cyber security.
6. Knowledge of technologies used to investigate and prevent cyber security incidents.
7. Knowledge of cyber terrorism.

### **Course Texts**

Matthew Strebe (2004). *Network Security Foundations: Technology Fundamentals for IT Success*. San Francisco, CA: Sybex.

Dan Verton (2003). *Black Ice: The Invisible Threat of Cyber-Terrorism*. Emeryville, CA: McGraw-Hill/Osborne.

### **Supplemental Required Readings**

RR1. Institute for Security Technology Studies. (2002). *Law Enforcement Tools and Technologies for Investigating Cyber Attacks: A National Needs Assessment*. Available at: [http://www.ists.dartmouth.edu/TAG/needs/ISTS\\_NA.pdf](http://www.ists.dartmouth.edu/TAG/needs/ISTS_NA.pdf)

RR2. Institute for Security Technology Studies. (2004). *Law Enforcement Tools and Technologies for Investigating Cyber Attacks: Gap Analysis Report*. Available at: <http://www.ists.dartmouth.edu/TAG/gar/AppdxB-GAM.zip>



RR3. Institute for Security Technology Studies. (2004). *Law Enforcement Tools and Technologies for Investigating Cyber Attacks: A National Research and Development Agenda*. Available at: [http://www.ists.dartmouth.edu/TAG/agenda/ISTS\\_NRDA0604.pdf](http://www.ists.dartmouth.edu/TAG/agenda/ISTS_NRDA0604.pdf)

RR4. *National Strategy to Secure Cyberspace*. Available at: [http://www.whitehouse.gov/pcipb/cyberspace\\_strategy.pdf](http://www.whitehouse.gov/pcipb/cyberspace_strategy.pdf)

RR5. President's Information Technology Advisory Committee. (2005). *Cyber Security: A Crisis of Prioritization*. Available at: [http://www.nitrd.gov/pitac/reports/20050301\\_cybersecurity/cybersecurity.pdf](http://www.nitrd.gov/pitac/reports/20050301_cybersecurity/cybersecurity.pdf)

RR6. Rand. (2005). *Managing New Issues: Cyber Security in an Age of Technological Change*. Available at: [http://www.rand.org/pubs/monograph\\_reports/2005/MR1535.pdf](http://www.rand.org/pubs/monograph_reports/2005/MR1535.pdf)

RR7. U.S. Government Accountability Office (2005). *Critical Infrastructure Protection: Department of Homeland Security Faces Challenges in Fulfilling Cybersecurity Responsibilities*. Washington, D.C.: U.S. Government Accountability Office. Available at: <http://www.gao.gov/new.items/d05434.pdf>

RR8. U.S. Government Accountability Office (2004). *Technology Assessment: Cybersecurity for Critical Infrastructure Protection*. Available at: <http://www.gao.gov/new.items/d04321.pdf>

RR9. U.S. Government Printing Office. (2005). *Cybersecurity-Getting it Right*. Hearing of the Subcommittee on Cybersecurity, Science, and Research and Development before the Select Committee on Homeland Security, House of Representatives. Available at: [http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=108\\_house\\_hearings&docid=f:98150.pdf](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=108_house_hearings&docid=f:98150.pdf)

RR10. U.S. Government Printing Office. (2005). *Overview of the Cyber Problem: A Nation Dependant and Dealing with Risk*. Hearing of the Subcommittee on Cybersecurity, Science, and Research and Development before the Select Committee on Homeland Security, House of Representatives. Available at: [http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=108\\_house\\_hearings&docid=f:98312.pdf](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=108_house_hearings&docid=f:98312.pdf)

### **Course Requirements**

Students are expected to attend class regularly, participate actively in class discussions and projects, and complete readings as assigned. In addition each student is required to:

1. Complete a 10-15 page paper on one of the various cyber security threats and a proposal to deal with the threat, using a Homeland Security framework.
2. Complete a brief presentation in class presentation on the paper.
3. Complete a mid-term examination.
4. Complete a take-home final examination.

## Grading

Students' scores in the course will be calculated as follows:

Individual paper	20%
Individual presentation	10%
Mid-term exam	30%
Final exam	30%
Class participation	10%

Student scores in the course will be translated into course grades as follows:

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

## Disability Accommodation Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

## Course Schedule

	<b>Topics</b>	<b>Reading</b>	<b>Other</b>
Week 1	Introduction Overview of Homeland Security	Handout	
Week 2	Overview of Security/Cyber Security	Strebe-1, RR10	
Week 3	Cyber Security and Homeland Security/Critical Infrastructure	RR4, RR5, RR7	
Week 4	Hacking, Encryption & Authentication	Strebe-2,3	
Week 5	Border Security, VPNs	Strebe-5,6	
Week 6	Malware & Virus Protection	Strebe-8	Select Paper Topic
Week 7	Windows & Web Security	Strebe-10, 13	Mid-term Exam
Week 8	E-Mail Security & Intrusion Detection	Strebe-14, 15	

	<b>Topics</b>	<b>Reading</b>	<b>Other</b>
Week 9	Research on Cyber Security	RR1, RR2, RR3,RR8; Verton 1-3	
Week 10	Management & Human Resource Issues	RR6; Verton 4-6	
Week 11	Laws, Policies & Directives	Handout; Verton 7-9	
Week 12	Cyber Terrorism	Verton 10	
Week 13	Future Issues	RR9; Verton 11	
Week 14	Paper Presentations		
Week 15	Paper Presentations		Final Exam

\*RR- Indicates Supplemental Required Readings listed above .

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

<b>(Check one)</b>	<b>Department Name</b>	Loss Prevention and Safety	
<input checked="" type="checkbox"/> <b>New Course (Parts II, IV)</b>	<b>College</b>	Justice and Safety	
<input type="checkbox"/> <b>Course Revision (Parts II, IV)</b>	<b>*Course Prefix &amp; Number</b>	HLS 349	
<input type="checkbox"/> <b>Course Dropped (Part II)</b>	<b>*Course Title (30 characters)</b>	HLS Cooperative Study	
<input type="checkbox"/> <b>New Program (Part III)</b>	<b>*Program Title</b>		
<input type="checkbox"/> <b>Program Revision (Part III)</b>		(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input checked="" type="checkbox"/> ; or Certificate <input type="checkbox"/> )	
<input type="checkbox"/> <b>Program Suspended (Part III)</b>	<b>*Provide only the information relevant to the proposal.</b>		

<b>Proposal Approved by:</b>		<u>Date</u>		<u>Date</u>
<b>Departmental Committee</b>		3/14/2006	<b>Graduate Council*</b>	NA
<i>Is this a SACS Substantive Change?</i>		<b>Yes****</b> <input type="checkbox"/>	<b>No</b> <input checked="" type="checkbox"/>	
<b>College Curriculum Committee</b>		5/1/2006	<b>Approved</b> <input checked="" type="checkbox"/>	<b>09-21-06</b>
<b>General Education Committee*</b>		NA	<b>Disapproved</b> <input type="checkbox"/>	
<b>Teacher Education Committee*</b>		NA	<b>Faculty Senate**</b>	
			<b>Board of Regents**</b>	
			<b>Council on Postsecondary Edu.***</b>	

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To approve new course HLS 349 , HLS Cooperative Study

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 N/A

**B. The justification for this action:**  
 HLS 349 provides Cooperative Educational opportunities for students majoring in Homeland Security

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**HLS 349 HLS Cooperative Study. (1-12) A. Prerequisite: Department Chair approval, a minimum GPA of 2.00, a minimum of 30 hours completed. The student works under faculty and field supervisors in placements related to the student's academic studies. A minimum 80 hours work required for each academic credit. May be retaken to a maximum of twelve hours.**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

**New or Revised\* Program Text**

(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	349	Spring 2007	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 12	
3	Lecture _____	Laboratory _____	Other _____	
Cip Code (first two digits only) 43				
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
C	3	S	FR _____	JR _____
			SO _____	SR _____
Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable			<b>FOR BANNER USE ONLY</b> Date of data entry _____ Data entry person _____	
Thesis _____				
Internship _____				
Independent Study _____				
Practicum _____				

**Co-Requisites and Prerequisites**

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	Prerequisite: department chair approval, a minimum GPA of 2.00, minimum of 30 hours completed.
Course Prefix and No.	

Test Scores

Minimum GPA (when a course grouping or student cumulative GPA is required)

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

## Syllabus

### **Homeland Security Program Department of Loss Prevention and Safety Eastern Kentucky University**

#### **HLS 349-Cooperative Study (1-12)**

##### **Course Description**

Prerequisite: Department Chair approval, a minimum GPA of 2.00, a minimum of 30 hours completed. The student works under faculty and field supervisors in placements related to the student's academic studies. A minimum of 80 hours work is required for each academic credit. May be retaken to a maximum of twelve hours.

##### **Student Course Objectives**

Through observation, interviews, discussions and writing assignments, students will be able to:

1. Gain knowledge and skills related to academic studies in a planned and supervised employment position.
2. Blend classroom theory with real world problem solving.
3. Apply knowledge and skills learned in the classroom.
4. Develop positive work positive habits and build confidence in one's capabilities.

##### **Course Outline**

1. Prior to starting the job, the student must submit a personal resume and application to the Cooperative Education Office.
2. Sign a memorandum of understanding with the agency.
3. Participate in a visit with the HLS Cooperative Education Coordinator.
4. Satisfactorily complete your employment.
5. Notify the HLS Co-op Coordinator of any problems related to the employment situation, including the inability to fulfill any assigned duties.
6. Complete and turn in to the Co-op Coordinator a 2-3 page typed, double spaced essay entitled, "My Cooperative Study Experience," describing the duties your performed and the knowledge and experience you gained, both positive and negative.
7. Complete and turn in a log of relevant activities to the Co-op Advisor.
8. Complete a semester work report form.
9. Complete an exit interview with a representative of the Cooperative Education Office at the end of the employment.

##### **Students with Disabilities**

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.





**Part II. Recording Data for New, Revised, or Dropped Course**

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

HLS 401 – Intelligence Analysis. (3) A. Key questions facing the U.S. intelligence community and its role in homeland security, national defense, and international affairs, with a focus on policy, oversight and intelligence support. Collection, analysis, sharing, and dissemination of information within and between local, state, and federal government agencies and the private sector.

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~striketrough~~ for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	401	Spring 2007	AS _____ JS <b>X</b> BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
3	Lecture <u>3</u>	Laboratory _____ Other _____	Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		

**Co-Requisites and Prerequisites** See definitions on following page

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

## **Syllabus**

### **Homeland Security Program Department of Loss Prevention & Safety Eastern Kentucky University**

#### **HLS 401 – Intelligence Analysis (3).**

#### **Course Description**

Key questions facing the U.S. intelligence community and its role in homeland security, national defense, and international affairs, with a focus on policy, oversight and intelligence support. Collection, analysis, sharing and dissemination of information within and between local, state, and federal government agencies and the private sector.

This course provides a broad overview of intelligence in the U.S. and abroad. The historical evolution of the creation of intelligence and associated intelligence agencies will be examined and placed in an historical context. The role of intelligence as related to homeland security operations will be critically examined, from various levels of government. Finally, the actual processes involved in creating actionable intelligence from information will be discussed. The course is designed to provide both the theoretical underpinnings of intelligence, as well as the practical implementation of processes involved in creating, acquiring, and disseminating intelligence for homeland security purposes.

#### **Student Learning Objectives**

Through tests, writing assignments and discussions, students will be able to demonstrate:

1. Knowledge of the historical evolution of the intelligence function in the U.S.
2. Knowledge of the creation of various intelligence agencies which support intelligence operations at all levels of government.
3. Knowledge of the processes of creating actionable intelligence from information.
4. Knowledge of the role of intelligence as related to Homeland Security operations.
5. Knowledge of the relationship between U.S. and foreign intelligence.

#### **Required Course Texts**

David L. Carter (2004). *Law Enforcement Intelligence: A Guide for State, Local and Tribal Law Enforcement Agencies*. Washington, D.C.: U.S. Department of Justice.

Part 1 Available at: <http://www.cops.usdoj.gov/mime/open.pdf?Item=1441>

Part 2 Available at: <http://www.cops.usdoj.gov/mime/open.pdf?Item=1449>

Jerry H. Ratcliffe (Ed.). (2004). *Strategic Thinking in Criminal Intelligence*. Annandale, NSW: The Federation Press.

K. Jack Riley, Gregory F. Treverton, Jeremy M. Wilson, and Lois M. Davis (2005). *State and Local Intelligence in the War on Terrorism*. Santa Monica, CA: Rand Corporation. Available at: <http://www.rand.org/pubs/monographs/MG394/>

## **Supplemental Required Reading Materials**

RR1. Deborah G. Barger. (2005). *Toward a Revolution in Intelligence Affairs*. Available at: [http://www.rand.org/pubs/technical\\_reports/2005/RAND\\_TR242.pdf](http://www.rand.org/pubs/technical_reports/2005/RAND_TR242.pdf)

RR2. 28 CFR Part 23. Available at: [http://it.ojp.gov/documents/28CFR\\_guideline.pdf](http://it.ojp.gov/documents/28CFR_guideline.pdf)

RR3. Department of Justice (2004). *The RISS Program: Membership and Service Activity*. Available at : [http://www.iir.com/Publications/RISS\\_Program.pdf](http://www.iir.com/Publications/RISS_Program.pdf)

RR4. House Report 108-976 (2004) *Intelligence Reform and Terrorism Prevention Act of 2004*. Available at: [http://www.gpoaccess.gov/serialset/creports/intel\\_reform.html](http://www.gpoaccess.gov/serialset/creports/intel_reform.html)

RR.5 International Association of Chiefs of Police. *Criminal Intelligence Model Policy*. Available at: [http://it.ojp.gov/documents/criminal\\_intelligence\\_model\\_policy.pdf](http://it.ojp.gov/documents/criminal_intelligence_model_policy.pdf)

RR6. International Association of Chiefs of Police. *Criminal Intelligence Sharing: A National Plan for Intelligence-Led Policing at the Local, State, and Federal Levels*. Available at: <http://www.theiacp.org/documents/pdfs/Publications/intelsharingreport.pdf>

RR7. International Association of Law Enforcement Intelligence Analysts. *Law Enforcement Analytic Standards*. Available at: [http://www.iir.com/global/products/law\\_enforcement\\_analytic\\_standards.pdf](http://www.iir.com/global/products/law_enforcement_analytic_standards.pdf)

RR8. Criminal Intelligence Training Coordination Strategy Working Group. (2002) *Minimum Criminal Intelligence Training Standards for United States Law Enforcement and other Criminal Justice Agencies*. Available at: [http://www.iir.com/global/products/minimum\\_criminal\\_intel\\_training\\_standards.pdf](http://www.iir.com/global/products/minimum_criminal_intel_training_standards.pdf)

RR.9. *National Criminal Intelligence Sharing Plan*. Available at: [http://www.iir.com/global/products/NCISP\\_Plan.pdf](http://www.iir.com/global/products/NCISP_Plan.pdf)

RR.10. Police Executive Research Forum. (2005). *Protecting Your Community From Terrorism: Strategies for Local Law Enforcement. Volume 4, The Production and Sharing of Intelligence*. Washington, D.C: Police Executive Research Forum. Available at: <http://www.cops.usdoj.gov/mime/open.pdf?Item=1438>

RR11. Dorn Vernessa Samuel. (2006). *Code Breaking in Law Enforcement: A 400 Year History*. Available at: <http://www.fbi.gov/hq/lab/fsc/current/index.htm>

RR.12. Gregory F. Treverton. (2005). *The Next Steps in Reshaping Intelligence*. Santa Monica, CA: Rand Corporation. Available at: [http://www.rand.org/pubs/occasional\\_papers/OP152/](http://www.rand.org/pubs/occasional_papers/OP152/)

RR.13. Gregory F. Treverton, Seth G. Jones, Steven Boraz, and Phillip Lipsy. (2006). *Toward a Theory of Intelligence: Workshop Report*. Santa Monica, CA: Rand Corporation. Available at: [http://www.rand.org/pubs/conf\\_proceedings/CF219/](http://www.rand.org/pubs/conf_proceedings/CF219/)

RR.14.U.S. House Committee on Homeland Security Democratic Staff. (n.d.) *Beyond Connecting the Dots: A Vital Framework for Sharing Law Enforcement Intelligence Information*. Available at: <http://hsc-democrats.house.gov/NR/rdonlyres/4EA35B9C-3DF2-4723-B8FE-0AF6F2E07A96/0/HomelandSecurityDemocratsIntelConvertReport.pdf>

RR.15.WMD Commission. (2005). *Final Report of the Commission on the Intelligence Capabilities of the United States Regarding Weapons of Mass Destruction*. Available at: <http://fas.org/irp/offdocs/wmdcomm.html>

### **Course Requirements**

Students are expected to attend class regularly, participate actively in class discussions and projects, and complete readings as assigned. In addition each student is required to:

1. Complete a 10-15 page paper on one of the various U.S. Intelligence Agencies and the processes it performs in creating intelligence. One source of information will be an interview with an individual who is currently employed with the agency that is the subject of the paper.
2. Complete a brief presentation in class presentation on the paper.
3. Complete a mid-term examination.
4. Complete a final examination.

### **Grading**

Students' scores in the course will be calculated as follows:

Individual paper	20%
Individual presentation	10%
Mid-term exam	30%
Take Home Final exam	30%
Class participation	10%

Student scores in the course will be translated into course grades as follows:

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

### **Disability Accommodation Statement**

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

**Course Schedule**

	<b>Topics</b>	<b>Reading</b>	<b>Other</b>
Week 1	Introduction Overview of Homeland Security and Intelligence	Carter- 1, 2; Ratcliffe- 7;	
Week 2	History of Intelligence	Carter- 3; RR11*	
Week 3	Intelligence-Led Policing	Carter-4;	
Week 4	Intelligence Process	Carter-5; Ratcliffe- 5, 6, 8, 9, 11; RR10; RR14	
Week 5	Intelligence Resources	Carter-9, 10; RR3;	
Week 6	Intelligence Organizations	Carter- 11; RR6; RR9	Select Paper Topic
Week 7	Intelligence Organizations	Riley, et al.-All	Mid-term Exam
Week 8	Information Fusion Centers	Handout	
Week 9	Information Fusion Centers	Handout	
Week 10	Laws, Guidelines, Directives	RR2; RR4; RR5; RR7;	
Week 11	Management and Human Resource Issues	Carter 7, 8; Ratcliffe- 12; RR8;	
Week 12	International Perspective	Ratcliffe- 1-4, 13; RR15	
Week 13	Future Issues	Carter 12; Ratcliffe- 10,14; RR1, RR12; RR13	
Week 14	Paper Presentations		
Week 15	Paper Presentations		Final Exam

\*RR indicates Supplemental Required Readings.

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Loss Prevention and Safety	
X New Course (Parts II, IV)	College	Justice and Safety	
Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 421	
Course Dropped (Part II)	*Course Title (30 characters)	Prevention & Problem Solving	
New Program (Part III)	*Program Title		
Program Revision (Part III)		(Major <u>X</u> , Option <u>  </u> ; Minor <u>X</u> ; or Certificate <u>  </u> )	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>                    </u>	Date	<u>                    </u>
Departmental Committee	3/14/2006	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	5/1/2006	Approved <u>X</u> Disapproved <u>  </u>	<b>09-21-06</b>
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		Council on Postsecondary Edu.***	

\*If Applicable (Type NA if not applicable.)  
\*\*Approval needed for new, revised, or suspended programs  
\*\*\*Approval/Posting needed for new degree program or certificate program  
\*\*\*\*If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
To approve new course HLS 421 Prevention & Problem Solving

**A. 2. Effective date:** (Example: Fall 2001)  
Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
N/A

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**B. The justification for this action:**  
HLS 421 is a required course for the Bachelor of Science degree in Homeland Security

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**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	421	Spring 2007	AS _____ JS X BT _____ EM ED _____ PC HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3	Laboratory _____ Other _____	Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
<b>Co-Requisites and Prerequisites</b> <small>(See definitions on following page)</small>				
<b>Co-Requisite(s):</b> (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
<b>Prerequisite(s):</b> (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)				
Course Prefix and No.		Prerequisite: HLS 321 or department chair approval		
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
<b>Equivalent Course(s):</b> (credit not allowed with; or formerly:)				
Course Prefix and No.				
Course Prefix and No.				
Course Prefix and No.				

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)



**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**HLS 421 Prevention & Problem Solving. (3) A. Prerequisite: HLS 321 or department chair approval.**  
Prevention and problem solving applied to terrorist acts and other types of risks, threats, and hazards.  
Opportunity reduction, situational prevention, and creative problem solving applied to different types of  
homeland security problems.

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

## **Syllabus**

### **Homeland Security Program Department of Loss Prevention & Safety Eastern Kentucky University**

#### **HLS 421 –Prevention & Problem Solving (3).**

#### **Course Description**

Prerequisite: HLS 321 or department chair approval. Prevention and problem solving applied to terrorist acts and other types of risks, threats, and hazards. Opportunity reduction, situational prevention, and creative problem solving applied to different types of homeland security problems.

This class teaches the student how to prevent and/or mitigate various homeland security-related problems, building on the prerequisite course HLS 321, Critical Problem Analysis. It is not primarily about risk management, although vulnerabilities and risks may cause problems. It is not primarily about intelligence sharing or covert action, although the individuals and groups who are the target of intelligence analysis may cause problems. Nor is the course about emergency management or emergency response to terrorist incidents or other hazards. Rather, the approach is to focus on such homeland-security related problems as suicide bombing, airplane hijacking, train derailment, fertilizer theft, and fraudulent identification, analyze them, and then search for creative and tailor-made responses that have the potential to prevent their occurrence and/or reduce the harm that they might cause.

#### **Student Learning Objectives**

1. The student will be able to list and demonstrate several methods for generating creative responses to problems.
2. The student will be able to explain why best practices and lessons learned from one context may not successfully apply in a different context.
3. The student will be able to identify the five main components of situational prevention.
4. The student will be able to design and execute a before-and-after evaluation to determine the outcomes of a prevention or problem-solving effort.

#### **Course Texts**

Eugene Bardach (2000) *A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving*. Washington, DC: Congressional Quarterly Press.

Zina O'Leary (2005) *Researching Real-World Problems: A Guide to Methods of Inquiry*. London: Sage Publications. (Will use several chapters not assigned in HLS 321.)

Ronald V. Clarke, ed. (1997) *Situational Crime Prevention: Successful Case Studies*, 2<sup>nd</sup> edition. New York: Harrow and Heston.

## Course Requirements

Students are expected to attend class regularly, participate actively in class discussions and projects, and complete readings as assigned. In addition each student is required to:

1. Complete a 5-page problem solving paper on an assigned topic. This will involve library and database research to discover and summarize methods and responses that might be used to prevent and/or mitigate a specific homeland security-related problem (e.g., suicide bombing, airplane hijacking, train derailment, fertilizer theft, fraudulent identification, etc.).
2. Make a 5-minute in-class presentation on the problem solving paper.
3. Work within a small group to prevent and/or mitigate a specific homeland security-related problem in a local company, agency, or jurisdiction. Contribute to a 10-15 page group problem solving paper and 10-minute in-class group presentation. (The paper will also be provided to the local company, agency, or jurisdiction and their representatives will be invited to attend the class presentation.)
4. Complete a take-home final examination.

## Grading

Students' scores in the course will be calculated as follows:

Individual paper	20%
Individual presentation	10%
Group paper	20%
Group presentation	10%
Final exam	30%
Class participation	10%

Student scores in the course will be translated into course grades as follows:

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

## Disability Accommodation Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

## Course Schedule

	<b>Topics</b>	<b>Reading</b>	<b>Other</b>
Week 1	Overview and review Problems & analysis	Bardach Introduction, 1-2, II	Individual paper topics assigned
Week 2	From analysis to response	Bardach 3 O'Leary 8-9	Groups formed
Week 3	Best practices & lessons learned	Bardach III	Group projects assigned
Week 4	Creative techniques		
Week 5	Criteria, outcomes, trade-offs	Bardach 4-6	
Week 6	Deciding & measuring outcomes	Bardach 7-8 O'Leary 10	
Week 7	Class presentations on individual paper topics		Individual papers due
Week 8	Five components of situational prevention	Clarke Part 1	
Week 9	Increasing effort	Clarke Part II: 1-5	
Week 10	Increasing risks	Clarke Part II: 6-10	
Week 11	Reducing rewards	Clarke Part II: 11-15	
Week 12	Reducing provocations	Clarke Part II: 16-19	
Week 13	Removing excuses	Clarke Part II: 20-23	
Week 14	Class presentations on group projects		Group projects due
Week 15	Take-home final exam		

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Loss Prevention and Safety	
X New Course (Parts II, IV)	College	Justice and Safety	
Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 435	
Course Dropped (Part II)	*Course Title (30 characters)	HLS Special Topics	
New Program (Part III)	*Program Title		
Program Revision (Part III)		(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input checked="" type="checkbox"/> ; or Certificate <input 3"="" type="checkbox/&gt;)&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;Program Suspended (Part III)&lt;/td&gt; &lt;td colspan="/> *Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	3/14/2006	Graduate Council* NA
Is this a SACS Substantive Change?	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	5/1/2006	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To approve new course HLS 435 HLS Special Topics

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 N/A

---

**B. The justification for this action:**  
 HLS 435 is a program elective in the Bachelor of Science degree in Homeland Security

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**HLS 435 HLS Special Topics. (1-12). A. Study of contemporary issues and special topics in homeland security. May be retaken to a maximum of twelve hours different subtitles**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	435	Spring 2007	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 12	
3	Lecture 3 _____ Laboratory _____ Other _____		Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
			<div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>FOR BANNER USE ONLY</b> </div>	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		
			Date of data entry _____	
			Data entry person _____	

**Co-Requisites and Prerequisites** *\*\*See definitions on following page\*\**

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

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## **Syllabus**

### **Homeland Security Program Department of Loss Prevention and Safety Eastern Kentucky University**

#### **HLS 435 - Special Topics (1-12 hours)**

##### **Course Description**

This course is a study of contemporary issues and/or special topics in Homeland Security and may be taken to a maximum of 12 hours under different subtitles or substantive areas.

##### **Student Learning Objectives**

Through various mechanisms including but not limited to observation, interviews, discussions and writing assignments, students will be able to:

1. Relate to the topic of study with greater understanding and perception.
2. Gain knowledge and/or skills related to topical area of study.
3. Apply knowledge and skills learned through individualized study.

##### **Required Course Text**

To be determined by faculty member teaching the course.

##### **Students with Disabilities**

If you are registered with the Office of Service with the Office of Service of Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Student Services for Individuals with Disabilities, please contact the Office directly either in person on the first floor of the Turley House or by telephone at (859) 622-1500 V/TYY. Upon individual request, this syllabus can be made available in alternative forms.



**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Loss Prevention and Safety
X New Course (Parts II, IV)	College	Justice and Safety
Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 441
Course Dropped (Part II)	*Course Title (30 characters)	Homeland Security Technology
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major <u>X</u> , Option <u>  </u> ; Minor <u>X</u> ; or Certificate <u>  </u> )
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	3/14/2006	Graduate Council* NA
Is this a SACS Substantive Change?	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	5/1/2006	Approved <b>X</b> Disapproved <u>  </u> <b>09-21-06</b>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To approve new course HLS 441 Homeland Security Technology

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 N/A

**B. The justification for this action:**  
 HLS 441 is a program elective for the Bachelor of Science degree in Homeland Security

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

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**Part II. Recording Data for New, Revised, or Dropped Course**

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~striethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**HLS 441 Homeland Security Technology. (3). A. Broad overview of homeland security technology. Technology as a tool to support homeland security regardless of functional specialty. Contribution of technology to deterrence, preemption, prevention, protection, and response.**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~striethrough~~ for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course** (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	441	Spring 2007	AS _____ JS <b>X</b> BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u>	Laboratory _____ Other _____	Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites** *See definitions on following page*

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

## **Syllabus**

### **Homeland Security Program Department of Loss Prevention & Safety Eastern Kentucky University**

#### **HLS 441 – Homeland Security Technology (3)**

##### **Course Description**

Broad overview of homeland security technology. Technology as a tool to support homeland security regardless of functional specialty. Contribution of technology to deterrence, preemption, prevention, protection and response.

This course provides a broad overview of homeland security technology, information systems, inspections and surveillance technology, communications, knowledge management and information security. The course focuses on technology as a tool to support homeland security personnel regardless of functional specialty. The course will frame technology in terms of its contribution to deterrence, preemption, prevention, protection, and response after an attack.

Students will gain a perspective on the important role of decision makers in enterprise level computing and their personal role as change agents and dealing with "disruptive technologies." Another primary objective of the course is to help the students recognize the possibilities of new technology and novel applications of policies or laws to address threats. The ultimate objectives are to demonstrate how homeland security professionals can exploit technology and to use technology in the most efficient, innovative and productive manner.

##### **Student Learning Objectives**

Through tests, writing assignments and discussions, students will be able to demonstrate:

1. Knowledge of the mission of the Department of Homeland Security and the applicability of various technologies to its mission.
2. Knowledge of the ethical, political, and social implications of the use of technology.
3. Knowledge of the applicability of nanotechnology to prevent terrorism and other threats to security, as well as to mitigate their impact.
4. Knowledge of the challenge of decision makers in assessing technologies appropriate for their use in addressing the Homeland Security mission.

##### **Course Texts**

Jesus Mena (2004). *Homeland Security: Techniques and Technologies*. Hingham, MA: Charles River Media, Inc.

Daniel Ratner and Mark A. Ratner (2004). *Nanotechnology and Homeland Security*. Upper Saddle River, NJ: Prentice Hall.

**Supplemental Required Reading Materials**

Samuel Nunn. (2003). Seeking Tools for the War on Terror: A Critical Assessment of Emerging Technologies in Law Enforcement. *Policing: An International Journal of Police Strategies and Management*, 26, 3, pp. 454-472.

Robert C. Wadman and William Thomas Allison. (2003). Police and Technology. In *To Protect and Serve: A History of Police in America*. Upper Saddle River, New Jersey: Pearson-Prentice Hall.

**Course Requirements**

Students are expected to attend class regularly, participate actively in class discussions and projects, and complete readings as assigned. In addition each student is required to:

1. Complete a 10-15 page paper on one of the Homeland Security technologies you've studied in this course. Each student must submit a paper of at least 10 pages for the project, using the APA reference format. Additional guidelines for the papers will be given at a later date.
2. Complete a brief presentation in-class presentation on the paper.
3. Complete a mid-term examination.
4. Complete a take home final examination.

**Grading**

Students' scores in the course will be calculated as follows:

Individual paper	20%
Individual presentation	10%
Mid-term exam	30%
Take Home Final exam	30%
Class participation	10%

Student scores in the course will be translated into course grades as follows:

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

**Disability Accommodation Statement**

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by

e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

### **Course Schedule**

	<b>Topics</b>	<b>Reading</b>	<b>Other</b>
Week 1	Introduction Overview of Technology	Wadman & Allison	
Week 2	Overview of Homeland Security Technology	Mena- 1; Nunn	
Week 3	Aggregation	Mena-2	
Week 4	Integration	Mena-3	
Week 5	Collaboration	Mena-4	Select Paper Topic
Week 6	Categorization	Mena-5	
Week 7	Intelligence	Mena-6	
Week 8	Mining	Mena-7	Mid-term Exam
Week 9	Overview of Nanotechnology	Ratner & Ratner- 1,2	
Week 10	Nanotechnology and Homeland Security	Ratner & Ratner- 3, 4	
Week 11	Environmental and Economic Aspects of Nanotechnology	Ratner & Ratner- 5	
Week 12	Society, Ethics, and Geopolitics	Ratner & Ratner-6	
Week 13	Future Issues	Handout	
Week 14	Presentations		
Week 15	Presentations		Final Exam

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title (Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input checked="" type="checkbox"/> ; or Certificate <input type="checkbox"/> ) *Provide only the information relevant to the proposal.	Loss Prevention and Safety Justice and Safety HLS 445 HLS Field Experience
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Proposal Approved by: Departmental Committee Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Date 3/14/2006	Graduate Council* Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	Date NA 09-21-06
College Curriculum Committee General Education Committee* Teacher Education Committee*	5/1/2006 NA NA	Faculty Senate** Board of Regents** Council on Postsecondary Edu.***	

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To approve new course HLS 445, HLS Field Experience

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 N/A

**B. The justification for this action:**  
 HLS 445 is a program elective course for the Bachelor of Science degree in Homeland Security

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using strikethrough for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use strikethrough for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

HLS 445 HLS Field Experience. (1-12) A. Prerequisite: Department Chair approval, a minimum GPA of 2.00, and a minimum of 30 hours completed. This course is designed to broaden the educational experience through appropriate observational work assignments in cooperating agencies. A minimum of 80 hours of observation is required for each academic credit. May be retaken to a maximum of twelve hours.

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using strikethrough for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use strikethrough for deletions and underlines for additions.)



**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	445	Spring 2007	AS _____ JS X BT _____ EM ED _____ PC HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 12	
3	Lecture 3	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only) 43	
1	3	N	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	<b>FOR BANNER USE ONLY</b> Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study X _____		
		Practicum _____		

**Co-Requisites and Prerequisites** See definitions on following page

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	Prerequisite: department approval
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

## **Syllabus**

### **Homeland Security Program Department of Loss Prevention and Safety Eastern Kentucky University**

#### **HLS 445- Field Experience (1-12)**

##### **Course Description**

Prerequisite: Department Chair approval, a minimum GPA of 2.00, and a minimum of 30 hours completed. This course is designed to broaden the educational experience through appropriate observational work assignments in cooperating agencies. A minimum of 80 hours of observation is required for each academic credit. May be taken to a maximum of twelve hours.

##### **Student Learning Objectives**

Through observation, interviews, discussions and writing assignments, students will be able to:

1. Evaluate the activities of the host agency.
2. Assess career interests and goals.
3. Relate to the field of study with greater understanding and perception.
4. Relate, in writing, a comprehensive employer work report.

##### **Required Course Text**

To be determined by faculty member responsible for the course.

##### **Course Outline**

1. A host agency must agree to accept the student for the Field Experience.
2. The Student is responsible for development of Field Experience placements.
3. The host agency must notify the faculty member responsible for the course in writing of willingness to accept Field Study students and to evaluate the student at the conclusion of course activities.
4. A memorandum of agreement must be completed prior to the beginning of the Field Study.
5. Particular course requirements will be determined by the instructor for each Field Study.

##### **Grading**

A letter grade will be assigned based on the following:

1. Completion of the required number of work hours.
2. Timely completion of all requirements as determined by the responsible faculty.
3. Quality of written reports.

##### **Disability Accommodation Statement**

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Loss Prevention and Safety				
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Justice and Safety				
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 455				
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	HLS Independent Study				
<input type="checkbox"/> New Program (Part III)	*Program Title					
<input type="checkbox"/> Program Revision (Part III)		(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input checked="" type="checkbox"/> ; or Certificate <input checkbox"="" type="checkbox/&gt;)&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;&lt;input type="/> Program Suspended (Part III)		*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	3/14/2006	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	5/1/2006	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<b>09-21-06</b>
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		Council on Postsecondary Edu.***	

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To approve new course HLS 455, HLS Independent Study

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 N/A

**B. The justification for this action:**  
 HLS 455 is a program elective course for the Bachelor of Science degree in Homeland Security

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**HLS 455 HLS Independent Study. (1-6) A. Prerequisite: Department Chair approval, a minimum GPA of 2.00, a minimum of 30 hours completed. Individual reading and research on a problem within the field of homeland security. Students must have independent study proposal form approved by faculty supervisor and department chair prior to enrollment. May be retaken to a maximum of six hours.**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	455	Spring 2007	AS _____ JS X BT _____ EM ED _____ PC HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 6	
3	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
3	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study X _____		
		Practicum _____		

**Co-Requisites and Prerequisites** See definitions on following page

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	Prerequisite: department approval
Course Prefix and No.	

**Test Scores**

**Minimum GPA** (when a course grouping or student cumulative GPA is required)

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

## **HLS 455- Syllabus**

**Homeland Security Program  
Department of Loss Prevention and Safety  
Eastern Kentucky University**

### **HLS Independent Study (1-6 hours)**

#### **Course Description**

Prerequisite: Department Chair approval, a minimum GPA of 2.00, a minimum of 30 hours completed. Individual reading and research on a problem within the field of Homeland Security. Students must have independent study proposal forms approved by a faculty supervisor and the department chair prior to enrollment. May be retaken to a maximum of 6 hours.

#### **Student Learning Objectives**

Through research, interviews, discussions, readings, and/or independent observations, students will be able to:

1. Evaluate the extent to which the problem occurs within the field of Homeland Security.
2. Assess contributory factors of the problem.
3. Relate, in writing, a proposed comprehensive solution to the problem.

#### **Required Course Text**

To be determined by faculty member responsible for the course.

#### **Grading**

A letter grade will be assigned based on the following:

1. Completion of necessary research to assess the problem.
2. Timely completion of all requirements as determined by the responsible faculty.
3. Quality of written report(s).

#### **Students with Disabilities**

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Loss Prevention and Safety	
X New Course (Parts II, IV)	College	Justice and Safety	
Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 461	
Course Dropped (Part II)	*Course Title (30 characters)	Disaster Recovery	
New Program (Part III)	*Program Title		
Program Revision (Part III)		(Major <u>X</u> , Option <u>  </u> ; Minor <u>X</u> ; or Certificate <u>  </u> )	
Program Suspended (Part III)	*Provide only the information relevant to the proposal.		
Proposal Approved by:			
Departmental Committee	<u>3/14/2006</u>	Graduate Council*	<u>NA</u>
Is this a SACS Substantive Change?	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	<u>5/1/2006</u>	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	<u>09-21-06</u>
General Education Committee*	<u>NA</u>	Faculty Senate**	
Teacher Education Committee*	<u>NA</u>	Board of Regents**	
		Council on Postsecondary Edu.***	
*If Applicable (Type NA if not applicable.)			
**Approval needed for new, revised, or suspended programs			
***Approval/Posting needed for new degree program or certificate program			
****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.			

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To approve new course HLS 461, Disaster Recovery

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 N/A

---

**B. The justification for this action:**  
 HLS 461 is a required course for the Bachelor of Science degree in Homeland Security

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**HLS 461 Disaster Recovery. (3) A. Recovery from disasters and other types of risks, threats, and hazards. Business and government continuity, critical infrastructure restoration, aid to individuals and communities, and differential impact on low income and minority groups.**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions.)



**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	461	Spring 2007	AS _____ JS <input checked="" type="checkbox"/> BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
3	Lecture <u>3</u>	Laboratory _____ Other _____	Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites** (See definitions on following page)

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

## **Syllabus**

**Homeland Security Program  
Department of Loss Prevention & Safety  
Eastern Kentucky University**

**HLS 461 – Disaster Recovery (3).**

### **Course Description**

Recovery from disasters and other types of risks, threats, and hazards. Business and government continuity, critical infrastructure restoration, aid to individuals and communities, and differential impact on low income and minority groups.

This class covers important considerations and processes for recovery after disasters. Recovery is pertinent for individuals, businesses, government agencies, and entire communities. Disaster recovery roles are played by local, state, and federal governments as well as the private sector. Recovery can involve very difficult decisions about whether to rebuild and who will pay the costs. It also sometimes presents an opportunity to rebuild differently or better. These situations and decisions involve technical, financial, political, and ethical issues that can be very challenging.

### **Student Learning Objectives**

1. The student will be able to distinguish among the disaster recovery roles and responsibilities of local, state, and federal governments and the private sector.
2. The student will be able to identify several specific considerations pertinent to business recovery and continuity.
3. The student will be able to identify and explain the planning process for disaster recovery.
4. The student will be able to identify several recovery considerations specific to different types of disasters, such as floods, earthquakes, tornados, hurricanes, and terrorist attacks.

### **Course Text**

Robert Deyle, Charles Eadie, Jim Schwab, Richard Smith, and Kenneth Topping (1998) *Planning for Post-Disaster Recovery and Reconstruction* (PAS 483/484). Washington, DC: American Planning Association.

Michael Robinson (2003) *Disaster Recovery Planning for Non-Profits*. Lanham, MD: University Press of America.

**Course Requirements**

Students are expected to attend class regularly, participate actively in class discussions and projects, and complete readings as assigned. In addition each student is required to:

1. Complete a 10-page paper on an assigned topic. This will involve library and on-line research on a specific disaster recovery topic as assigned.
2. Make a 10-minute in-class presentation on the paper.
3. Work within a small group to develop a disaster recovery plan for a business, government agency, or community. The group will produce a written plan and make an in-class presentation. To the extent possible these will be "real" plans prepared for actual businesses, agencies, and communities.
4. Complete a take-home final examination.

**Grading**

Students' scores in the course will be calculated as follows:

Individual paper	20%
Individual presentation	10%
Group paper	20%
Group presentation	10%
Final exam	30%
Class participation	10%

Student scores in the course will be translated into course grades as follows:

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

**Disability Accommodation Statement**

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

## Course Schedule

	<b>Topics</b>	<b>Reading</b>	<b>Other</b>
Week 1	Introduction & overview		Individual papers assigned
Week 2	Disaster operations & recovery	APA chapter 1	Groups formed
Week 3	Local, state, federal, and private roles	APA chapter 2	Group projects assigned
Week 4	Policies & planning process	APA chapters 3-5	
Week 5	Legal & financial issues	APA chapter 6	
Week 6	Recovery from different types of disasters	APA chapter 7	
Week 7	Class presentations on individual paper topics		Individual papers due
Week 8	Business & government continuity	Robinson Part 1	
Week 9	Business & government continuity continued	Robinson Part 2	
Week 10	Case studies: floods & tornados	APA chapters 8-9	
Week 11	Case studies: wildfires & earthquakes	APA chapters 11-12	
Week 12	Case studies: hurricanes & tsunamis	APA chapter 10	
Week 13	Case studies: terrorist attacks		
Week 14	Class presentations on group projects		Group projects due
Week 15	Take-home final exam		

## **Syllabus**

**Homeland Security Program  
Department of Loss Prevention & Safety  
Eastern Kentucky University**

**HLS 461 – Disaster Recovery (3).**

### **Course Description**

Recovery from disasters and other types of risks, threats, and hazards. Business and government continuity, critical infrastructure restoration, aid to individuals and communities, and differential impact on low income and minority groups.

This class covers important considerations and processes for recovery after disasters. Recovery is pertinent for individuals, businesses, government agencies, and entire communities. Disaster recovery roles are played by local, state, and federal governments as well as the private sector. Recovery can involve very difficult decisions about whether to rebuild and who will pay the costs. It also sometimes presents an opportunity to rebuild differently or better. These situations and decisions involve technical, financial, political, and ethical issues that can be very challenging.

### **Student Learning Objectives**

1. The student will be able to distinguish among the disaster recovery roles and responsibilities of local, state, and federal governments and the private sector.
2. The student will be able to identify several specific considerations pertinent to business recovery and continuity.
3. The student will be able to identify and explain the planning process for disaster recovery.
4. The student will be able to identify several recovery considerations specific to different types of disasters, such as floods, earthquakes, tornados, hurricanes, and terrorist attacks.

### **Course Text**

Robert Deyle, Charles Eadie, Jim Schwab, Richard Smith, and Kenneth Topping (1998) *Planning for Post-Disaster Recovery and Reconstruction* (PAS 483/484). Washington, DC: American Planning Association.

Michael Robinson (2003) *Disaster Recovery Planning for Non-Profits*. Lanham, MD: University Press of America.

## **Course Requirements**

Students are expected to attend class regularly, participate actively in class discussions and projects, and complete readings as assigned. In addition each student is required to:

1. Complete a 10-page paper on an assigned topic. This will involve library and on-line research on a specific disaster recovery topic as assigned.
2. Make a 10-minute in-class presentation on the paper.
3. Work within a small group to develop a disaster recovery plan for a business, government agency, or community. The group will produce a written plan and make an in-class presentation. To the extent possible these will be "real" plans prepared for actual businesses, agencies, and communities.
4. Complete a take-home final examination.

## **Grading**

Students' scores in the course will be calculated as follows:

Individual paper	20%
Individual presentation	10%
Group paper	20%
Group presentation	10%
Final exam	30%
Class participation	10%

Student scores in the course will be translated into course grades as follows:

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

## **Disability Accommodation Statement**

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

## Course Schedule

	<b>Topics</b>	<b>Reading</b>	<b>Other</b>
Week 1	Introduction & overview		Individual papers assigned
Week 2	Disaster operations & recovery	APA chapter 1	Groups formed
Week 3	Local, state, federal, and private roles	APA chapter 2	Group projects assigned
Week 4	Policies & planning process	APA chapters 3-5	
Week 5	Legal & financial issues	APA chapter 6	
Week 6	Recovery from different types of disasters	APA chapter 7	
Week 7	Class presentations on individual paper topics		Individual papers due
Week 8	Business & government continuity	Robinson Part 1	
Week 9	Business & government continuity continued	Robinson Part 2	
Week 10	Case studies: floods & tornados	APA chapters 8-9	
Week 11	Case studies: wildfires & earthquakes	APA chapters 11-12	
Week 12	Case studies: hurricanes & tsunamis	APA chapter 10	
Week 13	Case studies: terrorist attacks		
Week 14	Class presentations on group projects		Group projects due
Week 15	Take-home final exam		

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Loss Prevention and Safety		
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	Justice and Safety		
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 310		
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	WMD/Hazardous Materials		
<input type="checkbox"/> New Program (Part III)	*Program Title			
<input type="checkbox"/> Program Revision (Part III)		(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input checked="" type="checkbox"/> ; or Certificate <input checkbox"="" type="checkbox/&gt;)&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;&lt;input type="/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	3/14/2006	Graduate Council*
Is this a SACS Substantive Change?	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	5/1/2006	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To approve new course FSE 310, WMD/Hazardous Materials

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 N/A

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**B. The justification for this action:**  
 FSE 310 is a required supporting course for the Bachelor of Science degree in Homeland Security

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.



**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FSE 310 – WMD/Hazardous Materials (3). A. Study of different Weapons of Mass Destruction (WMD) materials, deployment, and use. Evaluation of hazardous materials, usage, storage, and transportation. Preventing and controlling WMD/Hazardous Materials incidents.

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~strikethrough~~ for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	310	Spring 2007	AS _____ JS <input checked="" type="checkbox"/> BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
3	Lecture <u>3</u>	Laboratory _____ Other _____		
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only) 43	
1	3	N	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites** *"See definitions on following page"*

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)

## Master Syllabus

**Homeland Security Program  
Department of Loss Prevention & Safety  
Eastern Kentucky University**

### FSE 310 – WMD/Hazardous Materials (3).

#### Course Description

Study of different weapons of mass destruction (WMD) materials, deployment, and use. Evaluation of hazardous materials, usage, storage, and transportation. Preventing and controlling WMD/Hazardous Materials incidents.

#### Course Objective

An introduction to explosive investigation. Topics include an historical overview of bombing and other weapons of mass destruction incidents, sources of information, the federal role in WMD and explosive investigations, explosives and improvised explosive devices. Study of different Weapons of Mass Destruction materials, deployment, and use. Evaluation of hazardous materials usage, storage, and transportation. Preventing and controlling WMD/HAZ-MAT incidents.

#### Student Learning Objectives

Upon completion of this course, students will possess a fundamental understanding of the basic investigative techniques associated with fire, arson, and bombing investigations; The state and federal arson and explosive laws; How to locate technical information; Appreciation of explosion and effects; and Assess physical security requirements for protection from bombings/explosives; and be able to identify explosive products. The student will also understand problems associated with hazardous materials, transportation, storage, and use including clandestinely produced chemical, biological and radiological materials. The student will also understand hazardous materials with respect to: chemical reactions, engineering controls, and control techniques during an emergency situation.

1. A detailed appreciation and understanding of explosion dynamics as it relates to the use of improvised explosive devices (IED's).
2. Be able to identify explosive and non-explosive components found in IED's.
  - a. Fuzing systems, including but not limited to:
    - Timers
    - Remote control systems
    - Electrical and non-electrical components including power sources
  - b. Various types of containers used to conceal the identity of an IED.
  - c. Various types of low and high explosives normally encountered in improvised devices.
3. Understand safety procedures required to minimize injury and/or death from secondary devices and hazardous materials left at the bombing scene.
4. Identify industrial and improvised chemicals according to:
  - a. Hazardous properties
  - b. Placard and label requirements
  - c. Storage requirements in Title 49 CFR
  - d. Emergency response and control techniques
  - e. Personal protective measures and equipment

### Required Course Texts

- 1) *Practical Bomb Scene Investigation*, Thurman, Tom. CRC Press, Boca Raton, FL, 2006.
- 2) *Emergency Responder Training Manual for the Hazardous Materials Technician*, 2nd Edition. Edited by Oldfield, Kenneth. John A Wiley and sons inc., Hoboken, NJ. 2005.

### Course Requirements

Students are expected to attend class regularly, participate actively in class discussions and projects, and complete readings as assigned. In addition each student is required to:

1. Complete a 10-page paper on an assigned topic. This will involve library and on-line research on a specific disaster recovery topic as assigned.
2. Make a 10-minute in-class presentation on the paper.
3. Work within a small group to develop a disaster recovery plan for a business, government agency, or community. The group will produce a written plan and make an in-class presentation. To the extent possible these will be "real" plans prepared for actual businesses, agencies, and communities.
4. Complete a take-home final examination.

### Grading

Students' scores in the course will be calculated as follows:

Individual paper	20%
Individual presentation	10%
Group paper	20%
Group presentation	10%
Final exam	30%
Class participation	10%

Student scores in the course will be translated into course grades as follows:

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

### **Disability Accommodation Statement**

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

### **Course Schedule**

<b>Week(s)</b>	<b>Topics</b>	<b>Other</b>
1 & 2	Theory of explosives and fire dynamics	Individual papers assigned
3 & 4	Commercial explosive products	Groups formed
5 & 6	Bomb threat management and procedures	Group projects assigned
7, 8, & 9	WMD - CBN	Individual papers due
10	Federal Occupational Safety and Health Regulations Applicable to Emergency Response Personnel	
11	Hazardous Materials Terminology	
12	The Behavior of Chemicals	Group projects due
13	Human Health Effect of Hazardous Materials	
14	Sara Title III – State ERPS Hazardous Materials Emergency Planning	
15	Hazardous and Risk Assessment	Take home test



**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**EMC 450 Disaster Medical Operations. (3) A. Emergency medical communications, cooperation and support in response to a natural or human-made disaster. Planning, delivery and recovery of medical systems by various local, state and federal agencies and the private sector.**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~striketrough~~ for deletions and underlines for additions.)

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
EMC	450	Spring 2007	AS _____ JS <input checked="" type="checkbox"/> BT _____ EM _____ ED _____ PC _____ HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs.	
3	Lecture <u>3</u>	Laboratory _____ Other _____	43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <input type="checkbox"/> Check all applicable	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		

**Co-Requisites and Prerequisites** \*See definitions on following page\*\*

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)



## Syllabus

**Homeland Security Program  
Department of Loss Prevention and Safety  
Eastern Kentucky University**

### **EMC 350 – Disaster Medical Operations (3)**

#### **COURSE DESCRIPTION:**

Emergency medical communications, cooperation and support in response to a natural or human-made disaster. Planning, delivery and recovery of medical systems by various local, state and federal agencies and the private sector.

#### **REQUIRED TEXTS & EQUIPMENT:**

World Health Organization (2004). Management of Dead Bodies in Disaster Situations ISBN 92 75 12529 5

U. S. Fire Administration / Technical Report Series (2003). Special Report: Rail Emergencies, USFA - TR/February 2003

National Fire Academy Incident Command System (Self-Study), Version 2.0 (provided)

Flashflood Fact Sheet <http://www.fema.gov/pdf/hazards/floodfs.pdf>

Protecting Emergency Workers <http://www.cdc.gov/niosh/docs/2004-144/pdfs/2004-144.pdf> OR  
<http://www.cdc.gov/niosh/docs/2004-144/>

First Receivers [http://www.osha.gov/dts/osta/bestpractices/firstreceivers\\_hospital.pdf](http://www.osha.gov/dts/osta/bestpractices/firstreceivers_hospital.pdf)

Public Health Emergency Response Guide <http://www.bt.cdc.gov/planning/responseguide.asp>

NDMS <http://ndms.dhhs.gov/>

CDC Response <http://www.bt.cdc.gov/disasters/>

**Instructor:**

**Office:** 233 Dizney

**Phone:** 622-1028

**e-mail :**

**Office Hours:** By Appointment

### **Grade Evaluation:**

**Grading for this class will include the following:**

Exam # 1	-----	15 %
Exam # 2	-----	20 %
Project # 1	-----	20 %
Project # 2	-----	30 %
Daily summary & Classroom participation	-----	15 %
-----		
TOTAL		100%

## Letter Grade Scale:

The final course grade will be based on the following scale:	
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

**Projects:** All projects must utilize scholarly medical and or professional journals (e.g., JEMS\*, Topics in Emergency Medicine, Lancet, JAMA\*, New England Journal of Medicine, Occupational Health and Safety\*, Annals of Emergency Medicine\*, EMS Magazine\* and others as approved). Projects may also utilize documents specific to EMS settings (e.g., standing orders, SOPs, legislation, local rules; as long as validated hardcopies are available for review). (\* indicates the journal is available in hardcopy on campus)

Projects must also:

- utilize 1" borders, 12 point font, double spacing,
- title page and APA style bibliography and citations
- be approved by the Instructor prior to submission
- use no more than 50% internet-only citations
- be submitted by the due date with copies of all references
- include a completed "validation form"

**Note: a 5th edition APA reference guide is available for use in the main library at the research desk.**

*Internet access will be provided both in the primary classroom area, the college computer lab and in the university's general access area in Combs.*

Students will present their projects to the class. Each presentation shall last no more than 15 minutes. Audiovisual equipment will be available for PowerPoint® presentations. Students should pay particular attention to the project requirements and deadlines. The overall grade for the project will include a grade for the presentation.

**Classroom Participation:** Students are expected to review at least one EMS and or medical journal each week. Students will be required to discuss items found in those journals (and or other timely news events) at the beginning of each class session and provide a one-page summary. Students who fail to complete this "journal review" cannot receive full percentages for classroom participation. Students are also expected to fully and regularly participate in classroom discussions. At no time will it be permissible to engage in harassing, demeaning or threatening language or behavior. Students who violate the rules of the classroom may be removed from the class on a temporary or permanent basis.

Students are expected to demonstrate civility and politeness. This includes muting all cellular telephones and pagers during class times. Students are expected to refrain from using these devices during class time.

Attendance will be recorded at the beginning of the assigned class time. Tardiness will result in a reduction in daily participation. Two tardies will be recorded as the equivalent of one absence. Absences equaling 20% or more of the assigned class will result in an administrative failure (unless approved by the Instructor).

If a student is absent for an excused reason during an examination or upon the due date for a project, he/she must take the examination or submit the project within **ONE WEEK** from the date of the primary deadline. Any make-up examination **may** be different from the primary examination in form and method of delivery. If the examination or project is not submitted within the allotted time or if alternate arrangements have not been made with the Instructor, the student will be given a zero (0) for the project or examination. All assignments, papers and projects will be penalized 15 % of the maximum grade for each date submitted beyond the deadline (without prior approval by the Instructor or medical excuse).

**Incompletes:** Only students who have completed at least one half of the work for the course AND who present the Instructor with a validated and significant excuse will be considered for an incomplete. It is expected that students who request an incomplete will only do so because of some event that would reasonably prevent the student from continuing their studies. These requests will be presented to the Instructor no later than the last Friday before the beginning final exam week.

**Progress Reports:** Grades will be distributed following each project. This is usually done within one week of the due date for the project. Cumulative grades are available upon request.

**Notice:** All students must either turn cell phones, pagers, PDA and other electronic media to the off position OR on "silent operation". No photographs may be taken during class without the Instructor's permission.

## **COURSE OBJECTIVES:**

**At the conclusion of the course the student will be able to:**

1. List requirements (i.e., hardware, software and best practices) for facilitating interagency communications
2. Describe processes designed to enhance interagency cooperation and support in medical response to a natural or human-made disaster
3. Design a plan for the delivery and recovery of medical systems by various local, state and federal agencies.

Every effort has been made to assure that all of the dates listed in the course schedule are accurate and that they will not be in conflict with the university's schedule of events. However, if any such discrepancy exists, it is the responsibility of the student to bring that item to the attention of the Instructor. Conflicts will generally be resolved in the deference to the university's schedule.

## COURSE SCHEDULE

Date	TOPIC	Prepare By Reading
1.	Welcome, Intro. to EMS, History of EMS	Discussions about current news
2.	National Structure of Disaster Response	
3.	National Response Plan	<a href="http://www.dhs.gov/interweb/assetlibrary/NRP_FullText.pdf">http://www.dhs.gov/interweb/assetlibrary/NRP_FullText.pdf</a>
4.	National Response Plan	<a href="http://www.dhs.gov/interweb/assetlibrary/NRP_FullText.pdf">http://www.dhs.gov/interweb/assetlibrary/NRP_FullText.pdf</a>
5.	FEMA and NHTSA - Roles for EMS	
6.	Agency Types and Roles	U. S. Dept. of Transportation - EMS
7.	Agency Types and Roles	U. S. Dept. of Transportation - EMS
8.	Historical Lessons and Response (Tsunami)	<a href="http://www.bt.cdc.gov/disasters/tsunamis/">http://www.bt.cdc.gov/disasters/tsunamis/</a>
9.	Historical Lessons and Response (Katrina and Rita)	<a href="http://www.fema.gov/press/2005/resources_katrina.shtm">http://www.fema.gov/press/2005/resources_katrina.shtm</a>
10.	Historical Lessons and Response (Katrina and Rita)	<a href="http://www.fema.gov/press/2005/resources_katrina.shtm">http://www.fema.gov/press/2005/resources_katrina.shtm</a>
11.	Historical Lessons and Response (Katrina and Rita)	<a href="http://www.fema.gov/press/2005/resources_katrina.shtm">http://www.fema.gov/press/2005/resources_katrina.shtm</a>
12.	<b>Exam # 1</b>	
13.	<b>Presentations (project 1 due)</b>	
14.	Civilian Response Capabilities (State and Federal)	<a href="http://www.fema.gov/irr/mers01.shtm">http://www.fema.gov/irr/mers01.shtm</a> , <a href="http://www.bt.cdc.gov/disasters/">http://www.bt.cdc.gov/disasters/</a>
15.	Civilian Response Capabilities (State and Federal)	<a href="http://www.fema.gov/usr/about.shtm">http://www.fema.gov/usr/about.shtm</a>
16.	CDC - response and resources	<a href="http://www.bt.cdc.gov/disasters/pdf/illness.pdf">http://www.bt.cdc.gov/disasters/pdf/illness.pdf</a>
17.	CDC - response and resources	<a href="http://www.bt.cdc.gov/disasters/tsunamis/humanitarian.asp">http://www.bt.cdc.gov/disasters/tsunamis/humanitarian.asp</a>
18.	Hospital and private health resources	To be assigned
19.	Military Response Capabilities - (Equipment)	Military Operations Field Technical Manuals
20.	Military Response Capabilities - (Personnel)	Military Operations Field Technical Manuals
21.	Military Response Capabilities - (Communication)	Military Operations Field Technical Manuals
22.	Integration of Resources	
23.	<b>Exam # 2</b>	
24.	<b>Presentations (project 2 due)</b>	
25.	Recovery - EMS Operations	Medical Response to WMD (text)
26.	Recovery - EMS Operations	Medical Response to WMD (text)
27.	Recovery - Health Care Systems	Medical Response to WMD (text)
28.	Recovery - Health Care Systems	Medical Response to WMD (text)
29.	Recovery - Public Health Integration	Management of Dead Bodies in Disaster Situations
30.	Recovery - Public Health Integration	Management of Dead Bodies in Disaster Situations
31.	Evaluation Systems	Hunter, 2006
32.	Evaluation Systems	Hunter, 2006
33.	Post Disaster Debriefing and Planning	Scenario Drill
34.	<b>Presentations (project 3 due)</b>	
35.	Final Exam	

### Disability Accommodation Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

IS-800 National Response Plan (NRP), An Introduction  
IS-292 Disaster Basics -  
IS-393 Introduction to Mitigation  
IS-10 Animals in Disaster, Module A: Awareness and Preparedness 1.0 05/98  
  
IS-11 Animals in Disaster, Module B: Community Planning 1.0 05/98  
IS-111 Livestock in Disasters 1.0 10/02  
IS-200.FW Basic Incident Command System, I-200, for Federal Disaster Workers  
IS-271 Anticipating Hazardous Weather & Community Risk  
IS-275 The EOC's Role in Community Preparedness, Response and Recovery Activities

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Loss Prevention and Safety
<input type="checkbox"/> New Course (Parts II, IV)	College	Justice and Safety
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input checked="" type="checkbox"/> New Program (Part III)	*Program Title	Homeland Security (B.S.)
<input type="checkbox"/> Program Revision (Part III)		(Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date	Date
Departmental Committee	March 14, 2006	Graduate Council* N/A
Is this a SACS Substantive Change?	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	May 1, 2006	Approved <input checked="" type="checkbox"/> Disapproved ___ <b>09-21-06</b>
General Education Committee*	N/A	Faculty Senate** <b>11-06-06</b>
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 Initiate a new Bachelor of Science degree in Homeland Security

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 N/A

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**B. The justification for this action:**  
 Several programs have already been created. The College of Justice and Safety has a National reputation in the areas that comprise homeland security. i.e. Emergency Response, Fire Protection, Hazardous Materials, Security, Emergency medicine, and Risk Assessment/Management.

---

**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

JS 105

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using strikethrough for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use strikethrough for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using strikethrough for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

**New or Revised\* Program Text**

(\*Use strikethrough for deletions and underlines for additions.)

**Homeland Security (B.S)**

**Major Core**..... 33 Hours

HLS 101, 201, 225, 301, 321, 341, 401, 421, 461 and 6 hours from HLS 349,435,441,445, or 455.

**Supporting Courses** .....12 Hours

APS 210, FSE 310, EMC 450 .....9 hours

Select one course from PLS 375 or POL 415.....3 hours

**Required Minor**.....18-24 Hours

Select from APS, COR, CRJ, EHS, EMC, FSE, MLS, PLS, TRS or other approved minor in consultation with advisor.

**General Education**.....48 Hours

Standard General Education program. Refer to Section Four of this Catalog for details on the General Education and University requirements.

**University Requirement**.....1 Hour

JSO 100

**Free Electives**.....10-16 Hours

**Total**.....128Hours

**Part IV. Recording Data for New or Revised Course (Record only new or changed course information.)**

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
		Spring 2007	AS _____ JS X BT _____ EM ED _____ PC HS _____	LPRV
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

**Co-Requisites and Prerequisites** *See definitions on following page*

**Co-Requisite(s):** (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

**Prerequisite(s):** (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Co-Requisite(s) and/or Prerequisite(s) Combination** (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

**Equivalent Course(s):** (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (X) in the appropriate Block or Blocks ( e.g. – IVB(3) X ).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

**NOTE:** Do not forward validation tables with curriculum form.

(\*Use Validation Tables.)



**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one)	Department Name	Loss Prevention and Safety	
<input type="checkbox"/> New Course (Parts II, IV)	College	Justice and Safety	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number		
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)		
<input checked="" type="checkbox"/> New Program (Part III)	*Program Title	Homeland Security	
<input type="checkbox"/> Program Revision (Part III)		(Major __, Option __; Minor <input checked="" type="checkbox"/> ; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.		

Proposal Approved by:	Date	Date
Departmental Committee	3/14/2006	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	5/1/2006	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> <b>09-21-06</b>
General Education Committee*	NA	Faculty Senate** <b>11-06-06</b>
Teacher Education Committee*	NA	Board of Regents**
		Council on Postsecondary Edu.***

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 Initiate a new Minor in Homeland Security

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2007

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 N/A

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**B. The justification for this action:**

This Minor in Homeland Security would complement the new Bachelor of Science degree and enable many of the students in our college to enhance their primary degree in other justice and safety degree programs. It could also appeal to students in other colleges within the university.

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**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:** The action will soon require the addition of one full time faculty. The department has staff in place, at the moment, with the credentials to offer the degree program.

**Operating Expenses Impact:** The proposal will not necessitate an increase in operating expenses.

**Equipment/Physical Facility Needs:** Existing facilities will be used.

**Library Resources:** Some additional texts will be added, and a minimal number of new journals requested. Current journal offerings will be reviewed so as to substitute the new journals for current journals with lesser need. In addition, students will be encouraged to make use of internet resources as much as possible to obtain additional reference material.

JS108

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text

(\*Use ~~striketrough~~ for deletions and underlines for additions.)

**Minor in Homeland Security**

A student may minor in Homeland Security by completing, with a grade of "C" or better, a total of 18 semester hours as follows: HLS 101, 201 225, 301; 3 hours from APS 210, FSE 310, or EMC 450; 3 hours from PLS 375 or POL 415.