8-16-2007

Council on Academic Affairs Minutes, Aug 16, 2007

Eastern Kentucky University

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COUNCIL ON ACADEMIC AFFAIRS MINUTES
August 16, 2007

Members Present:	Allen Ault, Onda Bennett, Rich Boyle, Michael Foster, Gary Kuhnhenn, Kim Naugle, Jaleh Rezaie, Heidi Terry, Liz Throop, Janna Vice, Deborah Whitehouse, Rodney Piercey (Chair), Aaron Thompson (Vice Chair)
Members Absent:	Scott Amundsen, Steve Byrn*, David Eakin, Verna Freer, Sandra Moore
	*indicates prior notification
Non-Members Present:	Sheila Adkins, Rhonda Goode, Julie Robinson, Linda Turner

APPROVED

Council on Academic Affairs Minutes – May 17, 2007
The minutes were approved after the Council was assured that the updated syllabi requested in the May minutes were in the record.

OFFICE OF ENROLLMENT MANAGEMENT

Item of Discussion   2007-2008 Catalog Revisions
       The registrar, Heidi Terry, moved the creation of a dynamic catalog in the form of an addendum document.
       The Council discussed three options to alleviate the problematic situation for proposals that were passed in the preceding academic year, were approved for the current academic year, but did not appear in the *2007-2008 Catalog*. This also applies to items that will be passed and effective for this academic year. While the members discussed the need for a dynamic Catalog that could be updated as revisions came through the Council, the conversation centered on how to alleviate the current situation for the 2007-2008 academic year.
       After discussion, the Council voted and approved the creation of an addendum document with references in the appropriate section of the current *Catalog*. Each revision will also note the effective date of the revision. The Council voted to except this policy for discussion and review for one month.

OFFICE OF UNIVERSITY PROGRAMS

<u>General Education</u>
POSTPONED
Policy Revision   **Transfer Policy for Students having credit for ENG 102
                           credit but not for ENG 101**
The proposal was presented in May for discussion. The Council still had concerns about the wording of the policy and chose to postpone voting until further clarification has been provided.

COLLEGE OF ARTS & SCIENCES

<u>Department of Art & Design</u>
WITHDRAWN
New Course   **ARH 560 Workshop in Art History**
New Course   **ARH 760 Workshop in Art History**
New Course   **ARH 590 Non-Western Art History**
New Course   **ARH 790 Non-Western Art History**
New Course   **ARH 592 American Art History**
New Course   **ARH 792 American Art History**
New Course   **ARH 863 Problems in Art History**
Dr. Foster withdrew the proposals for the Department of Art & Design due to a discrepancy in the Graduate Council minutes. The new courses had been approved by the Graduate Council but were not recorded on the minutes. Additionally, the courses required some new syllabi with sufficient differentiation of graduate and undergraduate level work.

Program Revision   **Art (B.A.)**
The program revision was withdrawn with the withdrawal of the new courses.

<u>Department of Government</u>
APPROVED   Effective: Spring 2008
Course Revision   **POL 300 Contemporary Political Problems**
The course description was revised to include a statement to allow students to retake the course up to nine hours. The Council approved the proposal with a friendly amendment to change the course title from Contemporary Political Problems to Contemporary POL Prob: ____. The additions of the colon and line alert Banner users to identify subtopics for registration purposes.

COLLEGE OF ARTS & SCIENCES – Continued

APPROVED   Effective: Spring 2008
New Course   **POL 301 Citizens' Assembly (CACTUS)**
New course to be part of the QEP. The Council approved the proposal with the caveat that a revised form be submitted to the Registrar's Office to include Part I. C. concerning the operating expenses impact. The course is funded through the QEP budget, and the proposal will reflect that funding.

COLLEGE OF BUSINESS AND TECHNOLOGY

Department of Accounting, Finance, and Information Systems
APPROVED   Effective: Spring 2008
Course Revision   **INS 349 Applied Learning in Insurance**
Course text revised to remove "May be retaken to a maximum of six hours."

APPROVED   Effective: Spring 2008
New Course   **INS 460 Insurance Agency Operations**
Creation of a new course due to student necessity. The Council approved the new course with the amendment to include INS 488 in Part IV under Equivalent Courses so that students will not be allowed to receive credit for INS 460 and INS 488.

APPROVED   Effective: Spring 2008
Program Revision   **Insurance (B.S.)**
Program revision to align with the creation of INS 460 and to remove courses from the requirements which had already been removed from the catalog but still appeared in the curriculum.

Department of Agriculture
APPROVED   Effective: Spring 2008
Course Revision   **AGR 375 Reproduction and Artificial Insemination of Domestic Animals**
Lecture/Lab format revision from 1 Lec/4 Lab to 2 Lec/2 Lab.

Department of Communication
APPROVED   Effective: Spring 2008
New Course   **PUB 491 Senior Seminar in PR**
Creation of a new course to address the needs of majors in Public Relations. The current course, COM 491, does not address the need of PR majors concerning portfolio emphasis. This new course fulfills that need. The Council passed the proposal with the caveat that the Lecture/Lab hours would be corrected to 1 Lec/2 Lab.

APPROVED   Effective: Spring 2008
Program Revision   **Public Relations (B.A.)**
Program revision to align with the creation of PUB 491.

COLLEGE OF BUSINESS AND TECHNOLOGY – Continued

Department of Technology
WITHDRAWN
Course Revision   **TEC 368 Workshop in Technology**
The Council determined that the requested wording "May be retaken for an unlimited number of times provided the topics are different" was not necessary, and, therefore, the proposal was withdrawn.

APPROVED   Effective: Spring 2008
Program Revision   **A.A.S. in Technology (Digital Imaging Design Option)**
Program revision to reflect recent approved changes (i.e. the combination of GCM 211 and 212 into one course).

APPROVED   Effective: Spring 2008
Program Revision   **Minor in Computer Electronic Publishing**
Program revision to reflect recent approved changes (i.e. the combination of GCM 211 and 212 into one course).

COLLEGE OF JUSTICE & SAFETY

Item of Discussion   **Transfer Credit Policy Operation**
Conversation centered on questions concerning the new transfer policy in relation to online students and how to approach those students. Specifically, an articulation agreement exists with Eastern Kentucky University, Elizabethtown Community College, and Fort Knox. The Council agreed that where an articulation exists, it should appear in hard copy form. Formal articulation agreements (preferably routed through the Provost's office) should be in place prior to creating new agreements or acting on informal agreements. The discussion made apparent the need for a formal adoption of articulation agreements and a policy.

Item of Discussion   **Baccalaureate Degree Requirements for Upper Division Hours**
Conversation centered on questions concerning the issue of upper division hours and the transfer policy for students. The discussion questioned the differentiation between a higher education community college and a four-year institution concerning credit hour equivalencies between transfers. Articulation agreements between institutions should be presented in writing through the Provost's office. Currently, an agent of the University can initiate a transfer agreement on behalf of the student.

Department of Criminal Justice & Police Studies
Editorial Change   **Police Studies Minor**
Revision of minor requirements to reflect recent changes (PLS 220 dropped—1/18/07) and to be consistent with the B.S. and A.A. degrees in Police Studies.

NEW BUSINESS

- General Education course syllabi are due to the deans and chairs three weeks into the semester.

- Each college is to bring an assessment plan to the Council concerning the writing requirement if they opt not to use the Writing Across the Curriculum or the TCAC (Thinking and Communicating Across the Curriculum) programs. The assessment plan should outline the process by which the college will address the writing requirement.

EASTERN KENTUCKY UNIVERSITY

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Associate Vice President
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TO: Members of the Council on Academic Affairs

FROM: Aaron Thompson

DATE: August 10, 2007

RE: Meeting—Council on Academic Affairs

The Council on Academic Affairs will meet on August 16, at 1:30 PM in SSB 549. The agenda and attachments are available through the Council on Academic Affairs Web site at: www.academicaffairs.eku.edu/committee/ academic_council/. If you cannot attend the meeting, please contact Sarah McCartt either by phone at x21247 or e-mail sarah.mccartt@eku.edu.

AGENDA

1.   Council on Academic Affairs Minutes – May 17, 2007

OFFICE OF ENROLLMENT MANAGEMENT

New Business—Item of Discussion
Discussion concerning revisions passed in the preceding academic year that did not appear in the *2007-2008 Catalog*.

OFFICE OF UNIVERSITY PROGRAMS

Policy Revision	**Transfer Policy for Students with ENG 102 credit**	Postponed

COLLEGE OF ARTS AND SCIENCES

Department of Art & Design
New Course	**ARH 560 Workshop in Art History**	Withdrawn
New Course	**ARH 760 Workshop in Art History**	Withdrawn
New Course	**ARH 590 Non-Western Art History**	Withdrawn
New Course	**ARH 790 Non-Western Art History**	Withdrawn
New Course	**ARH 592 American Art History**	Withdrawn
New Course	**ARH 792 American Art History**	Withdrawn
New Course	**ARH 863 Problems in Art History**	Withdrawn
Program Revision	**Art (B.A.)**	Withdrawn

Department of Government
Course Revision	**POL 300 Contemporary Political Problems**	Spring 2008
New Course	**POL 301 Citizens' Assembly (CACTUS)**	Spring 2008

COLLEGE OF BUSINESS AND TECHNOLOGY

Department of Accounting, Finance, and Information Systems
Course Revision	**INS 349 Applied Learning in Insurance**	Spring 2008
New Course	**INS 460 Insurance Agency Operations**	Spring 2008
Program Revision	**Insurance (B.S.)**	Spring 2008

Department of Agriculture
Course Revision	**AGR 375 Reproduction and Artificial Insemination of Domestic Animals**	Spring 2008

Department of Communication
New Course	**PUB 491 Senior Seminar in PR**	Spring 2008
Program Revision	**Public Relations (B.A.)**	Spring 2008

Department of Technology
Course Revision	**TEC 368 Workshop in Technology**	WITHDRAWN
Program Revision	**A.A.S. in Technology (Digital Imaging Design Option)**	Spring 2008
Program Revision	**Minor in Computer Electronic Publishing**	Spring 2008

COLLEGE OF JUSTICE AND SAFETY

Item of Discussion   **Transfer Credit Policy Operation**

Item of Discussion   **Baccalaureate Degree Requirements for Upper Division Hours**

Department of Criminal Justice & Police Studies
Editorial Change   **Police Studies Minor**

RE Agenda Item of Discussion:
Discussion concerning revisions passed in the preceding academic year that did not appear in the *2007-2008 Catalog*.

Background

The Office of the Registrar has been receiving numerous questions and notifications regarding items that were passed by the Council on Academic Affairs with an effective date for fall 2007 and spring 2008 but which do *not* appear in the *2007-2008 Catalog*. The issue stems from an allowance of effective dates that precede the semester but are approved after the publication date of the *Catalog*.

While the Council on Academic Affairs has a policy regarding effective dates, the policy requires revision to outline a more detailed procedure. In April 2002, the Council on Academic Affairs approved a statement regarding effective dates for *new courses* which states, "A new course can become effective during the current semester. The program offering the course is responsible for notifying students that the course is available." While this procedure is the current policy, it has lead to some confusion as to when the courses will be available in the *Catalog*. Additionally, this policy has been incorrectly applied to program revisions although program revisions require further approval that may not be obtained prior to *Catalog* publication.

The *Catalog* goes to the printer six to eight weeks prior to printing. Therefore, all curriculum changes approved *after* the publication of the *Catalog* but were approved for the 2007-2008 academic year do not appear in the *2007-2008 Catalog*. In many cases, a unit's accreditation relies on correct and precise information from the *Catalog*. In other cases, a unit's actual policies and procedures differ from what appears in the *Catalog*.

While items approved well before a semester may be eligible to be effective for the subsequent semester, these items may or may not appear in the *Catalog* until the next edition one year later. A revision of the current Guidelines on Curriculum Policies and Procedures for Academic Affairs to include a detailed policy concerning effective dates may improve this current situation.

Examples

The following information lists items approved for fall 2007 and spring 2008 that *do not* appear in the *Catalog* due to publication deadlines. This list in not all-encompassing and could also include all items (43+ approvals) approved at the May 17, 2007 CAA meeting with an effective date of spring 2008.

As evidenced by the following examples, this situation affects many areas of the university and is not limited to courses. New programs and program revisions still awaiting approval elsewhere may currently request an effective date so that when all approvals are obtained, the effective date is retroactive to the date it was passed at CAA. Such items do not appear in the *Catalog* when the program is approved by the final body after *Catalog* publication.

Office of University Programs		Effective Date	Approval Date
WMS 495	Course Revision	Spring 2007	1/18/07
WMS 313	New Course	Fall 2007	3/29/07
WMS 593	New Course	Fall 2007	3/29/07

African/African-American Studies Minor   Spring 2008   4/19/07

College of Arts and Sciences		Effective Date	Approval Date
ANT 200	Course Revision	Fall 2007	2/15/07
POL 212	Course Revision	Fall 2007	3/29/07
HUM 302	New Course	Spring 2008	4/19/07
HUM 320	New Course	Spring 2008	4/19/07
HUM 330	New Course	Spring 2008	4/19/07
HUM 340	New Course	Spring 2008	4/19/07
HUM 350	New Course	Spring 2008	4/19/07
HUM 360	New Course	Spring 2008	4/19/07
HUM 490	New Course	Spring 2008	4/19/07
HUM 499	New Course	Spring 2008	4/19/07
Interdisciplinary Humanities B.A. New Program			
		Spring 2008	4/19/07
Music M.M.	Program Revision	Fall 2007	3/29/07

College of Business and Technology		Effective Date	Approval Date
AVN 220	Course Revision	Fall 2007	1/18/07
Industrial Technology (B.S.) Program Revision			
		Fall 2007	3/29/07

College of Health Sciences		Effective Date	Approval Date
HEA 804	New Course	Spring 2008	4/19/07
HEA 825	New Course	Spring 2008	4/19/07
HEA 594	Course Dropped	Spring 2008	4/19/07
HEA 794	Course Dropped	Spring 2008	4/19/07
HEA 897	Course Revision	Fall 2007	3/29/07
MPH 895	New Course	Fall 2007	4/19/07
HNF 498	Course Revision	Spring 2008	4/19/07
MAS 355	Course Revision	Spring 2008	4/19/07
Masters in Public Health (M.P.H.)—Environmental Health Option Program Revision			
		Fall 2007	4/19/07
Medical Assisting Technology (A.A.S.) Program Revision			
		Spring 2008	4/19/07
Physical Education (B.S.) Program Revision			
		Fall 2007	3/29/07
Coaching Minor	New Program	Fall 2007	3/29/07
Sport Management	New Program	Fall 2007	3/29/07

College of Justice and Safety		Effective Date	Approval Date
PLS 426	Course Revision	Fall 2007	1/18/07
PLS 460	Course Revision	Fall 2007	1/18/07

Current Strategies

The following strategies are ideas for discussion on how to alleviate this situation currently:

- The Catalog Specialist can create an addendum to the online edition of the *Catalogs*. The addendum would incorporate reference pages embedded into the document so as not to disrupt the flow of the already printed material. For example, an approved revision to a program's requirements that are listed on page 14 would be indicated with a mark and would notify the student to see page 14 A. This page could be inserted directly into the PDF file.

- The Catalog Specialist can create a separate addendum to the *Catalogs* available online with new page numbering and index. Items would appear in the order as they might in the original *Catalog*. The original *Catalog* would include a statement notifying students that an addendum exists. This statement would also appear on the catalog Web site.

Future Strategies

The following strategies are ideas for discussion on how to alleviate this situation in the future:

- The Council on Academic Affairs can create firm deadlines for effective dates for upcoming revisions for the 2007-2008 Council meeting year.

- The Council can approve a Catalog Deadline Calendar that follows the publication of the *Catalog* and ensures that all revisions approved for the 2008-2009 academic year appear in the next edition of the *Catalog*.

- The Office of the Registrar will send the *Catalog* draft to deans, associate deans, department chairpersons, advising coordinators, and unit leaders to allow many groups of people to review the draft several times prior to publication to ensure accuracy.

Transfer Policy Proposal
For
Students With Credit in ENG 102 Only

Background
Eastern Kentucky University accepts transfer students who have completed a course equivalent to ENG 102, but have not completed a course equivalent to ENG 101. Since the General Education Program requires completion of both ENG 101 and ENG 102, the University needs a policy for these transfer students that is consistent with policies applying to students who complete their written communication requirements at EKU. EKU students who have an English ACT sub-score below 28 enroll in ENG 101 and ENG 102. EKU students who have an English ACT sub-score of at least 28 may enroll in ENG 105, earn six hours, and complete general education requirements in written communication as long as they receive a final course grade of B or higher. If they receive a final course grade of below B, they enroll in ENG 102.

Proposal
1. **If transfer students have failed a course equivalent to ENG 101 and completed a course equivalent to ENG 102, they will enroll in ENG 101 to complete the written communication requirement in general education.**
2. **If transfer students have not completed a course equivalent to ENG 101 and have completed a course equivalent to ENG 102 with a final course grade of at least B-; the ENG 101 requirement is waived.**
3. **If transfer students have not completed a course equivalent to ENG 101, have completed a course equivalent to ENG 102 with a final course grade below B-, and have an ACT English sub-score:**
   a. **Of at least 26, they will enroll in ENG 105 for three hours credit to complete the written communication requirement in general education.**
   b. **Below 26, the Chair of the Department of English will recommend a course (ENG 101 or ENG 105 for three hours credit) to complete the written communication requirement in general education.**

Impact on Transfer Students
Of the twelve transfer students admitted in Fall 2006 with only a course equivalent to ENG 102, eleven earned a final course grade of at least B. Only one student received a final course grade less than B. If this is an accurate indicator for the future, this proposal will only affect a small number of transfer students.

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MEMORANDUM

TO: Council on Academic Affairs

FROM:

Dr. Michael Foster, Interim Assistant Dean
College of Arts and Sciences

DATE: **August 3, 2007**

SUBJECT: Agenda Items for 8-16-07 Council on Academic Affairs Meeting

The College of Arts and Sciences submits the following agenda items for consideration at the August 16, 2007 meeting of the Council on Academic Affairs.

AGENDA

Department of Art & Design
  New Course
  1. ARH 560 – Workshop in Art History
  2. ARH 760 – Workshop in Art History
  3. ARH 590 – Non-Western Art History
  4. ARH 790 – Non-Western Art History
  5. ARH 592 – American Art History
  6. ARH 792 – American Art History
  7. ARH 863 – Problems in Art History

  Program Revision
  1. Art (B.A.) – Revise course requirements

Department of Government
  Revised Course
  1. POL 300 – description
  New Course
  2. POL 301 – Citizens' Assembly (CACTUS)

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

Part I

(Check one)	Department Name	Art & Design
X New Course (Parts II, IV)	College	Arts & Sciences
Course Revision (Parts II, IV)	*Course Prefix & Number	ARH 560
Course Dropped (Part II)	*Course Title (30 characters)	Workshop in Art History
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major ___, Option _X_; Minor ___; or Certificate ___)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/9/07	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes****** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	3/19/07	Approved Disapproved	
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 EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: To provide a course of intensive study in art history.

A. 2. Effective date: Fall 2007

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

B. The justification for this action: There exists a special workshop course (ART 560) that allows for the creation of a 3-hour course of study within the studio arts. Because the prefix for art history courses (ARH) now differs from the prefix of art studio courses (ART), we require an art-history-specific special workshop course.

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 <u>underlines</u> for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

<u>**ARH 560 Workshop in Art History. (3). A.** Prerequisite: ARH 390 and 391 or departmental approval. Intensive study in a specific area of art history. May be taken to a maximum of nine hours.</u>

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)*
ARH	560	Fall 2007	AS X JS BT ____ EM ____ ED ____ PC ____ HS	ARTD

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 9 hrs.
3	Lecture 3 Laboratory _____ Other _____	Cip Code (first two digits only) 50

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: Check all applicable	**FOR BANNER USE ONLY**
		Thesis	Date of data entry _____
		Internship	
		Independent Study	Data entry person _____
		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 ˉ.)

Course Prefix and No.	ARH 390 and ARH 391 or 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"** 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.

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

Part I

(Check one)	Department Name	Art & Design
X New Course (Parts II, IV)	College	Arts & Sciences
Course Revision (Parts II, IV)	*Course Prefix & Number	ARH 760
Course Dropped (Part II)	*Course Title (30 characters)	Workshop in Art History
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/9/07	Graduate Council*	05/04/07
Is this a SACS Substantive Change? **Yes****** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	3/19/07	Approved _____ Disapproved _____	
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 EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: To provide a course of intensive study in art history at the graduate level.

A. 2. Effective date: Fall 2007

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

B. The justification for this action: There exists a special workshop course (ART 760) that allows for the creation of a 3-hour course of study within the studio arts at the graduate level. Because the prefix for art history courses (ARH) now differs from the prefix of art studio courses (ART), we require an art-history-specific special graduate-level workshop course.

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 <u>underlines</u> for additions.
3.	For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

<u>**ARH 760 Workshop in Art History. (3). A.** Prerequisite: ARH 390 and 391 or Departmental approval. Intensive study in a specific area of art history. May be taken to a maximum of nine hours. The graduate student will be expected to prepare a scholarly paper.</u>

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)*
ARH	760	Fall 2007	AS X JS ____ BT ____ EM ____ ED ____ PC ____ HS	ARTD

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 9 hrs.
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 50

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: Check all applicable	**FOR BANNER USE ONLY**
		Thesis _____	Date of data entry _____
		Internship _____	
		Independent Study _____	Data entry person _____
		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 ˉ.)

Course Prefix and No.	ARH 390 and 391 or 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"** 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.)

I.   Course Number: ARH 560/760 (3 credit hours)

II.   Course Title: Workshop in Art History

III. Course Description:
Prerequisites for ARH 560: ARH 390 and ARH 391
Prerequisite for ARH 760: Admission to the master's degree program in Art
Education or Departmental approval.
This course is designed to acquaint each student with the historical, cultural, and
aesthetic modes and motifs of an art historical sub-category chosen by the
professor/instructor of record (the chosen sub-category will be outlined distinctly in
this section).

IV. Professor:
TBD
Office:
Telephone:
e-mail:

V.   Required Text(s):
TBD

VI.   Learning Outcomes:
ARH 560 and 760 common learning outcomes:
In this course, students will demonstrate the ability to:
    1. Use relevant information in order to gain knowledge and solve problems.
    2. Describe a point of view and develop it with awareness of alternatives.
    3. Identify and generate ideas using critical thinking.

Additional learning outcomes for ARH 760:
In addition, graduate students will also demonstrate the ability to:
    4. Analyze information and ideas using appropriate methods.
    5. Formulate ideas for solving research problems presented.
    6. Evaluate, expand, and express ideas using critical thinking.

VII. Course Outline:
A breakdown of major topics to be covered in class and the approximate number of
class contact hours for each topic is given below (refer to the detailed course outline
for the assigned readings):

Item	Subject Area	Contact Hours
1.	Topic (list as many as needed)	(hours)
2.	Topic	(hours)
3.	Topic	(hours)
4.	Topic	(hours)
5.	Topic	(hours)

(Note: this column will equal 35 contact hours)

VIII. Course Requirements:
TBD

Additional Requirements for ARH 760:
The written examinations for this course are to be more substantive than what is expected for ARH 560, and the Research Essay will provide a review of the literature on the topic. The minimum length of the paper is twenty (20) pages.

IX. Grading and Evaluation Policies:

Grade Components:	Assignments………………....	TBD %
	Examinations………………...	TBD %

Grading Scale for ARH 560: A (90-100), B (80-89), C (70-79), D (60-69), and F (0-59)
Grading Scale for ARH 760: A (92-100), B (83-91), C (74-82), and F (0-73)

Student Progress:
Students are required to check their midterm grade progress report with the professor. The midterm grade is calculated on the midterm examination score and the identification scored obtained in the first half of the semester.

X. Attendance Policy:
The Department of Art & Design policy set forth specifies that 15% or more absences (of any sort) will result in an automatic grade of "F." Since this course meets two days per week, you may not have more than four (4) absences.

XI. Important Dates:
See http://www.registrar.edu.edu/schedule/EKUCompass.pdf, pp. 14-19.

XII. 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 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.

XIII. Academic Integrity:
This course adheres to EKU's academic integrity policy. The policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

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

Part I

(Check one)	Department Name	Art & Design
X New Course (Parts II, IV)	College	Arts & Sciences
☐ Course Revision (Parts II, IV)	*Course Prefix & Number	ARH 590
☐ Course Dropped (Part II)	*Course Title (30 characters)	Non-Western Art History
☐ New Program (Part III)	*Program Title	
☐ Program Revision (Part III)		(Major __, Option __; Minor __; or Certificate__)
☐ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/07	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes****** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	3/19/07	Approved Disapproved	
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 EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: To provide a course of instruction in non-western art history.

A. 2. Effective date: Fall 2007

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

B. The justification for this action: Currently the Department of Art and Design does not offer a non-western art history course. The study of non-western cultures and their art is integral to art history as a discipline and is a specific interest of our newly hired art historian Gay Sweely. The creation of a non-western art history course would offer students an important art history elective and allow Professor Sweely to teach her art history specialization.

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 <u>underlines</u> for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

<u>**ARH 590 Non-Western Art History. (3) A.** Prerequisites: ARH 390 and 391. Study of major artistic styles in Non-Western art through the ages. Includes the study of Africa, the Americas, Asia, and Oceania</u>**.**

WITHDRAWN

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)*
ARH	590	Fall 2007	AS X JS ___ BT ___ EM ___ ED ___ PC ___ HS	ARTD

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. _____
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 50

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>	**FOR BANNER USE ONLY**
		Thesis	Date of data entry _____
		Internship ____	
		Independent Study ____	Data entry person _____
		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 ˉ.)

Course Prefix and No.	ARH 390 and 391
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	Art & Design
X New Course (Parts II, IV)	College	Arts & Sciences
Course Revision (Parts II, IV)	*Course Prefix & Number	ARH 790
Course Dropped (Part II)	*Course Title (30 characters)	Non-Western Art History
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ____)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/07	Graduate Council*	5-04-07
Is this a SACS Substantive Change? **Yes****** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	3/19/07	Approved ____ Disapproved ____	
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 EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: To provide a course of instruction in non-western art history at the graduate level.

A. 2. Effective date: Fall 2007

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

B. The justification for this action: Currently the Department of art and Design does not offer a non-western art history course. The study of non-western cultures and their art is integral to art history as a discipline and is a specific interest of our newly hired art historian Gay Sweely. The creation of a non-western art history course would offer students an important art history elective and allow Professor Sweely to teach her art history specialization.

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 <u>underlines</u> for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

ARH 790 Non-Western Art. (3) A. <u>Prerequisite: departmental approval. Study of major artistic styles in Non-Western art through the ages. Includes the study of Africa, the Americas, Asia, and Oceania. Complete an approved academic research paper.</u>

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)*
ARH	790	Fall 2007	AS X JS BT ____ EM ____ ED ____ PC ____ HS ____	ARTD

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. _____
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 50

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: Check all applicable	**FOR BANNER USE ONLY**
		Thesis	Date of data entry _____
		Internship	
		Independent Study	Data entry person _____
		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 ˉ.)

Course Prefix and No.	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"** 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.)

> **Eastern Kentucky University**
> **Spring Semester 2008**
> **Non-Western Art**
> **Course Syllabus**
> **ARH 590/790 CRN _____ and CRN _____**

I. Course Number: ARH 590/790 (3 credit hours)

II. Course Title: Non-Western Art

III. Course Description:
Prerequisites for ARH 590: ARH 390 and ARH 391
Prerequisite for ARH 790: Admission to the master's degree program in Art Education or Departmental approval.
An in depth study of the arts of North, Central, and South America, Africa, Asia, and Oceania.

IV. Professor:
Dr. Gay Sweely
Office: Campbell 430
e-mail: gc.sweely@eku.edu

V. Required Texts:
Michael Kampen O'Riley, *Art Beyond the West*. Weekly required readings will be assigned. (Please bring your text to each class.) Additional readings will be required from Laurie Adams, *World Views: Topics in Non-Western Art* at the Reserve Desk in the Library.

VI. Learning Outcomes:
ARH 590 and 790 common learning outcomes:
In this course, students will demonstrate the ability to:
1. Use relevant information in order to gain knowledge and solve problems.
2. Describe a point of view and develop it with awareness of alternatives.
3. Identify and generate ideas using critical thinking.

Additional learning outcomes for ARH 790:
In addition, graduate students will also demonstrate the ability to:
4. Analyze information and ideas using appropriate methods.
5. Formulate ideas for solving research problems presented.
6. Evaluate, expand, and express ideas using critical thinking.

VII. Course Outline:
A breakdown of major topics to be covered in class and the approximate number of class contact hours for each topic is given below (refer to the detailed course outline on Blackboard [**Bb**] for the assigned readings):

1.	Arts of Africa	(6 hours)
2.	Arts of Southeast Asia	(3 hours)
3.	Arts of Asia	(8 hours)
4.	Arts of Oceania	(8 hours)
5.	Arts of North, Central, and South America	(10 hours)

VIII. Course Requirements:

Oral Research Presentation
Midterm Examination
Final Examination
Identification Examinations (4)
Research Essay (with all of the required components in Blackboard)

Additional Requirements for ARH 790:

The written examinations for this course are to be more substantive than what is expected for ARH 599, and the Research Essay will provide a review of the literature on the topic. The minimum length of the paper is twenty (20) pages (required components in **Bb**).

IX. Grading and Evaluation Policies:

Grade Components: Assignments…………………...   35 %
                         Examinations………………..   65 %

Grading Scale for ARH 590: A (90-100), B (80-89), C (70-79), D (60-69), and F (0-59)
Grading Scale for ARH 790: A (92-100), B (83-91), C (74-82), and F (0-73)

Student Progress:

Students are required to check their midterm grade progress report with the professor. The midterm grade is calculated on the midterm examination score and the identification scored obtained in the first half of the semester.

X. Attendance Policy:

The Department of Art & Design policy set forth specifies that 15% or more absences (of any sort) will result in an automatic grade of "F." Since this course meets two days per week, you may not have more than four (4) absences.

XI. Important Dates:

See http://www.registrar.edu.edu/schedule/EKUCompass.pdf pp. 14-19.

XII. 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 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.

XIII. Academic Integrity:

This course adheres to EKU's academic integrity policy. The policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

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

Part I

(Check one)	Department Name	Art & Design
X New Course (Parts II, IV)	College	Arts & Sciences
Course Revision (Parts II, IV)	*Course Prefix & Number	ARH 592
Course Dropped (Part II)	*Course Title	U.S. Art History
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/07	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes****☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	3/19/07	Approved Disapproved	
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 EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: To provide a course of instruction in U.S. Art history.

A. 2. Effective date: Fall 2007

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

B. The justification for this action: The Department of Art and Design does not currently offer an U.S. art history course. The study of U.S. art history is integral to art history as a discipline, and the creation of an U.S. art history course would offer students an important elective 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 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 <u>underlines</u> for additions. 3. For a dropped course, provide the current catalog text.
New or Revised* Catalog Text (*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.) <u>**ARH 592 U.S. Art History. (3) A.** Prerequisite: ARH 390 and 391. Study of major artistic styles in America from the American aboriginal period to the present.</u>

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)*
ARH	592	Fall 2007	AS X JS ___ BT ___ EM ___ ED ___ PC ___ HS ___	ARTD

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ___
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 50

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: Check all applicable	**FOR BANNER USE ONLY**
		Thesis	Date of data entry _____
		Internship _____	
		Independent Study _____	Data entry person _____
		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 ˉ.)

Course Prefix and No.	ARH 390 and 391
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)			

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

Part I

(Check one)	Department Name	Art & Design
X New Course (Parts II, IV)	College	Arts & Sciences
Course Revision (Parts II, IV)	*Course Prefix & Number	ARH 792
Course Dropped (Part II)	*Course Title	U.S. Art History
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major __, Option ___; Minor __; or Certificate __)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/07	Graduate Council*	5-04-07
Is this a SACS Substantive Change? **Yes****** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	3/19/07	Approved Disapproved	
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 EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: To provide a course of instruction in U.S. Art history at the graduate level.

A. 2. Effective date: Fall 2007

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

NA

B. The justification for this action: The Department of Art and Design does not currently offer an U.S. art history course. The study of American art history is integral to art history as a discipline, and the creation of an U.S. art history course would offer students an important elective option.

C. The projected cost (or savings) of this proposal is as follows: None

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. (same as before)   2.   For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and <u>underlines</u> for additions. N/A   3.   For a dropped course, provide the current catalog text.   N/A
New or Revised* Catalog Text   (*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)   <u>**ARH 792 U.S. Art History. (3) A.** Prerequisite: departmental approval. Study of major artistic styles in America from the American aboriginal period to the present. Completion an additional approved academic research paper.</u>

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)*
ARH	792	Fall 2007	AS X JS ____ BT ____ EM ____ ED ____ PC ____ HS	ARTD

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. _____
3	Lecture 3 Laboratory _____ Other _____	Cip Code (first two digits only) 50

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: Check all applicable	**FOR BANNER USE ONLY**
		Thesis _____	Date of data entry _____
		Internship _____	
		Independent Study _____	Data entry person _____
		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 ˉ.)

Course Prefix and No.	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"** 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)			

I.   **Course Number:** ARH 592/792 (3 credit hours)

II. **Course Title:** US Art History

III. **Course Description:**
Prerequisites for ARH 592: ARH 390 and ARH 391
Prerequisite for ARH 792: Admission to the master's degree program in Art Education or Departmental approval.
The study of major artistic styles in the United States from the native aboriginal period to the present.

IV. **Professor:**
Dr. Gay Sweely
Office: Campbell 430
e-mail: gc.sweely@eku.edu

V.   **Required Text:**
American Art: History and Culture, by Wayne Craven, McGraw Hill Publishers, ISBN 0-07-282329-1. Weekly required readings will be assigned. (Please bring your text to each class.)

VI. **Learning Outcomes:**
ARH 592 and 792 common learning outcomes:
In this course, students will demonstrate the ability to:
1.   Use relevant information in order to gain knowledge and solve problems.
2.   Describe a point of view and develop it with awareness of alternatives.
3.   Identify and generate ideas using critical thinking.

Additional learning outcomes for ARH 792:
In addition, graduate students will also demonstrate the ability to:
4.   Analyze information and ideas using appropriate methods.
5.   Formulate ideas for solving research problems presented.
6.   Evaluate, expand, and express ideas using critical thinking.

VII. **Course Outline:**
A breakdown of major topics to be covered in class and the approximate number of class contact hours for each topic is given below (refer to the detailed course outline on Blackboard [**Bb**] for the assigned readings):

1.	Arts of the Aboriginal Native Inhabitants	(3 hours)
2.	Colonial Art, Arch., Sculpture, & Decorative Arts	(6 hours)
3.	Federal Art, Arch., Sculpture, & Decorative Arts	(4 hours)
4.	Romantic Art, Arch., Sculpture, & Decorative Arts	(4 hours)
5.	US Renaissance Art, Arch., Sculpture, & Decorative Arts	(6 hours)
6.	Early Modern Art, Arch., Sculpture, & Decorative Arts	(4 hours)
7.	Postwar/Post Modern Art, Arch., Sculpture, & Decorative Arts	(8 hours)

VIII. Course Requirements:
Oral Research Presentation
Midterm Examination
Final Examination
Identification Examinations (4)
Research Essay (with all of the required components in Blackboard)

Additional Requirements for ARH 792:
The written examinations for this course are to be more substantive than what is expected for ARH 599, and the Research Essay will provide a review of the literature on the topic. The minimum length of the paper is twenty (20) pages (required components in **Bb**).

IX. Grading and Evaluation Policies:

Grade Components: Assignments…………………... 35 %
                   Examinations………………….. 65 %

Grading Scale for ARH 599: A (90-100), B (80-89), C (70-79), D (60-69), and F (0-59)
Grading Scale for ARH 799: A (92-100), B (83-91), C (74-82), and F (0-73)

Student Progress:
Students are required to check their midterm grade progress report with the professor. The midterm grade is calculated on the midterm examination score and the identification scored obtained in the first half of the semester.

X. Attendance Policy:
The Department of Art & Design policy set forth specifies that 15% or more absences (of any sort) will result in an automatic grade of "F." Since this course meets two days per week, you may not have more than four (4) absences per semester.

XI. Important Dates:
See http://www.registrar.edu.edu/schedule/EKUCompass.pdf, pp. 14-19.

XII. 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 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.

XIII. Academic Integrity:
This course adheres to EKU's academic integrity policy. The policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

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

Part I

(Check one)	Department Name	Art & Design
X New Course (Parts II, IV)	College	Arts & Sciences
Course Revision (Parts II, IV)	*Course Prefix & Number	ARH 863
Course Dropped (Part II)	*Course Title (30 characters)	Problems in Art History
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/9/07	Graduate Council*	5-04-07
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	3/19/07	Approved ____ Disapproved ____	
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 EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: To provide a course of independent study in art history at the graduate level.

A. 2. Effective date: Fall 2007

A. 3. Effective date of suspended programs for currently enrolled students:

B. The justification for this action: There exists a special projects course (ART 863) that allows students to create a 1-3-hour course of study within the studio arts (to a maximum of 9 credit hours). Because the prefix for art history courses (ARH) now differs from the prefix of art studio courses (ART), we require an art-history-specific special projects course.

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 <u>underlines</u> for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

<u>**ARH 863 Problems in Art History. (1-3). A.** Prerequisite: ARH 391 or departmental approval. Continuation of study begun in regular, departmental, art history courses. May be taken to a maximum of nine hours.</u>

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)*
ARH	863	Fall 2007	AS X JS ___ BT ___ EM ___ ED ___ PC ___ HS	ARTD

Credit Hrs. 3	Weekly Contact Hrs. 3	Repeatable Maximum No. of Hrs. 9 Hrs.
3	Lecture ___ Laboratory ___ Other 1	Cip Code (first two digits only) 50

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
3	1	N	FR ___ JR ___
			SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ___	Date of data entry ___
		Internship ___	
		Independent Study X	Data entry person ___
		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 ˉ.)

Course Prefix and No.	ARH 391 or 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"** 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.)

Eastern Kentucky University
ARH 863, Fall 2007
Problems in Art History
Syllabus

Course Summary:

This course is designed to provide students the opportunity to continue a course of study begun in **Art History** courses offered by the **Department of Art & Design**. ARH 863 is essentially a course of independent study. The area of study is chosen by individual students, and thus may change from semester to semester and student to student. A student wishing to enroll in ARH 863 must submit a project proposal. The faculty member willing to facilitate said students' education will approve the proposal and in turn set course objectives, course readings and assignments, and course evaluation methods. Departmental approval of all project proposals is also required. Below is an example syllabus for ARH 863

Class Times: N/A (Refer to scheduled meeting dates)
Place: Campbell Building 430
Professor: Dr. Gay Sweely,
Office: Room 430, Campbell Building, EKU, Richmond Campus
e-mail:.gc.sweely@eku.edu
Consultation Hours: M-TR – 9:00 – 10:45 a.m. in my office, online; or by appointment

Student's Name: Kim Proffitt

Project Title: Research in Non-Western Art History

Course Objectives:

The objectives to be met are, as follows:

- Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions.

- Analyze the values, cultural context, and aesthetic qualities of artistic, literary, philosophic, and/or religious works Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences

- Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance

Throughout this course, the student will employ visual and critical thinking skills to analyze selected work(s) of art, artist(s), period(s), or style(s). The student will employ these skills to identify and analyze multiple aspects of the **Special Project** presented for examination during the specified **Review Dates** (as follows). The student will also react to the subject of this **Special Project** through written and oral reactions. The student will integrate knowledge from critical thinking and artistic terminology with knowledge of cultural and/or social issues to communicate their personal aesthetic values.

Specific Learning Goals and Outcomes, as related to the student's particular project:

To identify components of artistic appreciation.

- The student will discriminate among different elements of artistic works when presented with visual samples, as applicable to his or her particular project.

To visually examine works of art, artists, and art historical periods, and styles.

- The student will detect common attributes in works of the same era and evaluate differences between works of art in different eras, as applicable to his or her particular project.

- The student will interpret the differences between different forms in art, artists, and artistic periods, as applicable to this or her particular project.

- Upon viewing artworks from various styles and periods in history, the student will use **critical thinking** to identify various artists, artworks, periods, and historical surroundings in which they were created, as applicable to his or her particular project.

To become familiar with major artists and artworks from the western and/or non-western artistic traditions.

- The student will identify major works by leading artists in all traditions, western and non-western artistic styles and periods, as applicable to his or her particular project.

- The student will evaluate major artists' historical, social, and cultural significance, as applicable to his or her particular project.

- The student will discern the purpose of the appreciation of art within a certain culture and period of time, as applicable to his or her particular project.

Required Presentation Requirements:

- CD-ROMs of research results (for ten PowerPoint presentations).

- Lesson plans for Non-Western Art researched and core content documentation.

Class Text: N/A

Blackboard:
Information concerning this course is listed in **Blackboard,** including your syllabus, course documents, and assignments. **Blackboard** works much better if accessed at EKU in Richmond or the various campus centers; many students have difficulty downloading or printing if they are on a dialup connection remotely.

Course Prerequisites:
Approval of proposal by the **Department of Art & Design**. This course is for limited to EKU graduate students.

Evaluation:

Outline for Proposed Presentation	10
Initial Presentation	10
Midterm Presentation	20
Advanced Presentation	20
Final Presentation	40

Assignments:

The student will present a summary of the project goals at the beginning of the project.

The student will present an outline of how he or she will achieve these goals at the beginning of the course project.

The student will meet with the instructor and make two interim presentations and a final presentation of the project at the end of the semester, according to the dates specified.

Assessment:

Grading for this course is in accordance with the Art Department's grading policy, under the University's guidelines

Grade	Explanation	Score
A	Exceptionally High Achievement	135-150
B	High Achievement	119-134
C	Average Achievement	103-118
D	Poor Achievement	87-102
F	Failure	86
I	Incomplete	*

* Used with reservation

Participation: The student is expected to meet and present the required item(s) on the specified dates.
Attendance:

The Art Department's attendance policy set forth specifies that the student is required to meet with the instructor on the specified dates for examination of the progress of the overall project. Absences or failure to comply with the criteria set forth for the project will result in a grade of "**F**."

Please Note: 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.

Schedule of Dates
Project Assignments
Fall 2006

ARH 863
Problems in Art & Design
Art History Emphasis

MONTH	DATE	ASSIGNMENT
August	24	Proposal Due
September	1	Outline of Project Objectives Due
September	29	Initial Project Presentation
October	27	Midterm Project Presentation
November	17	Advanced Project Presentation
December	8	Final Project Presentation and Instructor Critique (CD ROMs and lesson plans)

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

Part I

(Check one)	Department Name	Art & Design
___ New Course (Parts II, IV)	College	Arts & Sciences
___ Course Revision (Parts II, IV)	*Course Prefix & Number	
___ Course Dropped (Part II)	*Course Title (30 characters)	
___ New Program (Part III)	*Program Title	Art (BA)
X Program Revision (Part III)		(Major _X_, Option ___; Minor ___; or Certificate ___)
___ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	3/2/07	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes****** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	3/19/07	Approved ___ Disapproved ___	
General Education Committee*	NA	Faculty Senate**	
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 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 ARH 463, 498, 499, and 560 to BA program description in the University course catalog, to correct two editorial errors, and to clarify language.

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:

ARH 463, 598, 599, and 560 are new courses that must be added to the BA program description in the University course catalog for consistency. The 2007 catalog mistakenly lists the BA major requirement hours as 69-70 but the hours should be listed as 79-82. The 2007 catalog mistakenly lists the liberal arts option hours as 36 but the hours should be listed as 33. It has come to our attention that the current catalog description of the BA program is difficult to interface with the Banner system. Specifically we need to add a list of restricted courses so as to better clarify which courses students can and can not use to complete a liberal arts option within the BA 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**

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 <u>underlines</u> 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 <u>underlines</u> for additions.) **ART (BA)** CIP Code 50.0702 **Major Requirements……………………………………………………………….……………**~~69-70~~ <u>73</u> **hours** **Studio Foundations……………………………………………………………………….…15 hours** ART 100, 101, 152, 153, and 164. **Art Core…………………………………………………………………………….… 21 hours** ART 210, 220, 230, 240<u>,</u> 270, 280, 562. **Teacher Education Option ……………………………………………………………....…… 37 hours** ART 460, EDF 103, 203, 319, 413, SED 401, EME 439, ESE 440, 490, and EMS 499. **Liberal Arts Option ……………………………………………………….……......…** ~~36~~ <u>33</u> **hours** Additional ~~15~~ <u>33</u> hours of art or art history electives limited to the following: ART 300, 301, 312, <u>313 or 314</u>, 321, <u>322 or 323</u>, 331, <u>332,</u> 341, <u>343,</u> 371, <u>372,</u> 381, <u>382,</u> 401, <u>463,</u> 492, 493, 496, 497, <u>598, 599, 560,</u> 594, 595. ~~Additional 18 hours excluding studio art courses.~~ **Supporting Course Requirements………………………………………………………… 9 hours** ARH ~~390~~ <u>391</u>, and three hours art history elective. **General Education Requirements…………………………………………………......…… 42 hours** Standard General Education program, excluding blocks IIIA and VII. Refer to Section Four of this *Catalog* for details on the General Education and University Requirements. **University Requirement……………………………………………………………………... 1 hour** ASO 100 **Free Electives …………………………………………………………………….... 3-7 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)	Department Name	Government
New Course (Parts II, IV)	College	Arts and Sciences
X Course Revision (Parts II, IV)	*Course Prefix & Number	POL 300
Course Dropped (Part II)	*Course Title (30 characters)	Contemporary POL Prob: _____.
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/05/2007	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes****** ☐ **No** ☒ X		Council on Academic Affairs	
College Curriculum Committee	3/19/07	Approved _X_ Disapproved ___	8/16/07
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 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 change course description for POL 300 to permit students to take the course multiple times if the topic differs.

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

Spring 2008

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

B. The justification for this action: POL 300 was intended as a special topics course. In the past, it was seldom used and most students did not take more than one version of the course. As we attempt to offer timely and specialized Political Science courses to deal with current political controversies, we need a true special topics course that may be retaken for credit if the topic differs.

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 <u>underlines</u> for additions. 3.   For a dropped course, provide the current catalog text.
New or Revised* Catalog Text (*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
Contemporary Political Problems. (3) I, II. Application of the skills of citizenship to problems of contemporary politics. Designed to increase the students' political awareness and ability to function politically in contemporary society. <u>May be retaken to a maximum of nine hours provided the subject matter is different each time.</u>

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)*
POL	300	Spring 2008	AS X JS ___ BT ___ EM ___ ED ___ PC ___ HS	GOVN

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 9
	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>	**FOR BANNER USE ONLY**
		Thesis _____	Date of data entry _____
		Internship _____	
		Independent Study _____	Data entry person _____
		Practicum	

<u>Co-Requisites and Prerequisites</u>   ****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 ˉ.)

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	Government
X New Course (Parts II, IV)	College	Arts and Sciences
Course Revision (Parts II, IV)	*Course Prefix & Number	POL 301
Course Dropped (Part II)	*Course Title (30 characters)	Citizens' Assembly (CACTUS)
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/05/2007	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes****** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	3-19-07	Approved X Disapproved ___	8/16/07
General Education Committee*	4-05-07	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 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.)

Approve POL 301,

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

Spring 2008.

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

B. The justification for this action: CACTUS is part of EKU's Quality Enhancement Plan.

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 <u>underlines</u> for additions. 3.   For a dropped course, provide the current catalog text.
New or Revised* Catalog Text (*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.) <u>**POL 301 Citizens' Assembly (CACTUS). (3) A.** Citizens' Assembly for Critical Thinking about the United States (CACTUS), an exercise in deliberative democracy. Students study, hold hearings, deliberate, discuss alternatives, and make a decision on a topic of significance in American politics. Gen. Ed. VII (SBS).</u>

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)*
POL	301	Spring 2008	AS X JS ___ BT ___ EM ___ ED ___ PC ___ HS	GOVN

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. _____
3	Lecture _3_ Laboratory _____ Other _____	Cip Code (first two digits only) 45

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>	**FOR BANNER USE ONLY**
			Date of data entry _____
		Thesis _____	
		Internship _____	Data entry person _____
		Independent Study _____	
		Practicum	

<u>Co-Requisites and Prerequisites</u>   ****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 ˉ.)

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) **X**	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.)

POL 301: Citizens' Assembly (CACTUS)
Spring 2008 topic: Should the electoral college be kept, changed, or abolished?

Catalog Description: POL 301 Citizens' Assembly (CACTUS) (3) Citizens' Assembly for Critical Thinking about the United States (CACTUS), an exercise in deliberative democracy. Students study, hold hearings, deliberate, discuss alternatives, and make a decision on a topic of significance in American politics.

CACTUS (Citizens' Assembly for Critical Thinking about the United States) is a model citizens' assembly intended to provide students with the opportunity and guidance to become more politically informed and engaged and to apply the skills of critical and creative thinking to their roles as citizens in American democracy. It is based on actual Citizens' Assemblies that were convened and empowered by the governments in British Colombia and Ontario, Canada, and in the Netherlands, to make proposals and write referendum questions on electoral reform.

       In CACTUS, students will have the opportunity to practice compromise, consensus building, and other skills that will transfer into their public lives. They will develop reading, writing, speaking, and constructive listening skills. Citizens' assemblies are a form of deliberative democracy, based on the idea that citizens, when given adequate education and information, can reason together to make informed political decisions on a consensual basis. As part of their participation in the Assembly, students will critique the concept of deliberative democracy as well as trying to arrive at a consensus on electoral reform.

THERE ARE NO PREREQUISITES FOR THIS COURSE other than a commitment to do your best to make the Assembly a success. The actual Citizens' Assemblies in Canada and the Netherlands were selected by drawing names from voters' rolls and inviting them to participate. No special political knowledge is required and we are hoping for a broad mix of students from many majors.

POL 301 is part of EKU's Quality Enhancement Plan (QEP):
EXPLORE – EVALUATE – EXPAND – EXPRESS "EKU will develop informed, critical and creative thinkers who communicate effectively."

General Education Goals for POL 301.
POL 301 is a general education course that is designed to help students:

1. Use appropriate methods of critical thinking and quantitative analysis (General Education Goal 2).

2. Use political events, institutions and issues to analyze the social and behavioral influences that explain how people relate to each other, to institutions, and to communities (General Education Goal 4).

3. Understand the methods that underlie the search for knowledge in the social and behavioral sciences (General Education Goal 7).

4. Integrate political knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance (General Education Goal 8).

Political Science Learning Objectives

POL 301 will meet the following four objectives established for the Department of Government's political science program:

1. Civic engagement: Students will gain political literacy, including enhanced appreciation of the importance of political participation and public service and through increased opportunities for civic engagement (Objective A).

2. Critical Thinking, Methodology, and Communications: Students will become more discerning consumers of political events, messages and processes by applying theories and methodologies of political science and through effective oral and written communication (Objective B).

3. Substantive Knowledge of Political Science: Students will understand the institutions, processes and values that underpin political behavior and events (Objective C).

4. Diversity in Politics: Students will become more aware of the political impact that social cleavages and cultural contexts can produce in American democracy as well as in other political systems (Objective D).

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 disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

Readings: Assigned readings fall into three categories:

a) materials on deliberative democracy:

Amy Guttmann and Dennis Thompson. *Why Deliberative Democracy?* (Princeton: Princeton University Press, 2004)

Diana C. Mutz. Hearing the Other Side: Deliberative versus Participatory Democracy (Cambridge: Cambridge University Press, 2006.

b) creation, performance and critiques of citizens' assemblies in Canada and the Netherlands:

British Columbia Citizens' Assembly on Electoral Reform, "Making Every Vote Count: The Case for Electoral Reform in British Columbia," Final Report, December, 2004.

Citizens' Assemblies Blog. http://snider.blogs.com/citizensassembly/

J. H. Snider, "Who will guard the guardians?" *National Civic Review*, winter 2005.

c) this semester's topic of electoral college reform:

Robert W. Bennett. *Taming the Electoral College* (Palo Alto: Stanford University Press, 2006).

Judith A. Best. *The Choice of the People? Debating the Electoral College* (Lanham, Maryland: Rowman and Littlefield Publishers, Inc., 1996).

George C. Edwards III. *Why the Electoral College is Bad for America* (New Haven: Yale University Press, 2005).

Lawrence D. Longley and Neal R. Pierce. *The Electoral College Primer 2000* (New Haven and London: Yale University Press, 1999).

Paul D. Schumaker and Burdett A. Loomis. *Choosing a President: The Electoral College and Beyond* (New York: Seven Bridges Press, LLC, 2002).

Course requirements:
Attendance: Full attendance is mandatory for the success of the Assembly. Unavoidable documented excuses will, however, be honored.

Participation in plenary sessions, small groups, public hearings: In the Learning Phase, participation will revolve around becoming familiar with electoral systems, including the electoral college, and the values and history behind them. In the middle phase, Assembly members will prepare for and hold public hearings on campus and discuss the results. In the Deliberation Phase, participation will include deliberation and decision-making related to developing alternative models, making a final choice, debating a final report and possible referendum question to be presented to the campus community.

Essays, reflection paper, discussion board, final Assembly report: The written component of the Assembly will include debate via an on-line discussion board, individual analysis of the decisions and the process itself, and input into the collective process of writing and approving a final report.

Exams and quizzes: Particularly during the Learning Phase, there will be several quizzes and exam over the materials covered. There will be a final reflection paper over the entire course.

The final grade will be determined roughly as follows:
Attendance:	10%
Participation in plenary sessions, small groups, public hearings:	40%
Essays, final reflection paper, discussion board, final Assembly report:	30%

Exams and quizzes: 20%

<u>Academic Honesty:</u> Plagiarism, or presenting another's works or ideas as one's own , is a form of stealing. Falsification of footnotes is considered to be evidence of plagiarism. If a paper is found to be plagiarized, the student may receive a grade of zero on the paper, or an automatic "F" in the course, and the case will be handled according to the options provided by the University. <u>The same penalties apply to cheating on exams</u>. See EKU's Academic Integrity Policy attached to the end of this syllabus.

<u>Approximate schedule of Assembly meetings: Most readings will be done in the first part of the semester. Most writing will be done in the last part.</u> IT IS YOUR RESPONSIBILITY TO KEEP IN TOUCH WITH THE ASSEMBLY AND FIND OUT WHAT YOU MISSED IF YOU HAVE TO BE ABSENT.

<u>Week 1:</u> Get acquainted; explore deliberative democracy; develop values for working together. The charge to the assembly.

<u>Learning Phase:</u> Each week will include presentations by faculty and guest speakers, videos, small group discussion, and general discussion for questions and answers.

<u>Week 2:</u> Values underlying electoral systems: What values are most important and least important? No system can guarantee all equally. How presidents are chosen in other countries.

<u>Week 3:</u> Historical background - the Constitutional Convention. QUIZ.

<u>Week 4:</u> Evolution of the electoral college and presidential election process; unintended consequences.

<u>Week 5:</u> Proposals for change. QUIZ.

<u>Week 6:</u> Proposals for reform.

<u>Public hearing phase:</u>

<u>Week 7</u>: EXAM covering learning phase materials.
discussion of the role of public hearings in governmental decision making; development of a procedure; role of assembly members

<u>Weeks 8, and 9:</u> "public hearings" conducted by assembly members at the normally scheduled class meeting and/or in other political science classes in which groups from the assembly will conduct hold public hearings. Also during this period, input on the public discussion board would be sought across campus, perhaps with faculty offering credit to students in appropriate courses for posting their views.

<u>Week 10:</u> Discussion of public hearings and public submissions; review of Learning Phase

<u>Deliberation phase:</u> This will include discussions in small groups and the full assembly. It will include not just making a simple choice but exploring all ramifications that would go into making a change--constitutional amendments, change at the state level, etc.

<u>Week 11:</u> Building a reform option

<u>Week 12:</u> Building a replacement option

<u>Week 13:</u> Choosing between the options

<u>Week 14:</u> Choosing between the current system and the favored option

<u>Week 15:</u> Writing the report of the assembly

<u>Week 16:</u> (Finals week) Wrap-up, final reflection paper, and final assessment activity.

<u>EKU'S Policy Statement on Academic Integrity:</u>

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Academic Integrity Policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty.

<u>Academic Dishonesty Defined</u>

Academic integrity is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise. Cheating includes, but is not limited to:

- Giving or receiving assistance not authorized by the instructor or University representative; - Participating in unauthorized collaboration on an academic exercise;
- Using unapproved or misusing electronic devices or aids during an academic exercise.

Plagiarism

Plagiarism occurs when a student represents work taken from another source as his/her own. It is imperative that a student gives credit to information, words, ideas, and images that are integrated into his/her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to:

- Using words, ideas, or images from another source (including the Internet); whether in quotation marks or not, without giving credit to that source in the form of a bibliographic citation;   - Facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgment of the source.

Fabrication

Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials;   - Listing sources in a bibliography not directly used in the academic exercise;   - Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence;   - Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person.

EASTERN KENTUCKY UNIVERSITY
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College of Business and Technology
Office of the Associate Dean

521 Lancaster Avenue
BTC 214
Richmond, KY 40475-31

TO: Council on Academic Affairs

FROM: Janna P. Vice, Associate Dean   *Janna P. Vice*
              College of Business & Technology

DATE: August 6, 2007

SUBJECT: Curriculum Proposals

Please consider the following curriculum revisions from the College of Business & Technology on August 16, 2007.

The Department of Accounting, Finance, and Information Systems

Proposal	Action	Page
INS 349	Remove wording that INS 349 can only be taken for a maximum of 6 hours	AFIS 1
	INS 349 Syllabus	AFIS 4
INS 460	Reinstate course	AFIS 7
	INS 460 Syllabus	AFIS 10
INS (B.S.)	Delete/add courses from program	AFIS 12

The Department of Agriculture

Proposal	Action	Page
AGR 375	Change AGR 375 from 1 Lec/4 lab to 2 hours lecture and 2 hours of lab	AGR 1-3

The Department of Communication

Proposal	Action	Page
Propose New Course-PUB 491	Create a new 2-hour version of Senior Seminar addressing the needs of Public Relations majors.	COMM 1-3
	PUB 491 New Course Syllabus	COMM 4-8
Public Relations Program Revision	Revise requirements in the PR BA degree to include PUB 491 (2 credits). Adjust free elective hours to reflect addition of 2hr PUB 491.	COMM 9-10

The Department of Technology

Proposal	Action	Page
TEC 368	Change wording of "May be retaken provided the topics are different" to "May be retaken for an unlimited number of times provided the topics are different."	TECH 1 – TECH 3

Proposal	Action	Page
CON 121 - Exam	Validate CON 121 through an exam. Students transferring into EKU's Construction Management Program often have taken a wealth of construction-related courses, but not an introductory-type course. Some, not all, bring with them the body of knowledge contained in our introductory course. Rather than requiring the student to "back-up" and take the introductory course, it is proposed that the attached exam be approved as an appropriate substitute, when and if deemed appropriate by the Program Coordinator.	TECH 4 – TECH 12

Proposal	Action	Page
A.A.S. in Technology (Digital Imaging Design Option)	Drop GCM 212 and course revision of GCM 211	TECH 13 – TECH 14
Minor in Computer Electronic Publishing	Drop GCM 212 and course revision of GCM 211	TECH 15 – TECH 16

EASTERN KENTUCKY UNIVERSITY
Serving Kentuckians Since 1906

Department of Accounting, Finance,
and Information Systems

521 Lancaster Avenue
108 BTC
Richmond, KY 40475-3102

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

FROM: Janna P. Vice, Associate Dean

DATE: August 1, 2007

SUBJECT: Curriculum Proposals

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

The Department of Accounting, Finance & Information Systems

Proposal	Action	Page
INS 349	Remove wording that INS 349 can only be taken for a maximum of 6 hours	AFIS 1
INS 349 Syllabus	Course outline for INS 349	AFIS 4
INS 460	Reinstating course	AFIS 7
INS 460 Syllabus	Course outline for INS 460	AFIS 10
INS (B.S.)	Deleting/adding courses from program	AFIS 12

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Phone: (859) 622-1087   FAX: (859) 622-8071
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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 & Information Systems
___ New Course (Parts II, IV)	College	Business & Technology
XX Course Revision (Parts II, IV)	*Course Prefix & Number	INS 349
___ Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in Insurance
___ New Program (Part III)	*Program Title	
___ Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
___ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	4/2/2007	Graduate Council*	
Is this a SACS Substantive Change? **Yes****** ☐ **No** x		Council on Academic Affairs	
College Curriculum Committee	5/22/07	Approved X Disapproved	8/16/07
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.)

Remove wording that INS 349 can only be taken for a maximum of 6 hours. The limit hour limit should apply to only insurance electives but not to free electives.

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

Spring 2008

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

B. The justification for this action:

We have had students participating in the co-op program and wish to receive co-op credit for free electives in addition to insurance electives.

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 <u>underlines</u> for additions.
3.	For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
  (*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

INS 349 Applied Learning in Insurance.
(1-3) A. Prerequisites: GPA 2.0 and departmental approval. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. ~~May be retaken to a maximum of six hours.~~ Minimum 80 hours work required per credit hour.

INS 349 A-N Cooperative Study: Insurance.
(1-3) A. Prerequisites: GPA 2.0 and departmental approval. Co-curricular work experience under the direction of faculty and field supervisors. Training plan required. ~~May be retaken to a maximum of six hours.~~ Minimum 80 hours work required per credit hour.

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)*
INS	349	Fall 2007	AS ____ JS ____ BT x EM ____ ED ____ PC ____ HS	AFIS

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: Check all applicable	
			FOR BANNER USE ONLY
		Thesis _____	
		Internship _____	Date of data entry _____
		Independent Study _____	
		Practicum	Data entry person _____

<u>Co-Requisites and Prerequisites</u>   ****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 ˉ.)

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.)

CO-OP/APPLIED LEARNING COURSE OUTLINE
Welcome to Co-op

Assignments must be submitted to the Co-op Office by the due dates listed below to receive academic credit.

_____

Submit the following items:
1. ___Resume
2. ___Online Orientation - Accessible through **Blackboard** - **Due prior to your first day on your job.**
3. ___Student Report - In PlacePro under **My Placements & Evaluations**..
4. ___Outcome Assessment - Completed in PlacePro under **My Placements & Evaluations**
5. ___Timesheet (Due **May 4**) **Must be signed by supervisor.**

   Additional assignments may be required by your Coordinator

GOALS OF THE COURSE

The Co-op/Applied Learning course provides a means for students to achieve academic, professional and personal outcomes as follows:
- Academic - integrates classroom theory with workplace practical training;
- Professional - clarify career goals, understand workplace culture, gain workplace competencies, benefit from professional networking, and have better access to after-graduation employment opportunities;
- Personal - learn your strengths and weaknesses, develop/enhance interpersonal skills, and obtain earnings to assist in supporting your college expenses.

CO-OP/APPLIED LEARNING CREDIT
Academic credit will be awarded for Cooperative Education/Applied Learning only when the student is enrolled at Eastern Kentucky University in the Cooperative Education Program. **Credit may not be awarded for past experiences or for anticipated future experiences.** A maximum of eight hours may be applied toward meeting graduation requirements for the associate degree and a total of sixteen hours toward the bachelor degree. The total hours earned may vary depending on your department. However, all co-op terms (semesters) will be noted on your transcript (Co-op 349a-n). Students should plan to be employed in a co-op position a minimum of two terms for the alternating plan and a minimum of three for the parallel plan with the same employer; however, if that placement is not beneficial or you would like to gain a different type of experience within your field, you may co-op with a different employer. The Co-op Program requires a minimum of 30 full-time weeks or 1200 hours of employment to receive a Cooperative Education Certificate. Hours may be worked over two or more semesters for full time employment or three or more semesters for part time employment. Each student must earn a salary, but must fall within state and federal wage guidelines. The Co-op Program also offers Applied Learning for one-semester work experience, available through Applied Learning 349 (contact the Co-op Office for the requirement for one term assignments).

RESPONSIBILITY OF THE STUDENT
To participate in the Cooperative Education and Applied Learning Programs, prior to your first co-op assignment, you must successfully complete the Co-op Orientation on Blackboard. You must also demonstrate above average academic performance, maintain that level of achievement after placement with an employer, and meet all other requirements of the program. You, your employer, your co-op faculty coordinator, and the co-op director will sign an agreement.

ACADEMIC/JOB PERFORMANCE:
1. Maintain a minimum grade point average of 2.0. A higher grade point average is highly encouraged.
2. Remain dedicated to the completion of the co-op program and degree program.
3. Satisfactorily perform the work assignment for each work period.
4. Adhere to all policies of the employing firm.
5. **Report to work promptly, and in the event of illness or emergency notify the employer and coordinator promptly.**
6. Direct your energies to the completion of work assignments.
7. Continue to pursue academic requirements toward a degree.
8. Not apply for unemployment benefits with the State Office of Human Resources, due to the fact that you are leaving voluntarily and without cause attributable to the employer.
9. Adhere to all policies of the Cooperative Education Program.
10. ***Do not quit your job prior to the end of the semester. You must work the entire semester to earn Co-op credit*.**

The employer will advise students of the policies governing working conditions, hours of work, and other matters concerning employment. **It is expected that the student will conform explicitly to these rules and regulations.** Failure to do so will subject the student to the disciplinary and corrective procedures of the employer and will be reflected in the evaluation record completed for each work period by the employer. The evaluation record is used in determining a grade for co-op. It is emphasized that personal appearance and attendance are extremely important factors.

ORIENTATION

Each Co-op/Applied Learning student must complete the Online Orientation on Blackboard. The Orientation must be completed prior to registering for Co-op. Your Orientation score must be 87% or above to successfully complete the orientation. If your score falls below 87%, you will be required to retake the Orientation or parts of the Orientation. You will be notified by email if you have to retake the Orientation. After you have successfully completed the Orientation, you will receive credit and will be eligible for Co-op.

STUDENT REPORTS : Student Report is to be completed in the <u>My Placements & Evaluations</u> section in the Co-op PlacePro database.

1st semester to Co-op or new Co-op job.

Applied Learning Students in their first term or Co-op Students in their first term or in a new organization.

1. **Provide a brief history of your employer (must include the functions, products/services provided). Your response should be at least one paragraph.**
2. **What were your primary work responsibilities as a co-op/applied learning student and were your duties consistent with the job description on file in the Co-op Office? Your response should be at least one paragraph.**
3. **Identify at least three specific concepts and/or topics in your major or other courses that prepared you for your co-op/applied learning position and indicate the courses in which you learned these concepts. (example: A knowledge of interpersonal communication theory helped me in my sales Co-op position. Interpersonal Communication theory was taught in CMS 300.)**
4. **What knowledge do you wish you had acquired in the classroom that would have helped you in this co-op/applied learning experience?**
5. **Relate how your assignment enabled you to apply the theory learned in the classroom.**
6. **What specific "on-the-job" experience, knowledge and/or skills (minimum of two) do you feel helped you gain the most from your co-op experience? (These activities may be either positive or negative. Also, please share this information with your departmental faculty.) How did this knowledge and or skills prepare you for your career field?**
7. **What was the most beneficial aspect of your on-the-job experience and why?**
8. **What was the least beneficial aspect of your on-the-job experience and why? (Please be honest.)**

Co-op Students in their first term or in a new organization.

9. **Co-op Only - What additional experience, knowledge and/or skills do you plan to gain in your next co-op experience?**

Submit report by clicking on **FINISHED** after question 11.

Multiple semesters (2 or more in the same job) must answer questions 10-13. In order for you to gain the most from your multiple semester Co-op, your employer is required to expand and increase your job responsibilities; therefore, please respond to the following questions in <u>complete, detailed, and coherent sentences</u>.

10. **Indicate at least two of the most important things that you learned as a result of remaining on this job for an additional semester such as additional insights, abilities and/or experiences.**
11. **Indicate additional concepts or topics through your courses that prepared you for the increased responsibilities for your continuing co-op assignment and explain in detail? (example: How to change a child's negative behavior PSY 406.)**
12. **What specific "on-the-job" experience, knowledge and/or skills (minimum of two) do you feel helped you gain the most from your co-op experience? These activities may be either positive or negative. How did this knowledge and/or skills prepare you for your career field?**
13. **What additional experience, knowledge and/or skills do you plan to gain in your next co-op experience?**

Submit report by clicking on **FINISHED** after question 11.

Do not submit reports prepared for the employer. Sometimes the work will be of a classified nature and cannot be discussed freely. In such cases, a description of the general nature of the duties will be sufficient. These reports are kept on file by the co-op coordinator and in the academic departments.

Timesheet - Student must submit a record of the hours worked with <u>supervisor verification</u> (signature). Timesheets are available on the Co-op website.

Student Outcome Assessment (Evaluation) - completed in the **<u>My Placements & Evaluations</u>** section in the Co-op **<u>PlacePro database</u>**. - This is an opportunity for you to evaluate your own progress in developing knowledge and skills from your co-op experience. It is important that you make every effort to be realistic as possible in order to track your own growth as you move forward in progressively responsible assignments. Please let us know if we can better serve you. This is also an opportunity for the student to provide input into the program.

Final Interview - At the end of each co-op and applied learning assignment, you will meet with your assigned co-op faculty coordinator to discuss your completed work experience and future plans. All written reports will be reviewed by your coordinator and kept on file. They will not be returned unless they are unsatisfactory, but they may be seen and reviewed at any time. These reports will be used as a means of assessing co-op experiences, employment situations and used by the career counselor as reference materials.

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 & Information Systems
XX New Course (Parts II, IV)	College	Business & Technology
Course Revision (Parts II, IV)	*Course Prefix & Number	INS 460
Course Dropped (Part II)	*Course Title (30 characters)	Insurance Agency Operations
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	4/2/07	Graduate Council*	
Is this a SACS Substantive Change? **Yes****** ☐ **No** x		Council on Academic Affairs	
College Curriculum Committee	5/22/07	Approved X Disapproved	8/16/07
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.)

Recreating a course that was dropped from the curriculum several years ago due to low interest. Within the last year, we have had several requests to recreate the course and add back to the curriculum.

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

Spring 2008

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

B. The justification for this action:

The demand for this course has returned and students are now asking for it to be offered on a regular schedule.

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 <u>underlines</u> for additions.
3.	For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
 (*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

INS 460 Insurance Agency Operations. (3)

(Formerly INS 488) A. This course examines the unique operations of an equally unique small business, the insurance agency. It will apply material used in other courses such as management, marketing, accounting, finance, and insurance. These business administration principles will be distilled into components that may be applied to the operation of an insurance agency. This course will prepare the student for one part of the Accredited Adviser in Insurance (AAI) specialty designation awarded by the Insurance Institute of America.

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)*
INS	460	Fall, 2007	AS ___ JS ___ BT XX EM ___ ED ___ PC ___ HS ___	AFIS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. _____
3	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)
1			FR _____ JR _____
			SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	
			FOR BANNER USE ONLY
		Thesis _____	Date of data entry _____
		Internship _____	
		Independent Study _____	Data entry person _____
		Practicum _____	

<u>Co-Requisites and Prerequisites</u> ****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 ˉ.)

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.	Credit not allowed with INS 488
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.)

AFIS 10   http://www.forms.eku.edu/docs/Curriculum_Change_Form.doc-9-05

INS 460
INSURANCE AGENCY OPERATIONS

TEXTBOOK: Agency Operations and Sales Management: The Insurance Production Environment, Volumes A, B & C. Amrhein, Surles, Koch and Hussey, 2nd Edition, Insurance Institute of America.

COURSE DESCRIPTION: This course examines the management of a unique small business, the insurance agency. It will apply much that you have learned in management, marketing, accounting, finance and insurance. The owner-manager of an insurance agency must wear multiple "hats" and address various different issues. He or she does not have the luxury of hiring staff specialists in each of the major management functions. Therefore, business administration principles must be distilled into useful components that may be applied to the operation of the insurance agency. This course prepares you for the AAI 83 (Agency Operations and Sales Management) part of the Accredited Adviser in Insurance (AAI) specialty designation awarded by the Insurance Institute of America. You will be fully prepared for the national examination. As a full time student, you may sit for this examination at ½ price. Because AAI is a prestige designation for those in insurance production, you are strongly encouraged to take the national examination.

 COURSE OBJECTIVES:

Explain the relationships and responsibilities of agents and principals in an insurance production organization.

Justify an organizational structure for an insurance production organization.

Develop personal production plans that integrate with organizational goals and objectives.

Set strategic sales plans for an insurance production office.

Justify market segmentation and product targeting plans.

Analyze the financial results of an insurance production organization.

Explain ethical responsibilities of representatives of an insurance production organization as they apply to (1) insurers, (2) clients, (3) vendors, and (4) the general public

GRADING STRUCTURE:

Examination 1	20%	90%-100%	A
Examination 2	20%	80%-89.99%	B
Final	25%	70%-79.99%	C
Paper	20%	60%-69.99%	D
Course Guide	15%	BELOW 60%	F

There will be two examinations given throughout the semester, and a final exam. The exams and the final will be given in an essay format. The final may be comprehensive. If an exam is missed for a reasonable excuse such as illness, death in the family or other emergency, a make up exam may be given at the instructor's convenience.

Your text also serves as a course guide and will be turned in 13 times during the semester. Your work in completing the assigned Educational Objectives, Key Terms and Concepts, Review Questions, and assigned Discussion Questions will make up 15 percent of your grade. Late assignments will receive a zero.

Each student is responsible for the text material assigned on the syllabus, as well as all class material. Academic dishonesty will not be tolerated in this class. Any student witnessed cheating on any quiz or exam, whether receiving or giving information, will receive an "F" in the class.

Your paper will be a marketing plan for an insurance agency. It should be 7-10 typed pages, doubled spaced. You must turn in a written description of your agency and the lines of insurance you intent to emphasize by the end of the first month of class and the paper due date will be announced in class.

INSURANCE 488 COURSE SCHEDULE

Part I: Agency formation, the management process and client services management. We will spend about 10 hours on this unit.

Part II: Functional analysis and applications of business administration principles to an insurance agency. We will spend about 17 hours on this unit.

Part III: Production Management and Ethics. We will spend about 7 hours on this unit.

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 & Information Systems
___ New Course (Parts II, IV)	College	Business & Technology
___ Course Revision (Parts II, IV)	*Course Prefix & Number	
___ Course Dropped (Part II)	*Course Title (30 characters)	
___ New Program (Part III)	*Program Title	Insurance (B.S.)
XX Program Revision (Part III)		(Major __x__, Option ___; Minor ___; or Certificate ___)
___ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	4/2/07	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes****** [ ] **No** [x]		Council on Academic Affairs	
College Curriculum Committee	5/22/07	Approved X Disapproved	8/16/07
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 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.)

Deleting courses which had previously been removed from catalog however still remained in the curriculum and adding a new course to the curriculum.

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

Spring 2008

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

B. The justification for this action:

These courses have not been taught in several years and need to be dropped from the 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 <u>underlines</u> for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> 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 <u>underlines</u> for additions.)

INSURANCE (B.S.)

CIP Code: 52.1701

University Requirement .... 1 hour
BTO 100.

General Education Requirements .... 42 hours
Standard General Education program, excluding blocks II
and VB. Refer to Section Four of this Catalog
for details on the General Education and University
requirements.

Supporting Course Requirements .... 6-9 hours
MAT 211 or the combined courses of MAT 107 and QMB
240; ECO 230.

Free Electives (At least one hour must be upper division)
.. 22-25 hours

Business Requirements

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

Core .... 21 hours
CCT 300, CIS 300, FIN 300, MGT 300, MKT 300;
INS 370, 374.

Insurance Major Requirements .... 21 hours
INS 372, 378, 400; 486 or ~~488~~ <u>460</u> or 474; and nine hours from
INS 349 (1-6 hours), 376, 380, ~~382, 384~~, 400 (1-3 hours),
490 (1-6 hours), <u>or any upper division INS course not taken as</u>
<u>part of major requirements,</u> ~~HCA 370,~~ GBU 310, 311, MGT 330,
MKT 310, APS 350, 351, 352, 438, 465, FSE 221, 322, 350, 361,
366, TRS 332 or 342.

Total Curriculum Requirements .... 128 hours

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

FROM: _____
            Janna P. Vice, Associate Dean

DATE: August 6, 2007

SUBJECT: Curriculum Proposals

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

The Department of Agriculture

Proposal	Pages
Change AGR 375 from 1 Lec/4 lab to 2 hours lecture and 2 hours of lab	AGR 1 -3

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

Part I

(Check one)	Department Name	Agriculture
New Course (Parts II, IV)	College	Business and Technology
x Course Revision (Parts II, IV)	*Course Prefix & Number	AGR 375
Course Dropped (Part II)	*Course Title (30 characters)	Reproduction and Artificial Insemination of Domestic Animals
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	5/7/07	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes****** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	5/18/07	Approved X Disapproved	8/16/07
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 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.)

Change the course from 1 Lec/4 lab to 2 hours lecture and 2 hours of lab.

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

Spring 2008

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

NA

B. The justification for this action: Having 2 hours of lecture and 2 hours of lab to reflect how the course is being

taught..

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   **AGR 1**

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 <u>underlines</u> for additions.
3.	For a dropped course, provide the current catalog text.

<div align="center">New or Revised* Catalog Text</div>
(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

  AGR 375 Reproduction and Artificial Insemination of Domestic Animals. (3) A. Prerequisite: six hours of animal science. Reproductive systems, study and practice of artificial insemination and pregnancy diagnosis of domestic animals. ~~1 Lec/4 Lab~~ 2 <u>Lec/2Lab</u>.

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)*
AGR	375	Spring 2008	AS ___ JS ___ BT _x_ EM ___ ED ___ PC ___ HS ___	AGRI

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ___
03	Lecture _2_ Laboratory _2_ 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>	**FOR BANNER USE ONLY**
		Thesis	Date of data entry _____
		Internship _____	
		Independent Study _____	Data entry person _____
		Practicum	

<div align="center">**Co-Requisites and Prerequisites**   ****See definitions on following page****</div>

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 ˉ.)

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)		**AGR 2**
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.)

Serving Kentuckians Since 1906

TO: Council of Academic Affairs

FROM: _____
            Janna P. Vice, Associate Dean

DATE: August 16 2007

SUBJECT: Curriculum Revisions

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

The Department of Communication

Proposal/Revision	Action	Page
Propose New Course-PUB 491	Create a new 2 hour version of Senior Seminar addressing the needs of Public Relations majors.	COMM 1-3
PUB 491 New Course Syllabus		COMM 4-8
Public Relations Program Revision	Revise requirements in the PR BA degree to include PUB 491 (2 credits). Adjust free elective hours to reflect addition of 2hr PUB 491.	COMM 9-10

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

Part I

(Check one)	Department Name	Communication
X New Course (Parts II, IV)	College	Business & Technology
Course Revision (Parts II, IV)	*Course Prefix & Number	PUB 491
Course Dropped (Part II)	*Course Title (30 characters)	Senior Seminar in PR
New Program (Part III)	*Program Title	
Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/21/07	Graduate Council*	
Is this a SACS Substantive Change? **Yes****** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	3/02/07	Approved X Disapproved	8/16/07
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.)

Create a new course addressed to the needs of graduating seniors in Public Relations.

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

Spring 08

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

B. The justification for this action:

The current offering of COM 491 does not adequately address the needs of the PR students. Their needs differ from other majors in the dept. because of a greater emphasis on the portfolio in the PR industry. There are an average of 140-150 PR majors in the department at any given time, allowing for a senior seminar (25 students) to fill each year. Credit will NOT be awarded for both COM 491 and PUB 491. There are about 160 PR majors in the department, enough to allow this course to make.

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

COMM 1

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 <u>underlines</u> for additions.
3.   For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

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

PUB 491 Senior Seminar in PR. (2) I, II.
Prerequisites: completion of 90 hours with at least 1 hour from COM 349, or PUB 349 or 470. Evaluates students' progress toward a career in public relations, especially the development of a portfolio, and develops job search strategies and skills. Includes assessment of instruction and curriculum. Credit will not be awarded for students who have credit for COM 491.

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)*
PUB	491	Spring 2008	AS ___ JS ___ BT X EM ___ ED ___ PC ___ HS	COMM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ___
2	Lecture 1 Laboratory 2 Other ___	Cip Code (first two digits only) 09

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	2	Normal	FR ___ JR ___ SO ___ SR X ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ___	Date of data entry ___
		Internship ___	
		Independent Study ___	Data entry person ___
		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 ˉ.)

Course Prefix and No.	COM or PUB 349 or PUB 470.
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.	Credit not awarded with COM 491
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)			

COMM 3

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF BUSINESS AND TECHNOLOGY
DEPARTMENT OF COMMUNICATION

PUB 491 – Senior Seminar in Public Relations
Dr. Hesse

<u>Fall 2007</u>

1. Course:

PUB 491 - Senior Seminar in Communication. Prerequisites: Minimum of 90 credit hours completed, plus one hour of co-op, (or consent of instructor)

2. Catalog Description:

Evaluation of the students' progress toward a career in communications, especially in the development of a portfolio and job search skills. Focus on developing necessary strategies to become successful in the job market. Includes assessment of instruction and of the program curriculum.

3. Text: Bolles, Richard. What Color Is Your Parachute?: A Practical Manual for Job-Hunters & Career-Changers**.** 2004, Simon and Shuster.

Students will also be required to read current public relations trade journals and the Internet (WWW) as a resource. You will be required to purchase a professional portfolio case, clear plastic sleeves, dividers and to prepare materials to go into it.

4. Course Objectives:

(1) To prepare a portfolio reflecting students' abilities and skills in public relations.

(2) To develop job search techniques and methods to reach employer expectations with the goal of helping students to be better prepared for the job search process.

(3) To assess students' strengths and weaknesses and to develop individual plans to eliminate deficiencies before the job search begins.

(4) To actively promote interaction with professionals in the field.

(5) To examine and review professional journals in the public relations discipline with the goal of becoming aware of these journals as resources for job-related skills and for locating jobs.

 (6) A systematic assessment of the overall departmental curriculum and methods of instruction with specific attention to public relations will be conducted. Formal "senior exit intervies" will be conducted and summarized.

5. Course meeting period:

The course will meet for 16 weeks including the day of the final exam**.**

COMM 4

6. Course Requirements:

(1) presentation of a professional portfolio capturing and summarizing the career preparation the student has completed in his/her area of communication. The portfolio should consist of, at a minimum, the following materials:

- a complete resume (<u>free</u> of any typographical or grammatical errors)

- a listing of major and minor courses taken (using course titles – not prefixes) relevant to your career choice

- clean samples of published work (materials the student has generated as a result of a practicum, co-op experience, work on campus publication or within a corporate setting

- clean samples of excellent, but unpublished, work (work a student had prepared for a class - this should be an example WITH all corrections made (do NOT include graded pieces)

(2) Selected in-class and homework activities focusing on the objectives of the course ("shadowing" experiences, analyzing professional journals, interview role-playing, and resume creation)

(3) Other activities such as oral reports, field trips, and attendance at meetings

7. Evaluation Methods:

The course will use a point system for establishing the final grade with a weighting of 50% on the portfolio and 50% on the other assignments. There is NO extra credit.

Portfolio	75
Resume	25
Shadowing Presentation	25
Journal Review	25
Professional Meeting	25
Assessment Committees	25
Total points possible:	200

A = 181 - 200
B = 161 - 180
C = 141 – 160
D = 121- 140
F = 120 & below

No late projects, homework or assignments will be accepted. The only exception is with a medical excuse, a documented family emergency, or documented death of a family member.

<u>Plagiarism will not be tolerated</u>. You are expected to do your own work. If you assume and claim credit for the work of another, you will fail the course. See the EKU *Student Handbook* (<u>www.cs.eku.edu/students/handbook.pdf</u>) for a complete description of plagiarism and its consequences.

COMM 5

8. Attendance:
Attendance is compulsory and roll will be taken at all meetings of Pub 491 (classes will not meet on department advising days).

- Students seeking to pass this course must attend <u>all</u> called class meetings and <u>all</u> group meetings. <u>No exceptions</u>.

- One "<u>unexcused</u> miss" (at any point during the semester) and the student will be removed from his/her group and will prepare a comprehensive assessment report with attachments, for the instructor.

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9. Instructor:
Dr. Mike Hesse, Professor, Department of Communication, 320 Combs, Phone 859-622-1085 - Office hrs. by appointment (mike.hesse@eku.edu).

10. Withdrawal:
 Per the *Colonel's Compass, 2005-2006*, the last day to withdraw from this course is <u>October 15, 2007.</u>

11. Special Note:
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.

COMM 6

Pub 491 Senior Seminar in Public Relations
Course Outline – Fall 07

Week 1   Course Introduction and explanation; Emphasis on defining and discussing resumes;
                  Portfolio Assign/Trade Journal Assign/Professional Meeting Assign

Week 2:   Discussion of resumes and cover letter writing; **Assign Resume/cover letter project**
                  ; First draft resumes **DUE**

Week 3:   Preliminary discussion of the student portfolio, its preparation and evaluation; A look
                  at exemplary portfolios and assessment of student portfolios; Resume/cover letter
                  project **DUE**

Week 4:   Visit to Career Services – SSB 460 – Meet There; **Assign: Shadowing Project**.

Week 5:   Discussion of Professional Trade Journals and their value to the young professional;
                  Assign: Professional Trade Journals Review Project

Week 6:   Employer expectations - a professional will speak to the class

Week 7:   **The Successful Interview – Behavioral Based Interviews**

Week 8:   **In-Class work on Portfolios; Trade Journal Assign. DUE**
                  (Last day to drop 10-15, 2007 – Fall Break 10-10 & 10-11)

Week 9:   **Employer expectations - a professional will speak to the class.**

Week 10:   **Dressing for Success –**

Week 11:   **ADVISING DAYS – CLASS CANCELLED**

Week 12:   **Portfolio Discussion – Sign-up for individual meetings;**
                  Shadowing Project DUE On 11/16 as a PowerPoint
                  Presentation – will finish up on 11/30 and 12/7)
                  Professional Meeting Assign. DUE

Week 13:   **Shadowing Oral Reports Begin**
                  Student oral reports on shadowing experiences -

Week 14 :   **Thanksgiving Break – No Class**

Week 15:   **Shadowing Oral Reports Continue**

COMM 7

Week 16:   **Final class meeting (Shadowing Reports continue if needed) - PORTFOLIOS are DUE**
               Also go to Careers Day on Friday, Dec. 2 in Perkins

Final Exam Block   Friday, Dec. 16 1-3 PM– Portfolios Handed Back

NOTE: Students with portfolios judged deficient by the instructor will receive an incomplete (grade of I) - they will have six weeks to complete the portfolio and resubmit it. Students who fail for other reasons (attendance, missing other work or activities) will not be granted an incomplete.

NOTE 2: This syllabus is subject to change. Any changes will be made in class and it is your responsibility to make note of such changes.

COMM 8

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

Part I

(Check one)	Department Name	Communication
___ New Course (Parts II, IV)	College	Business & Technology
___ Course Revision (Parts II, IV)	*Course Prefix & Number	
___ Course Dropped (Part II)	*Course Title (30 characters)	
___ New Program (Part III)	*Program Title	Public Relations
X Program Revision (Part III)		(Major __X_, Option ___; Minor ___; or Certificate ___)
___ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/21/07	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes****** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	3/2/07	Approved X Disapproved	8/16/07
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 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.)

Revise the requirements to earn a B.A. degree in Public Relations to include PUB 491 (2 credits) in place of the current offering -- COM 491 (1 credit), Reduce free elective from 28 to 27 to accommodate this change.

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

Spring 2008

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

B. The justification for this action:

PUB 491 (a new course) better addresses the specific issues relating to the Public Relations discipline. The current offering of COM 491 does not adequately address the needs of the PR students. Their needs differ from other majors in the dept. because of a greater emphasis on the portfolio in the PR industry. There are an average of 140-150 PR majors in the department at any given time, allowing for a senior seminar (25 students) to fill each year. Credit will NOT be awarded for both COM 491 and PUB 491.

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 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.
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,
PUB 385, PUB 480, or PUB 520.
Free Electives .... ~~28~~ 27 hours
Major Requirements .... ~~36~~ 37 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
and 491 (2).
Total Curriculum Requirements .... 128 hours

College of Business and Technology
Department of Technology

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Richmond, Kentucky 40475-3102
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Ed.Davis@eku.edu • www.technology.eku.edu

M E M O R A N D U M

TO: Council of Academic Affairs

VIA: College Curriculum Committee

FROM: Department of Technology

DATE: June 11, 2007

SUBJECT: Curriculum Revisions

Please consider the following curriculum change, a new Departmental Credit-By-Examination for CON 121 and editorial changes in the A.A.S. degree in Technology (Digital Imagining Design Option) and the Minor in Computer Electronic Publishing in the Department of Technology at the at the Council of Academic Affairs meeting on August 16, 2007:

Course Revision

Course	Revision	Page Numbers
TEC 368	Change wording of "Maybe retaken provided the topics are different" to "Maybe retaken for an unlimited number of times provided the topics are different."	TECH 1 – TECH 3

New Departmental Credit-By-Exam

Exam	Rationale	Page Numbers
CON 121	Students transferring into Eastern's Construction Management Program often have taken a wealth of construction-related courses, but not an introductory-type course. Some, not all, bring with them the body of knowledge contained in our introductory course. Rather than requiring the student to "back-up" and take the introductory course, it is proposed that the attached exam be approved as an appropriate substitute, when and if deemed appropriate by the Program Coordinator.	TECH 4 – TECH 12

Editorial Changes

Program	Revision	Page Numbers
A.A.S. in Technology (Digital Imaging Design Option)	Drop GCM 212 and course revision of GCM 211	TECH 13 – TECH 13

Program	Revision	Page Numbers
Minor in Computer Electronic Publishing	Drop GCM 212 and course revision of GCM 211	TECH 14 – TECH 14

Thank you!

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

Part I

(Check one)	Department Name	Department of Technology
___ New Course (Parts II, IV)	College	College of Business & Technology
√ Course Revision (Parts II, IV)	*Course Prefix & Number	TEC 368
___ Course Dropped (Part II)	*Course Title (30 characters)	Workshop in Technology
___ New Program (Part III)	*Program Title	
___ Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
___ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	4/27/2007	Graduate Council*	N/A
Is this a SACS Substantive Change? **Yes****** ☐ **No** ☑		Council on Academic Affairs	
College Curriculum Committee	5/23/2007	Approved Disapproved	
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.)

Change wording of "Maybe retaken provided the topics are different" to "Maybe retaken for an unlimited number of times provided the topics are different."

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

Summer 2007

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

N/A

B. The justification for this action:

Permit students to retake TEC 368 "Workshop in Technology" multiple times provided the topic is different.

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

TECH 1

WITHDRAWN

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 <u>underlines</u> for additions.
3.   For a dropped course, provide the current catalog text.

<div align="center">New or Revised* Catalog Text</div>
<div align="center">(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)</div>

TEC 368 Workshop in Technology. (1-4) A. Presentation of technology topics of a timely or specialized nature in a workshop format. May be retaken <u>for an unlimited number of times</u> provided the topics are different.

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)*
TEC	368	Summer 2007	AS ___ JS ___ BT √ EM ___ ED ___ PC ___ HS	TECH

Credit Hrs.	Weekly Contact Hrs.			Repeatable Maximum No. of Hrs. _____
	Lecture ___	Laboratory ___	Other ___	Cip Code (first two digits only) 49

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>	**FOR BANNER USE ONLY**
			Date of data entry _____
		Thesis ___	
		Internship ___	Data entry person _____
		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 ˉ.)

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 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

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Department of Technology
College	College of Business & Technology
*Course Prefix & Number	
*Course Title (30 characters)	
*Program Title	A.A.S. in Technology (Digital Imaging Design Option)
	(Major ___, Option _X_; Minor ___; or Certificate ___)
*Provide only the information relevant to the proposal.	

Original Proposal Approved by the Council on Academic Affairs on   Date:

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 GCM 212 and course revision of GCM 211.

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

Fall 2007

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 <u>underlines</u> for additions.)
Technology (A.A.S.)
CIP Code: 15.0612

University Requirement……………………………………………………………………………………1 hour
   BTO 100.
General Education Requirements…………………………………………………………………………18 hours
   ENG 101 and 102 or 105 (6 hours); MAT 107 or higher (3 hours); humanities (3 hours); ECO 230 (3 hours); CMS 100 (3 hours).
Option Requirements………………………………………………………………………….39-44 hours
   Computer Aided Drafting (41 hours)
   CON 303; INT 102, 195, 201, 330, 383, 390, 392, 397; MAT 108; PHY 131 (5); TEC 161, 190.
   Computer Electronics (44 hours)
   CSC 160 or 177; EET 251, 252, 253, 254, 257, 302, 303, 343, 351, 399; MAT 108; PHY 131 (5); TEC 161.
   Digital Imaging Design (40 hours)
   ART 100 or 152; CHE 101, 107 (1); CSC 160; EET 303; GCM 211 ~~(2), 212, (1)~~, 217, 316, 317, 319; TEC 161, 255, 313, 355.
   Quality Assurance (39-40 hours)
   CHE 101, 107 (1) or CHE 111, 115 (1); EET 251; INT 201, 202, 238, 301, 330, 332, 336; MAT 108; QMB 200 or STA 215 or 270; Tec 161, 190.
Free Electives…………………………………………………………………………………...................1-6 hours
Total Curriculum Requirements………………………………………………………………….64 hours

Students must take an assessment examination before graduation.

TECH 13

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Department of Technology
College	College of Business & Technology
*Course Prefix & Number	
*Course Title (30 characters)	
*Program Title	Minor in Computer Electronic Publishing
	(Major ___, Option ___; Minor _X_; or Certificate ___)

*Provide only the information relevant to the proposal.

Original Proposal Approved by the Council on Academic Affairs on   Date:

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 GCM 212 and course revision of GCM 211.

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

Fall 2007

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 underlines for additions.)
Minor in Computer Electronic Publishing

Required Courses………...………………………………………………………………………………12 hours
   GCM 211 ~~(2), 212 (1)~~, 217, 317 and TEC 313.
Supporting Courses…………………………………………………………………………………………6 hours
   Select six semester hours from GCM 316, 319, TEC 255 and 355.
Total Requirements…………………………………………………………………………………………18 hours

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:

                             Dr. Allen Ault, Dean
      College of Justice & Safety

DATE: August 1, 2007

RE: Agenda Items

Please include the following on the agenda for the next meeting of the Council on Academic Affairs scheduled for August 16, 2007.

Department of Criminal Justice & Police Studies

1.   Editorial Change   Police Studies Minor.

College of Justice & Safety

1.   Request discussion for transfer credit policy operation with the new Exception to Academic Policy Form.

2.   Review Baccalaureate Degree Requirement of Upper Division hours.

Editorial Change - Curriculum Form
(Present only one curriculum editorial change per form)
(Complete only the section(s) applicable.)

Part I

Department Name	Criminal Justice & Police Studies
College	Justice & Safety
*Course Prefix & Number	
*Course Title (30 characters)	
*Program Title	Police Studies
	(Major , Option ; Minor X ; or Certificate)
*Provide only the information relevant to the proposal.	
Original Proposal Approved by the Council on Academic Affairs on Date:	

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.)

To revise the Police Studies Minor to be consistent with the changes to the BS and AA degree in Police Studies. PLS 220 was dropped from the AA and BS degree. Approved at the CAA meeting 1-18-07. Effective Fall 2007. The Minor was overlooked but has been added to the new catalog.

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

Fall 2007

Part II. Recording Data for Revised Course

1.   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 strikeout for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

A student may minor in Police Studies by completing a minimum of 18 semester hours of the following courses: CRJ 101, PLS 103, PLS 216, ~~PLS 220~~, and ~~6~~ 9 hours of PLS upper division electives. A grade of "C" or higher must be earned in each CRJ or PLS course for credit toward a PLS minor. At least six hours of the minor must be earned at Eastern Kentucky University.

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 underlines for additions.)

Eastern Kentucky University participates in and subscribes to the principles of the Kentucky Council on Postsecondary Education statewide transfer agreements. Eastern Kentucky University will accept credits transferred from all public institutions in Kentucky accredited by SACS, and it will apply them to its general education and program requirements to the maximum extent specified in these agreements. Credits not identified in these agreements will be applied to degree requirements as deemed appropriate. Students should submit a course description to the Transfer Coordinator in the Office of Academic Advising for transfer courses that have not been evaluated in the past. Students wishing to appeal the evaluation of transfer credit to be used for general education requirements should consult with the staff in the office of their college dean of their first major.

Eastern Kentucky University will also accept credits transferred from other colleges and universities accredited by a regional accrediting association, such as the Commission on Colleges of the Southern Association of Colleges and Schools. As completely as possible, it will apply these credits to the student's degree program.

Eastern Kentucky University students may also earn credits at other institutions and transfer them to Eastern Kentucky University. To ensure that they earn appropriate credits, they are strongly advised to see the Transfer Student Coordinator in the Office of Academic Advising and also obtain their college dean's approval prior to enrolling in any course work they plan to transfer. The University will not take responsibility for courses transferred without prior approval.

The University considers lower division credits transferred to EKU as lower division, even if EKU offers a comparable course at the upper division.

BACCALAUREATE DEGREES

Comprehensive Requirements

To qualify for a baccalaureate degree, students must satisfy the following requirements:

1. Complete all requirements in the degree program as established by appropriate University committees.

2. Complete University academic requirements, including basic skills proficiencies in English, reading, and mathematics; and general education; as established by appropriate University committees for each degree program.

3. Complete a minimum of 128 semester credit hours, with at least 43 hours at the 300 level or above.

4. Satisfy the University Writing Requirement.

5. Earn a minimum grade point average (GPA) of 2.0 on all college-level work taken at Eastern Kentucky University. In

addition, transfer students must earn a minimum GPA of 2.0 on the combined transfer work and Eastern Kentucky

University work.

6. Earn a minimum of 32 semester hours through EKU.*

7. Earn at least 30 of the last 36 hours through Eastern Kentucky University, exclusive of student teaching (ELE 499, EMG 499, ESE 499, and SED 499).*

8. Earn the credits applicable to the degree within eight years prior to the date the degree is awarded. Credits more than

eight years old may be validated by the college dean.

9. Students enrolled in MAT 090 are not permitted to enroll inany course with the following prefix: AST, BIO, CHE, CIS,

CNM, CSC, FOR, GLY, NAT, PHY, SCI or STA.

10. According to AACSB International business accreditation standards, students enrolled in University baccalaureate degree programs, other than those within EKU Business, will not receive credit toward their degrees for more than 25 percent of their undergraduate programs in credit hours in courses offered through EKU Business and/or business courses (courses commonly taught in school of business) transferred from other colleges and universities or taken from other units within Eastern Kentucky University. Students who desire to take business courses are encouraged to enroll in the Business minor.