

6-19-2008

Council on Academic Affairs Minutes, Jun 19, 2008

Eastern Kentucky University

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COUNCIL ON ACADEMIC AFFAIRS MINUTES
June 19, 2008

Members Present: Allen Ault, Onda Bennett, Lindsey Cross, Ed Davis, Michael Foster, Verna Freer, Gary Kuhnhehn, Kim Naugle, Jerry Pogatshnik (representing the Graduate School), Heidi Terry, Liz Throop, Janna Vice (Vice-Chair), Mixon Ware, Deborah Whitehouse

Members Absent: Rich Boyle*, Steve Byrn, E.J. Keeley, Sandra Moore, Rodney Piercey, Jaleh Rezaie*, Benton Shirey, Amanda Sutton

*indicates prior notification

Non-Members Present: Linda Turner

Dr. Janna Vice called the Council on Academic Affairs to order at 1:30 p.m. on June 19, 2008.

APPROVED

Approval of the Minutes – May 15, 2008
 The minutes were approved as distributed.

College of Arts & Sciences

Department of Computer Science

APPROVED

<i>Course Revision</i>	CSC 745 Theory of Database Systems	Spring 2009
<i>Course Revision</i>	CSC 746 Artificial Intelligence	Spring 2009
<i>Course Revision</i>	CSC 831 Data Structures and Algorithms I	Spring 2009
	Remove CSC 735 as a prerequisite.	

APPROVED

<i>New Course</i>	CSC 538 Computer Crime and Forensics	Spring 2009
<i>New Course</i>	CSC 738 Computer Crime and Forensics	Spring 2009
<i>New Course</i>	CSC 544 Database Admin and Security	Spring 2009
<i>New Course</i>	CSC 744 Database Admin and Security	Spring 2009
	Create new courses in response to the new option in Computer Security.	

APPROVED

<i>Program Revision</i>	Applied Computing (M.S.)	Spring 2009
	Revise requirements for the option in Software Engineering; revise title of option from “Software Engineering” to “Software Engineering and Computer Security;” revise electives.	

College of Arts & Sciences – (Continued)

Department of English & Theatre

APPROVED

Program Revision English (M.A.)

Add new courses to the list of options in the program requirements; clarify catalog text.

Department of Geography & Geology

APPROVED

Program Suspension Geosciences (M.S.) Spring 2009

The Council members approved this proposal with one abstention and one opposition. Many Council members expressed their concern about suspending the program due to financial justifications but agreed that an efficient use of resources is necessary. The Council recommends a review of the program before the five year limit on the suspension has ended with the Council on Postsecondary Education.

Department of Psychology

APPROVED

Course Revision PSY 820 Statistics & Research Design I Spring 2009

Shorten title; remove prerequisites of PSY 291 and 301; revise course description so as not to allow credit with PSY 820S.

APPROVED

Hybrid Course PSY 820S Statistics & Research Design I: Spring 2009
Service Learning

Create a hybrid course with a service learning component.

APPROVED

Program Revision Psychology (B.S.) Spring 2009

Revise program description to reflect the addition of a new course (PSY 333) and changes in course numbering.

College of Business & Technology

Department of Communication

APPROVED

Course Revision COM 320I Desktop Video Spring 2009

Revise prerequisite from COM 320A to BEM 295.

APPROVED

Program Revision Journalism (B.A.) Spring 2009

Revise minor requirements to allow journalism majors to minor in CMS.

Program Revision Public Relations (B.A.) Spring 2009

Add ECO 130 as an option for supporting course requirements.

College of Education

Departments of Curriculum & Instruction and Special Education

Editorial Change Rank II and Rank I Programs and Certification Areas Fall 2008
Revise catalog text to clarify coding areas for Rank II and Rank I programs.

Department of Educational Leadership & Policy Studies

APPROVED

Hybrid Course EAD 846S School Community Relations: Spring 2009
Service Learning
Create a hybrid course with a service learning component.

Informational Items

1. The Board of Regents approved the following items on June 2, 2008:
 - a. Accelerated BBA/MBA Program 3+2 – New Program
 - b. Computer Science (B.S.) – Program Revision
(new option in Computer Security)
 - c. Globalization and International Affairs – New Program
 - d. MAED in Secondary Education – Program Revision
 - e. Professional Certificate in Correctional Intervention Strategies – New Program
 - f. Women and Gender Studies – Program Revision
 - g. Learning and Behavior Disorders Non-Teaching – Program Suspension

Good of the Order

1. The Council addressed the issue of double/dual majors (two majors leading to two different degrees) as a continuation of the previous meeting's discussion. Dr. Vice informed the Council that the Provost, Dr. Piercey, would take the issue to the Council on Postsecondary Education and the state as a clarification of EKU's current practices and to solicit an acknowledgement of that clarification. The Council members remain committed to finding a solution that will best benefit the students of EKU.
 2. Dr. Vice informed the Council that the Provost and herself have been meeting with academic and faculty advisors as well as administrative assistants and other members of EKU to clarify and understand individual roles in the University. The meetings sought to engage the campus community in efforts to improve University practices such as retention. Linked to this initiative, the President has identified three new institutional goals, one of which is centered on student success.
-

Dr. Vice adjourned the Council on Academic Affairs at 2:45 p.m.



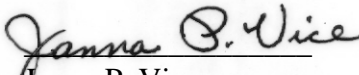
EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Provost's Office
Associate Provost
Academic and Faculty Affairs

Coates 212
521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-8812

TO: Members of the Council on Academic Affairs

FROM: 
Janna P. Vice
Interim Associate Provost

DATE: June 9, 2008

RE: Meeting—Council on Academic Affairs

The Council on Academic Affairs will meet on Thursday, June 19, at 1:30 p.m. in Student Services Building, 549. The agenda and attachments are available through the Council on Academic Affairs Web site at: www.academicaffairs.eku.edu/committee/academic_council/. To track curriculum changes, refer to the Proposal Summary available at: www.academicaffairs.eku.edu/committee/academic_council/reference/Proposal%20Summary.pdf.

If you cannot attend the meeting, please contact Sarah McCartt either by phone at 622-1247 or e-mail sarah.mccartt@eku.edu.

COUNCIL ON ACADEMIC AFFAIRS AGENDA

June 19, 2008

1. Call to Order
 2. Approval of the Minutes – May 15, 2008
-

College of Arts & Sciences

Department of Computer Science

<i>Course Revision</i>	CSC 745 Theory of Database Systems	Spring 2009
<i>Course Revision</i>	CSC 746 Artificial Intelligence	Spring 2009
<i>Course Revision</i>	CSC 831 Data Structures and Algorithms I	Spring 2009
<i>New Course</i>	CSC 538 Computer Crime and Forensics	Spring 2009
<i>New Course</i>	CSC 738 Computer Crime and Forensics	Spring 2009
<i>New Course</i>	CSC 544 Database Admin and Security	Spring 2009
<i>New Course</i>	CSC 744 Database Admin and Security	Spring 2009
<i>Program Revision</i>	Applied Computing (M.S.)	Spring 2009

Department of English & Theatre

<i>Program Revision</i>	English (M.A.)	
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Department of Geography & Geology

<i>Program Suspension</i>	Geosciences (M.S.)	Spring 2009
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Department of Psychology

<i>Course Revision</i>	PSY 820 Statistics & Research Design I	Spring 2009
<i>Hybrid Course</i>	PSY 820S Statistics & Research Design I: Service Learning	Spring 2009
<i>Program Revision</i>	Psychology (B.S.)	Spring 2009

College of Business & Technology

Department of Communication

<i>Course Revision</i>	COM 320I Desktop Video	Spring 2009
<i>Program Revision</i>	Journalism (B.A.)	Spring 2009
<i>Program Revision</i>	Public Relations (B.A.)	Spring 2009

College of Education

Departments of Curriculum & Instruction and Special Education

Editorial Change Rank II and Rank I Programs and Certification Areas Fall 2008

Department of Educational Leadership & Policy Studies

Hybrid Course EAD 846S School Community Relations:
Service Learning Spring 2009

Informational Items

1. The Board of Regents approved the following items on June 2, 2008:
 - a. Accelerated BBA/MBA Program 3+2 – New Program
 - b. Computer Science (B.S.) – Program Revision
(new option in Computer Security)
 - c. Globalization and International Affairs – New Program
 - d. MAED in Secondary Education – Program Revision
 - e. Professional Certificate in Correctional Intervention Strategies – New Program
 - f. Women and Gender Studies – Program Revision
 - g. Learning and Behavior Disorders Non-Teaching – Program Suspension

Good of the Order



EASTERN KENTUCKY UNIVERSITY
Serving Kentuckians Since 1906

College of Arts and Sciences
Office of the Associate Dean
Academic and Student Affairs

105 Roark Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-8140 § Fax (859) 622-1451
Michael.Foster@eku.edu

MEMORANDUM

TO: Council on Academic Affairs

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

DATE: June 19, 2008

SUBJECT: Agenda items for 06-19-08 Council on Academic Affairs Meeting

The College of Arts and Sciences submits the following agenda items for consideration at the June 19, 2008 meeting of the Council on Academic Affairs.

AGENDA

Department of Computer Science

Course Revisions

CSC 735- Drop a prerequisite
CSC 746- Drop a prerequisite
CSC 831- Drop a prerequisite

New Course

CSC 538- Add a new course to curriculum
CSC 738- Add a new course to curriculum
CSC 544- Add a new course to curriculum
CSC 744- Add a new course to curriculum

Program Revision

MS in Applied Computing-Modify options and update electives.

Department of English

Program Revision

Master of Arts in English- Add program requirements and modify program description

Department of Geography & Geology

Program Suspension

Geosciences (M.S.) - To suspend program

Department of Psychology

Course Revision

PSY 820- Revise description

New Course

PSY 820S- Add a new course to curriculum

Program Revision

Psychology B.S. - Revise description

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

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Computer Science
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	A&S
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	CSC 745
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Theory of Database Systems
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	3/3/08	Graduate Council*	05/05/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	3/24/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	06/19/08
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.)
 Drop the prerequisite of CSC 735

A. 2. Effective date: (Example: Fall 2001)
 Spring 2009

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

B. The justification for this action:
 CSC 735 is no longer taught on a regular basis, so we want to remove it as a prerequisite.

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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

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

CSC 745 Theory of Database Systems. (3) A. Prerequisite: CSC 730, ~~CSC 735~~ or departmental approval. Models and principles of information systems. Database languages. The logical and physical design, and the implementation and use, of database management systems

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)*
CSC	745	Spring 2009	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	COSC
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			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 _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	CSC 730 and CSC 735
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) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Computer Science</u> College <u>A&S</u> *Course Prefix & Number <u>CSC 746</u> *Course Title <u>(30 characters)</u> <u>Artificial Intelligence</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 3/3/08	
Departmental Committee		<u>Date</u> 05/05/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	<u>Date</u> 3/24/08	Graduate Council* <u>05/05/08</u>
General Education Committee*	NA	Council on Academic Affairs _____
Teacher Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved _____ <u>06/19/08</u>
		Faculty Senate** <u>NA</u>
		Board of Regents** <u>NA</u>
		Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Drop the prerequisite of CSC 735</p> <p>A. 2. Effective date: (Example: Fall 2001) Spring 2009</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: CSC 735 is no longer taught on a regular basis, so we want to remove it as a prerequisite.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

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

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

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

New or Revised* Catalog Text

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

CSC 746 Artificial Intelligence. (3) A. Prerequisite: CSC 730, ~~CSC 735~~ or departmental approval. The use of programming languages to model concepts selected from artificial intelligence. The application of heuristics to problem solving. Perception and pattern recognition.

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)*
CSC	746	Spring 2009	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	COSC
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			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 _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)	
Course Prefix and No.	CSC 730 and CSC 735
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

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Computer Science
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	A&S
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	CSC 831
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Data Structures and Algorithms I
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	3/3/08	Graduate Council*	05/05/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	3/24/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	06/19/08
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.)	Drop the prerequisite of CSC 735
A. 2. Effective date: (Example: Fall 2001)	Spring 2009
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	
B. The justification for this action:	CSC 735 is no longer taught on a regular basis, so we want to remove it as a prerequisite.
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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

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

CSC 831 Data Structures and Algorithms I. (3) A. Prerequisite: CSC 730, ~~CSC 735~~ or departmental approval.
Analysis of algorithms, data structures, files, searching, and sorting.

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)*
CSC	831	Spring 2009	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	COSC
Credit Hrs.	Weekly Contact Hrs. Lecture _____ Laboratory _____ Other _____		Repeatable Maximum No. of Hrs. _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			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 _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	CSC 730 and CSC 735
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	<u>Computer Science</u>
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	<u>A&S</u>
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	<u>CSC 538</u>
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	<u>Computer Crime and Forensics</u>
<input type="checkbox"/> New Program (Part III)	*Program Title	_____
<input type="checkbox"/> Program Revision (Part III)	(Major ____, Option ____, Minor ____, or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	<u>3/3/08</u>	Graduate Council* <u>N/A</u>
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	<u>3/24/08</u>	Council on Academic Affairs <u>06/19/08</u>
General Education Committee*	<u>NA</u>	Approved <input checked="" type="checkbox"/> Disapproved _____
Teacher Education Committee*	<u>NA</u>	Faculty Senate** <u>NA</u>
		Board of Regents** <u>NA</u>
		Council on Postsecondary Edu.*** <u>NA</u>

*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 CSC 538

A. 2. Effective date: (Example: Fall 2001)
 Spring 2009

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

B. The justification for this action:
 Computer security and crime are becoming a major area of interest, and we feel a course is needed in this area.

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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

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

CSC 538 Computer Crime and Forensics. (3) A. Introductory course on computer crime and forensics. Computer criminal evidence collection, analysis and handling; computer forensics tools; data acquisition; digital evidence control; Windows and Linux systems investigation; email investigation; network forensics; computer forensic report writing.

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)*
CSC	538	Spring 2009	AS <input type="checkbox"/> X JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u> Laboratory _____ Other _____		Cip Code (first two digits only) 11	
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 _____	
			FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

Department of Computer Science
CSC 538/738 Course Syllabus

I. Course Number: CSC 538/738 (3 credit hours)

II. Course Title: Computer Crime and Forensics

III. Course Description:

Study of computer crime and forensics. Computer criminal evidence collection, analysis and handling; computer forensics tools; data acquisition; digital evidence control; Windows and Linux systems investigation; email investigation; network forensics; computer forensic report writing.

IV. Instructor:

Shuangteng Zhang
Office: Wallace 412
Phone: 859-622-2398
email: Shuangteng.Zhang@eku.edu

V. Required Text

1. Bill Neson, Amelia Phillips, etc., *Guide to Computer Forensics and Investigations*, 2nd Ed, Course Technology Incorporated, 2006, ISBN: 0-619-21706-5

VI. Learning Outcomes:

CSC 538 and 738 common learning outcomes:

In this course, students will demonstrate the ability to:

1. Explain the fundamental concepts of computer forensics
2. Describe the digital evidence handling process
3. Demonstrate a working knowledge of computers, storage devices, and digital data
4. Demonstrate basic skills of digital evidence collection from popular operating systems and networks
5. Demonstrate basic skills of digital evidence analysis

Additional learning outcomes for CSC 738:

In addition, graduate students will also demonstrate the ability to:

6. Design and analyze a digital evidence collection scheme;
7. Evaluate digital evidence collection scheme.

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:

1. Computer Forensics and Investigations as a Profession (1 hours)
2. Understanding Computer Investigations (2 hours)
3. The Investigator's Office and Laboratory (3 hours)
4. Current Computer Forensics Tools (3 hours)
5. Processing Crime and Incident Scenes (3 hours)
6. Digital Evidence Controls (3 hours)
7. Working with Windows and DOS Systems (3 hours)
8. Macintosh and Linux Boot Processes and Disk Structures (3 hours)
9. Data Acquisition (3 hours)
10. Computer Forensic Analysis (3 hours)
11. Recovering Image Files (3 hours)
12. Network Forensics (3 hours)

13. E-Mail Investigations (3 hours)

14. Becoming an Expert Witness and Reporting Results of Investigations (2 hours)

VIII. Course Requirements:

Assignments and projects

Test 1, Test 2, Final

Additional requirements for CSC 738:

A term project on computer security system design and an independent study paper to analyze computer security. The minimum length of the paper is twenty pages.

IX. Grading and Evaluation Policies:

Grade Components:

35% projects (Hands-on projects to be done in class: 15%; Case Project to be done after class: 20%)

20% test1

20% test2

25% Final

Mid-term grade will be determined based on the first test (50%) and the assignments (50%) due prior to mid-term. Final grade will be given using the following scale:

Grading Scale for CSC 538: A (90-100), B (80-89), C (70-79), D (60-69), F (0-59)

Grading Scale for CSC 738: A (92-100), B (83-91), C (74-82), F (0-73)

Student Progress:

Students are required to check their midterm grade progress report with the instructor. Midterm grade is calculated based on the midterm exam score and the total assignment and quiz scores obtained in the first half of the semester.

X. Attendance Policy:

Attendance will be taken during lectures. Unexcused absences in excess of 10% of the scheduled lecture/lab meetings **will result in a one letter grade reduction for the course**. Unexcused absences in excess of 20% of the scheduled lecture/lab meetings **will result in a two letter grade reduction for the course**. Unexcused absences in excess of 30% of the scheduled lecture/lab meetings **will result in a three letter grade reduction for the course**. Students with unusual circumstances should advise the instructor of their situation immediately. Students will be held responsible for all announcements made in class.

XI. Important Dates:

See <http://www.registrar.eku.edu/schedule/EKUCompass.pdf> pages 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 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.

XIII. Academic Integrity:

This course adheres to ECU'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	Computer Science
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	A&S
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	CSC 738
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <small>(30 characters)</small>	Computer Crime and Forensics
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	3/3/08	Graduate Council*	5/5/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	3/24/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	06/19/08
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.)
 Create a new course CSC 738

A. 2. Effective date: (Example: Fall 2001)
 Spring 2009

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

B. The justification for this action:
 Computer security and crime are becoming a major area of interest, and we feel a course is needed in this area.

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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

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

CSC 738 Computer Crime and Forensics. (3) A. Study of computer crime and forensics. Computer criminal evidence collection, analysis and handling; computer forensics tools; data acquisition; digital evidence control; Windows and Linux systems investigation; email investigation; network forensics; computer forensic report writing.

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)*
CSC	738	Spring 2009	AS <input type="checkbox"/> X JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u>	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only) 11	
1	3	N	Class Restriction, if any: (undergraduate only)	
			FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

Department of Computer Science
CSC 538/738 Course Syllabus

I. Course Number: CSC 538/738 (3 credit hours)

II. Course Title: Computer Crime and Forensics

III. Course Description:

Study of computer crime and forensics. Computer criminal evidence collection, analysis and handling; computer forensics tools; data acquisition; digital evidence control; Windows and Linux systems investigation; email investigation; network forensics; computer forensic report writing.

IV. Instructor:

Shuangteng Zhang

Office: Wallace 412

Phone: 859-622-2398

email: Shuangteng.Zhang@eku.edu

V. Required Text

1. Bill Neson, Amelia Phillips, etc., *Guide to Computer Forensics and Investigations*, 2nd Ed, Course Technology Incorporated, 2006, ISBN: 0-619-21706-5

VI. Learning Outcomes:

CSC 538 and 738 common learning outcomes:

In this course, students will demonstrate the ability to:

1. Explain the fundamental concepts of computer forensics
2. Describe the digital evidence handling process
3. Demonstrate a working knowledge of computers, storage devices, and digital data
4. Demonstrate basic skills of digital evidence collection from popular operating systems and networks
5. Demonstrate basic skills of digital evidence analysis

Additional learning outcomes for CSC 738:

In addition, graduate students will also demonstrate the ability to:

6. Design and analyze a digital evidence collection scheme;
7. Evaluate digital evidence collection scheme.

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:

1. Computer Forensics and Investigations as a Profession (1 hours)
2. Understanding Computer Investigations (2 hours)
3. The Investigator's Office and Laboratory (3 hours)
4. Current Computer Forensics Tools (3 hours)
5. Processing Crime and Incident Scenes (3 hours)
6. Digital Evidence Controls (3 hours)
7. Working with Windows and DOS Systems (3 hours)
8. Macintosh and Linux Boot Processes and Disk Structures (3 hours)
9. Data Acquisition (3 hours)
10. Computer Forensic Analysis (3 hours)
11. Recovering Image Files (3 hours)
12. Network Forensics (3 hours)

13. E-Mail Investigations (3 hours)

14. Becoming an Expert Witness and Reporting Results of Investigations (2 hours)

VIII. Course Requirements:

Assignments and projects

Test 1, Test 2, Final

Additional requirements for CSC 738:

A term project on computer security system design and an independent study paper to analyze computer security. The minimum length of the paper is twenty pages.

IX. Grading and Evaluation Policies:

Grade Components:

35% projects (Hands-on projects to be done in class: 15%; Case Project to be done after class: 20%)

20% test1

20% test2

25% Final

Mid-term grade will be determined based on the first test (50%) and the assignments (50%) due prior to mid-term. Final grade will be given using the following scale:

Grading Scale for CSC 538: A (90-100), B (80-89), C (70-79), D (60-69), F (0-59)

Grading Scale for CSC 738: A (92-100), B (83-91), C (74-82), F (0-73)

Student Progress:

Students are required to check their midterm grade progress report with the instructor. Midterm grade is calculated based on the midterm exam score and the total assignment and quiz scores obtained in the first half of the semester.

X. Attendance Policy:

Attendance will be taken during lectures. Unexcused absences in excess of 10% of the scheduled lecture/lab meetings **will result in a one letter grade reduction for the course**. Unexcused absences in excess of 20% of the scheduled lecture/lab meetings **will result in a two letter grade reduction for the course**. Unexcused absences in excess of 30% of the scheduled lecture/lab meetings **will result in a three letter grade reduction for the course**. Students with unusual circumstances should advise the instructor of their situation immediately. Students will be held responsible for all announcements made in class.

XI. Important Dates:

See <http://www.registrar.eku.edu/schedule/EKUCompass.pdf> pages 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 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.

XIII. Academic Integrity:

This course adheres to ECU'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	Computer Science
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	A&S
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	CSC 544
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <small>(30 characters)</small>	Database Admin and Security
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	3/3/08	Graduate Council*	N/A
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	3/24/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	06/19/08
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.)
Create a new course CSC 544.

A. 2. Effective date: (Example: Fall 2001)
Spring 2009

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

B. The justification for this action:
As part of our program revision, we feel there is a need for a database security 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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

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

CSC 544 Database Admin and Security. (3) A. Prerequisite: CSC 310 with a minimum grade of "C". This course covers database management system concepts, database system architecture, installation and setup, data management, performance monitoring and tuning, backup and recovery, database security models and management, database auditing.

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)*
CSC	544	Spring 2009	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u>	Laboratory _____ Other _____	Cip Code (first two digits only) 11	
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 _____	
			FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		

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

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

Course Prefix and No. _____

Course Prefix and No. _____

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

Course Prefix and No. _____ CSC 310 (C)

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)			

Department of Computer Science
CSC 544/744 Course Syllabus

I. Course Number: CSC 544/744 (3 credit hours)

II. Course Title: Database Administration and Security

III. Course Description:

Prerequisite for CSC 544: CSC 310 with a minimum grade of “C”.

Prerequisite for CSC 744: CSC 730 or departmental approval.

This course covers database management system concepts, database system architecture, installation and setup, data management, performance monitoring and tuning, backup and recovery, database security models and management, database auditing.

IV. Instructor:

Shuangteng Zhang

Office: Wallace 412

Phone: 859-622-2398

email: Shuangteng.Zhang@eku.edu

V. Required Text

1. *Oracle 10g Database administrator: implementation and administration*, Gavin Powell and Carol McCullough-Dieter, Course Technology, 2007.

2. *Database Security and Auditing: protecting data integrity and accessibility*, Hassan A. Afyouni, Course Technology, 2006.

VI. Learning Outcomes:

CSC 544 and 744 common learning outcomes:

In this course, students will demonstrate the ability to:

1. Define common terms of database management system
2. Describe database system architecture
3. Explain the activities, roles and responsibilities involved in database administration
4. Demonstrate the basic skills of database administration such as database system installation and setup, data management, user management, system performance monitoring and tuning, backup and recovering.
5. Explain the general concepts and policies related to database security
6. Demonstrate basic skills of implementing database security policies
7. Describe database auditing environment and auditing process
8. Demonstrate basic skills of database auditing

Additional learning outcomes for CSC 744:

In addition, graduate students will also demonstrate the ability to:

9. Design secure policies and mechanisms to build a secure database system;
10. Evaluate and analyze a secure database system.

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:

1. Database System Architecture (1 hours)
2. Oracle database system installation (2 hours)
3. Database creation and setup (2 hours)
4. Oracle physical architecture and data dictionary view (2 hours)

5. Oracle storage concepts and settings (3 hours)
6. Basic of querying a database (2 hours)
7. Table management (4 hours)
8. Constrains, indexes, and other special objects (2 hours)
9. Data management (4 hours)
10. Performance monitoring and tuning (3 hours)
11. Security architecture (2 hours)
12. Security management (5 hours)
13. Database Application Security Models (2 hours)
14. Database Auditing (3 hours)
15. Backup and recovery (3 hours)

VIII. Course Requirements:

Assignments and projects
 Test 1, Test 2, Final Exam

Additional requirements for CSC 744:

A term project on computer security system design and an independent study paper to analyze computer security. The minimum length of the paper is twenty pages.

IX. Grading and Evaluation Policies:

Grade Components:

Assignments and projects	35%
Test 1	20%
Test 2	20%
Final	25%

Mid-term grade will be determined based on the first test (50%) and the assignments (50%) due prior to mid-term. Final grade will be given using the following scale:

Grading Scale for CSC 544: A (90-100), B (80-89), C (70-79), D (60-69), F (0-59)

Grading Scale for CSC 744: A (92-100), B (83-91), C (74-82), F (0-73)

Student Progress:

Students are required to check their midterm grade progress report with the instructor. Midterm grade is calculated based on the midterm exam score and the total assignment and quiz scores obtained in the first half of the semester.

X. Attendance Policy:

Attendance will be taken during lectures. Unexcused absences in excess of 10% of the scheduled lecture/lab meetings **will result in a one letter grade reduction for the course**. Unexcused absences in excess of 20% of the scheduled lecture/lab meetings **will result in a two letter grade reduction for the course**. Unexcused absences in excess of 30% of the scheduled lecture/lab meetings **will result in a three letter grade reduction for the course**. Students with unusual circumstances should advise the instructor of their situation immediately. Students will be held responsible for all announcements made in class.

XI. Important Dates:

See <http://www.registrar.eku.edu/schedule/EKUCompass.pdf> pages 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 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.

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	Computer Science
<input checked="" type="checkbox"/> New Course (Parts II, IV)	College	A&S
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	CSC 744
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <small>(30 characters)</small>	Database Admin and Security
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	3/3/08	Graduate Council*	05/05/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	3/24/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	06/19/08
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.)
Create a new course CSC 744.

A. 2. Effective date: (Example: Fall 2001)
Spring 2009

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

B. The justification for this action:
As part of our program revision, we feel there is a need for a database security 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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

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

CSC 744 Database Admin and Security. (3) A. Prerequisite: CSC 730 or departmental approval. This course covers database management system concepts, database system architecture, installation and setup, data management, performance monitoring and tuning, backup and recovery, database security models and management, database auditing.

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)*
CSC	744	Spring 2009	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u>	Laboratory _____ Other _____	Cip Code (first two digits only) 11	
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 _____	
			FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		
		Thesis _____		
		Internship _____		
		Independent Study _____ Practicum _____		

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

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

Course Prefix and No. _____

Course Prefix and No. _____

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

Course Prefix and No. _____ CSC 730 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)			

Department of Computer Science
CSC 544/744 Course Syllabus

I. Course Number: CSC 544/744 (3 credit hours)

II. Course Title: Database Administration and Security

III. Course Description:

Prerequisite for CSC 544: CSC 310 with a minimum grade of “C”.

Prerequisite for CSC 744: CSC 730 or departmental approval.

This course covers database management system concepts, database system architecture, installation and setup, data management, performance monitoring and tuning, backup and recovery, database security models and management, database auditing.

IV. Instructor:

Shuangteng Zhang

Office: Wallace 412

Phone: 859-622-2398

email: Shuangteng.Zhang@eku.edu

V. Required Text

1. *Oracle 10g Database administrator: implementation and administration*, Gavin Powell and Carol McCullough-Dieter, Course Technology, 2007.

2. *Database Security and Auditing: protecting data integrity and accessibility*, Hassan A. Afyouni, Course Technology, 2006.

VI. Learning Outcomes:

CSC 544 and 744 common learning outcomes:

In this course, students will demonstrate the ability to:

1. Define common terms of database management system
2. Describe database system architecture
3. Explain the activities, roles and responsibilities involved in database administration
4. Demonstrate the basic skills of database administration such as database system installation and setup, data management, user management, system performance monitoring and tuning, backup and recovering.
5. Explain the general concepts and policies related to database security
6. Demonstrate basic skills of implementing database security policies
7. Describe database auditing environment and auditing process
8. Demonstrate basic skills of database auditing

Additional learning outcomes for CSC 744:

In addition, graduate students will also demonstrate the ability to:

9. Design secure policies and mechanisms to build a secure database system;
10. Evaluate and analyze a secure database system.

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:

1. Database System Architecture (1 hours)
2. Oracle database system installation (2 hours)
3. Database creation and setup (2 hours)
4. Oracle physical architecture and data dictionary view (2 hours)

5. Oracle storage concepts and settings (3 hours)
6. Basic of querying a database (2 hours)
7. Table management (4 hours)
8. Constrains, indexes, and other special objects (2 hours)
9. Data management (4 hours)
10. Performance monitoring and tuning (3 hours)
11. Security architecture (2 hours)
12. Security management (5 hours)
13. Database Application Security Models (2 hours)
14. Database Auditing (3 hours)
15. Backup and recovery (3 hours)

VIII. Course Requirements:

Assignments and projects
 Test 1, Test 2, Final Exam

Additional requirements for CSC 744:

A term project on computer security system design and an independent study paper to analyze computer security. The minimum length of the paper is twenty pages.

IX. Grading and Evaluation Policies:

Grade Components:

Assignments and projects	35%
Test 1	20%
Test 2	20%
Final	25%

Mid-term grade will be determined based on the first test (50%) and the assignments (50%) due prior to mid-term. Final grade will be given using the following scale:

Grading Scale for CSC 544: A (90-100), B (80-89), C (70-79), D (60-69), F (0-59)

Grading Scale for CSC 744: A (92-100), B (83-91), C (74-82), F (0-73)

Student Progress:

Students are required to check their midterm grade progress report with the instructor. Midterm grade is calculated based on the midterm exam score and the total assignment and quiz scores obtained in the first half of the semester.

X. Attendance Policy:

Attendance will be taken during lectures. Unexcused absences in excess of 10% of the scheduled lecture/lab meetings **will result in a one letter grade reduction for the course**. Unexcused absences in excess of 20% of the scheduled lecture/lab meetings **will result in a two letter grade reduction for the course**. Unexcused absences in excess of 30% of the scheduled lecture/lab meetings **will result in a three letter grade reduction for the course**. Students with unusual circumstances should advise the instructor of their situation immediately. Students will be held responsible for all announcements made in class.

XI. Important Dates:

See <http://www.registrar.eku.edu/schedule/EKUCompass.pdf> pages 14-19.

XII. Students with Disabilities:

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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

<input type="checkbox"/> (Check one)	Department Name	Computer Science
<input type="checkbox"/> New Course (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title <small>(30 characters)</small>	
<input type="checkbox"/> New Program (Part III)	*Program Title	MS in Applied Computing
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major <u> x </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u> </u>	<u> </u>
Departmental Committee	3/3/08	Graduate Council* 05/05/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	3/24/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	NA	Faculty Senate** Pending
Teacher Education Committee*	NA	Board of Regents** Pending
		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.)
Modify the software engineering option, and update the electives.

A. 2. Effective date: (Example: Fall 2001)
Spring 2009

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

B. The justification for this action:

Update the software engineering option to include a greater emphasis on security, and include a database course as part of the core. Since this involved the creation of a few new courses, these were added to the list of electives. We also changed the wording of the number of hours to match how our graduate advisor actually checks the student's transcript.

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 ~~strike through~~ 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 ~~strike through~~ for deletions and underlines for additions.)

**Master of Science
Applied Computing**

Core Requirements.....12 hours
CSC 730, 745, 815, ~~831~~, 834

Option in Software Engineering and Computer Security.....12 hours
CSC 825, 831, 835, ~~two of CSC 720, 745, 746, and 750~~ one of CSC 744 or 738.

Electives.....6 hours
Total Curriculum Requirements.....30 hours

Option in Business Computing.....12 hours
CIS 815, 3 courses selected from ACC 820, ACC 850, CIS 860, FIN 824, Fin 850, CCT 850, and QMB 850

Electives.....6 hours
Total Curriculum Requirements.....30 hours

Option in Industrial Computing.....12 hours
INT 730, 801, 804, 805.

Electives.....6 hours
Total Curriculum Requirements.....30 hours

Option in Bioinformatics*.....24 hours
CSC ~~745~~ 831, BIO 710 or STA 700, BIO 711, 801, 890, CECS 660 (Introduction to Bioinformatics at U of L), plus nine (9) credit hours at 800 level Bioinformatics research at U of L.

Total Curriculum Requirements.....36hours

ELECTIVES

Select 6 hours of electives from the following: ACC 820, ACC 850, BIO 710, 711, 801, 890, CCT 850, CIS 850, 870, CSC 720, 735, 738, 740, 744, ~~745~~, 746, 750, 812, 825, 831, 833, 835, 842, 860, 890, 895, ECO 854, INT 706, 730, 801, 804, 805, FIN 824, 850, MAT 706, 755, 806, 871, 872, MGT 850, QMB 850, STA 700, 701, 720, 721, 775, 785, 880, ETC 830, 867. Credit in a student's declared option does not apply toward the elective requirements. At least half of the ~~elective~~ total hours must be from 800 level courses. Also at least half of the ~~elective~~ total hours must be CSC courses.

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

Part I

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

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/25/08	Graduate Council*	05/05/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	3/24/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	06/19/08
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 add previously approved courses (ENG 704, 803, 830) to the catalog listing of program requirements, to delete ENG 735 (previously dropped from the curriculum), and to make minor clarifications in the program description.

A. 2. Effective date: (Example: Fall 2001)
Spring 2009

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

B. The justification for this action:
Previously, several courses (ENG 704, 803, 830) were added to the curriculum, but a program change form was not submitted. This proposal adds those courses to the list of options under program requirements. Additionally, some program description language needed clarification.

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 ~~strike through~~ 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 ~~strike through~~ for deletions and underlines for additions.)

III. PROGRAM REQUIREMENTS

Students must complete the 9 hours of the core curriculum as outlined below. ~~In addition, students must choose one of the five areas of specialization emphasis, and earn listed by earning~~ 9 to 15 hours in the selected area. ~~both~~ ENG 809 and 812 may be applied to either the core requirement or the Composition/Rhetorical Studies area; ~~however, neither can by itself~~ ~~the credit earned cannot~~ be simultaneously applied to both. Additionally, all students must complete one literature course ~~from either the British or American Literature categories~~ and one course from the Language Studies/ESL ~~category~~ area of emphasis. Students in the American Literature emphasis must complete one non-American literature course, and students in the British Literature emphasis must complete one non-British literature course. Conferences between students and the program coordinator will ensure that elective hours are used to meet the program needs of the individual. Normally, students will not be permitted to count toward degree requirements more than 15 hours in any one ~~category~~ area of emphasis. Also, at least half of the course work (~~i.e., 12 credit hours in the thesis options and 15 credit hours in the non-thesis option~~), excluding thesis, practicum, or internship credit, must be in courses open only to graduate students; ~~i.e., 12 credit hours in graduate only courses in the thesis option and 15 credit hours in graduate only courses in the non-thesis option.~~

Core Courses 9 hours

ENG 808; 809 or 812; and 833.

Areas of Specialization Emphasis 9-15 hours

British Literature

Choose from: ENG 730*, ~~735~~, 750*, 825, 830*, 870, 873, 876, 878, 880.

American Literature

Choose from: ENG 730*, ~~735~~, 750*, 830*, 850, 853, 854.

Composition/Rhetorical Studies

Choose from: ENG 700, 800, 805, 806, 809, 812, 827.

Language Studies/English as a Second Language

Choose from: ENG 710, 715, 720, 807, 810, 825, EMS 775.

Creative Writing

Choose from: ENG 700, 702, 703, 704, 803, 804.

Electives in English 6-12 hours

Total Requirements 30 hours

NOTE: ENG 839, 890, 898, and 899 may be counted as determined by specific subject matter and with the approval of the program coordinator, in any of the above categories.

*Because topics in ENG 730, 750, and 830 vary, the student should consult with the program coordinator to determine if a course will count toward either the British or the American literature emphasis.

IV. EXIT REQUIREMENTS

Comprehensive Examinations — All students are required to ~~take pass~~ a written comprehensive examination. Students seeking to complete a thesis are required to ~~give pass~~ an oral defense of their thesis ~~and to be, during which they may be~~ examined orally on related course work. Comprehensive and oral examinations will be scheduled approximately one month before the end of the student's final enrollment period in graduate work for the degree. Non-thesis students are required to complete a mentored scholarly paper which must be evaluated and approved by the departmental Graduate Studies Committee.

Thesis — The thesis is optional in this program for all emphases except Creative Writing. Students electing the thesis option will receive a maximum of six hours for ENG 898 and 899. A student wishing to write a thesis must prepare a prospectus for approval of the thesis committee ~~and relevant faculty section~~ before registering for thesis hours. The thesis must be prepared in conformity with the regulations approved by the Graduate Council and the Department of English and Theatre. Detailed information concerning the preparation and submission of the thesis may be obtained ~~in the office of~~ from the program coordinator.

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

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Geography & Geology				
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts & Sciences				
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number					
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)					
<input type="checkbox"/> Program Revision (Part III)	*Program Title	Geosciences (M.S.)				
<input type="checkbox"/> Program Suspended (Part III)	(Major <input checked="" type="checkbox"/> , Option <input type="checkbox"/> ; Minor <input type="checkbox"/> ; or Certificate <input "="" type="checkbox"/> Program Suspended (Part III)			*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/28/08	Graduate Council*	05/05/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	3/24/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	06/19/08
General Education Committee*	NA	Faculty Senate**	Pending
Teacher Education Committee*	NA	Board of Regents**	Pending
		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 suspend the M.S. in Geoscience program.

A. 2. Effective date: (Example: Fall 2001)
Spring 2009

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
Spring 2014

B. The justification for this action:
The program is being suspended in response to budget cuts.

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

Personnel Impact:
Fewer faculty will be teaching low-enrollment graduate classes, which means more faculty will be teaching relatively high-enrollment undergraduate classes.

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 ~~strike through~~ 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 ~~strike through~~ for deletions and underlines for additions.)

Geosciences Program

Required Core **9 hours**

~~GLY 802, 803, 804 and GEO 753 or 756 or equivalent.~~

Electives **15 hours**

~~Graduate level GLY and GEO courses selected with prior approval of student's advisor; may include relevant offerings of other departments.~~

Thesis **6 hours**

~~GLY 899 (credit will not be given for GLY 899 in this option)~~

Non-Thesis **12 hours**

~~GLY 890 (credit will not be given for GLY 899 in this option) 3 hours~~

~~Nine additional elective hours of graduate course work 9 hours~~

Total Curriculum Requirements **30-36 hours**

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

Part I

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Psychology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	PSY 820
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Statistics and Research Design I
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	02/18/2008	Graduate Council*	05/05/08
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	4/14/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	06/19/08
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 revise description of PSY 820. (1) Credit not awarded to students who complete PSY 820S. (2) Change prerequisite; (3) Shorten title.
A. 2. Effective date:	Spring 2009
A. 3. Effective date of suspended programs for currently enrolled students:	(if applicable)
B. The justification for this action:	(1) The course objectives for PSY 820 and 820S are the same, except for the service-learning component of PSY 820S; (2) Enrollment in PSY 820S is restricted to students admitted to a Psychology graduate program or those who receive departmental approval. Course work in the two areas covered by former prerequisites, PSY 291 and 301, is required for admission to Psychology graduate programs
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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

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

PSY 820 Statistics and & Research Design I. (3) A. Prerequisites: ~~PSY 291 and 301 or equivalent~~ with departmental approval. Principles and techniques of scientific observation, control, and analysis specifically oriented to research in psychology in the context of service learning. Evaluation of research designs and their implementation in professional settings. Emphasis on univariate statistical analyses. Credit will not be awarded to students who have credit for PSY 820S.

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)*
PSY	820	Spring 2009	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	PSYC
Credit Hrs.	Weekly Contact Hrs. Lecture <input type="checkbox"/> Laboratory <input type="checkbox"/> Other <input type="checkbox"/>		Repeatable Maximum No. of Hrs. <input type="text"/>	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only)	
			Class Restriction, if any: (undergraduate only)	
			FR <input type="checkbox"/>	JR <input type="checkbox"/>
			SO <input type="checkbox"/>	SR <input type="checkbox"/>
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry <input type="text"/> Data entry person <input type="text"/>	
		Thesis <input type="checkbox"/>		
		Internship <input type="checkbox"/>		
		Independent Study <input type="checkbox"/>		
		Practicum <input type="checkbox"/>		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	PSY 291 and PSY 301 or equivalent
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 PSY 820S
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

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Psychology
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	PSY 820S
<input checked="" type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	Statistics & Research Design I:S
<input type="checkbox"/> Program Revision (Part III)	*Program Title	
<input type="checkbox"/> Program Suspended (Part III)	(Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	02/18/2008	Graduate Council*	5/5/08
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	
College Curriculum Committee	4/14/08	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	06/19/08
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 create a PSY 820 course that incorporates a service learning component and is designated as a service learning course.
A. 2. Effective date:	spring 2009
A. 3. Effective date of suspended programs for currently enrolled students:	(if applicable)
B. The justification for this action:	Courses with a substantive service learning component can now be identified with an S following the course number. This will allow service learning courses to be easily identified by students. The course meets the requirements of Service Learning Committee.
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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

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

PSY 820S Statistics & Research Design I: Service Learning. (3) A. Prerequisite: departmental approval. Principles and techniques of scientific observation, control, and analysis specifically oriented to research in psychology in the context of service learning. Evaluation of research designs and implementation in professional settings. Emphasis on univariate statistical analyses. Credit will not be awarded to students who have credit for PSY 820.

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)*
PSY	820S	Spring 2009	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	PSYC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3.0</u>	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only) 42	
1	3	N	Class Restriction, if any: (undergraduate only)	
B	3	A	FR _____ JR _____	
W	3		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 _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D .)	
Course Prefix and No.	<u>Departmental Approval</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” 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 PSY 820
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)			

Service Learning Course Application

Department submitting application Psychology

Date of Submittal Feb 11, 2008

Name of faculty teaching this course Richard Osbaldiston

Email richard.osbaldiston@eku.edu Phone 622-3055

Course name and number Psy 820: Research Design and Statistics

Number of credit hours 3

Check the appropriate box: New Course Existing Course

Will other sections of the course be offered without service-learning? Yes No

How many sections of the course will be offered? 2

What community organization/agency will the students be working with? How did you determine their need?

We will be working with Foothills Community Action Partnership in Richmond, KY. They provide a wide array of services for low-income and at-risk populations. I have worked with them in the past on their annual needs assessment, and it fits in well with the educational objectives and helps them with their mission.

How many hours of service per semester will students be required to complete? 15 hours

What reflective assignment(s) will students be required to complete?

Write a research term paper, participate in a group presentation to the Board members.

Have you incorporated an experiential educational activity that is connected to academic content as described in the syllabus? Yes No

Additional comments to complement the syllabus:

Service-Learning Committee Approval: Approved Denied

Date of Approval: _____

Signatures: _____

Kate Williams &/or Sara Zeigler, ECU Service-Learning Committee Co-Chairs

Sample Syllabus

Psy 820—Statistics and Research Design I (3 credit hours)

Instructor

Dr. Richard Osbaldiston (Please call me “Dr. O.” or “Dr. Oz.”)

Office location: 102 Cammack Bldg.

Email: Richard.Osbaldiston@eku.edu (Email is the best way to reach me.)

Phone: 2-3055 or 859-622-3055

Office hours: Tuesday 3:00-5:00, Friday 3:00-5:00, or any other time by appointment.

Required Textbooks

1) Jackson, *Research Methods and Statistics, 2 ed.*, Thomson Wadsworth, ISBN 0-534-55660-4.

2) Rosenthal & Rosnow, *Essentials of Behavioral Research: Methods and Data Analysis, 3 ed.*, McGraw-Hill, ISBN 978-0-07-353196-0.

3) Green & Salkind, *Using SPSS for Windows and Macintosh: Analyzing and Understanding Data, 4 ed.*, Pearson Prentice Hall, ISBN 0-13-146597-X.

Computer Requirements

- 1) Access to a computer with internet capabilities, especially being able to use PsycInfo data base
- 2) A USB mass storage device
- 3) Frequent access to email

Catalog Description

Principles and techniques of scientific observation, control, and analysis specifically oriented to research in psychology. Evaluation of research designs and their implementation in professional settings.

Emphasis on univariate statistical analyses.

Course Philosophy and Approach

EKU's Mission. The purpose of EKU is to “provide intellectual and cultural opportunities that will develop habits of scholarship and intellectual curiosity, provide a deep understanding of American democracy and the citizen's role in maintaining its strength and vitality, impart an understanding of humans and their aspirations, enable effective and efficient communication, and prepare productive and responsible citizens.” (See <http://www.eku.edu/about/>.) Further, EKU has adopted a Quality Enhancement Plan, and that plan focuses on teaching students the skills of explore, evaluate, expand, and express. These skills are all important components of the research process, and we will practice all of them this semester.

If you were to survey all of the most respected and admired people from history—people like Mother Teresa, Mahatma Gandhi, Martin Luther King Jr., the Dali Lama, Abraham Lincoln—you would find that they all possessed a very singular desire to make the world a better place. They all sensed that there was an inadequacy or an injustice in the world, and they all dedicated their lives to solving that problem. We can follow in the footsteps of these great leaders by also learning how to make a difference in the world. In this course, we will work on a project that will directly help people who are less fortunate than us—and we will learn the fundamentals of how to do research at the same time.

Process vs. product. In most college classes, the text book tells you information and knowledge that other people have already figured out. We can think of this as a *product*. While you can do many

things with this product, ultimately, it is of limited usefulness. However, in research classes, you learn how to figure out new things that no one else has ever thought of before. Thus, research is the *process* by which you learn new things. Once you know how to use the process, you can learn anything that you want. As such, the process of research is unlimited, infinite, boundless. You can figure out anything that you want to know, you are not limited to working with just what other people have already figured out.

Scientific research is currently the most powerful intellectual tool that we have available to us. Given its power, it is important to understand how to do research and how to interpret its results. In this class, we will focus on understanding both non-experimental research (descriptive and correlational research) and experimental research.

Over-learning. You have probably already had one or two courses in research methods and statistics. From those courses, you know that you can't just read a research textbook once and understand all the intricacies of design and analysis. To master the process of scientific research, you have to work with the basic principles continuously and apply them in a variety of different ways. This is called "over-learning," that is, you take the same material and go over it several different times, and each time you cover it, you understand it at a new and deeper level.

We're going to apply this idea of over-learning in this course. The first 4 weeks of the semester will be a review of a basic undergraduate research methods course; in fact, we'll read and study an entire undergraduate book. Then we'll spend the rest of the semester looking at all of those concepts in greater detail by 1) reading a textbook that discusses the concepts at a much deeper level, 2) looking at how the concepts are utilized in the primary literature, and 3) by doing a research project. If you did well in your undergraduate research class, you might not learn many more new terms and concepts this semester, but you will have a lot of practice applying what you know and developing a greater understanding of it.

Eastern Kentucky University expects that students will do 2-3 hours of work outside of class for each one hour of class time. As such, you should plan your schedule accordingly so that you can invest this effort in your learning experience.

Course Objectives

EKU has adopted a quality enhancement plan that includes the 4 E's: explore, evaluate, expand, and express. The objective of this course is to give students practice at skills related to these 4 E's.

Explore and expand: Learn how scientific research is the process of exploration. Research is the process with which we explore new topics and expand our knowledge base.

Evaluate: Learn how to evaluate data gathered in research projects. Data are what forms our knowledge of the world around us. We need to know how to evaluate the data in order to understand the world.

Express: An important component of the research process is sharing the results with other people. Being able to express the findings in clear, concise, and useful ways is very important.

Specific Skills

Research design skills

- Strengths and weaknesses of different types of designs
- Practical design issues (e.g., choosing a sample, creating the materials, administering measures)
- Critical issues in design (e.g., reliability, validity)

Statistical analysis skills

- Descriptive stats (measures of central tendency and spread)

- Confidence intervals and effect sizes
- Correct use of statistical procedures
- Reliability
- Correlation (Pearson and Point biserial)
- Analysis of variance

Computer skills

- Using Excel to compute descriptive stats, generate graphs and charts
- Using SPSS to compute descriptive stats, generate graphs and charts, manipulate data, compute inferential stats

Humanistic skills

- Learn about a social problem
- Build relationships with people who are working on that problem
- Understand what you can do to make a difference in the world

Course Requirements and Grading System

Daily homework: Practically every day of the semester, there will be some sort of written work to turn in. These assignments may be doing practice problems at the end of the chapters, finding primary literature that is relevant to the topics that we are discussing, or working on the research project. Students may work cooperatively on these assignments (and in some cases, group work will be necessary), but all work turned in should be each student's own effort. Homework is due in class; no late homework will be accepted.

Exams: There will be four exams during the course of the semester. And there will be a final exam given during the regularly-scheduled time for this class. These exams will be closed books and notes.

Project: As a class, we will work together on a research project. The exact details of the project will be announced ahead of time, and the project will consist of doing a literature review, creating the project, collecting data, analyzing data (using SPSS), and writing an APA-formatted paper. This project will be done in conjunction with a community partner that serves people who are less fortunate than we are.

In-class exercises: Occasionally and without prior announcement, there may be short exercises to complete during class. Because of the spontaneous nature of these exercises, there can be no make-ups for students who miss these class periods.

Grades in this course will be computed according to the following weighting scheme:

Daily homework	25%
Exams (4 at 10% each)	40%
Final Exam	10%
Project	20%
In-class exercises	5%

Letter grades will be assigned according to the following scale:

A: 90-100 B: 80-90 C: 70-80 F: below 70

Attendance: Attendance is not an explicit component of your grade. However, students who miss class will not be allowed to turn in their homework after class nor make up the in-class exercises. Students who know in advance that they must miss class may turn in homework before class. Please let the instructor know in advance if you must miss class.

Disabilities Statement

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TTY. Upon individual request, this syllabus can be made available in alternative forms.

Academic Integrity

Students are advised that ECU's Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

To: Osbaldiston, Richard; Townsend, Scott
Cc: Stewart, Kendra; Williams, Kate; Zeigler, Sara

Congratulations!

The ECU Service-Learning Committee has approved your course application for an "S" designation (PSY 820). Please move forward through the process of getting the course approved by your department and college. Let us know if there is anything we can do to help you during this process.

Thank you again for your application!

Sheri Rogers
EKU VISTA
Ky Campus Compact
Service-Learning
McCreary 222 (office)
McCreary 113 (mail)
859/622-6747

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

Part I

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

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	3/5/08	Graduate Council* N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	4/14/08	Approved <input checked="" type="checkbox"/> Disapproved ___ 06/19/08
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: Revise program description to reflect the addition of a new course (PSY 333) and changes in course numbering.

A. 2. Effective date:
Spring 2009

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

B. The justification for this action: New course (PSY 333) gives students an additional option in one of the required groups of courses.

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:

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 ~~strike through~~ 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 ~~strike through~~ for deletions and underlines for additions.)

PSYCHOLOGY (B.S.)

CIP Code: 42.0101

Major Requirements..... 40 hours

PSY 200, 250, ~~294~~, 309, ~~304~~, 310, and at least 3 hours from each of the following groups:

- (1) Biological bases of Behavior: PSY 311, 315, 315L
- (2) Cognition/Learning: PSY 313, 317, 317L, 333
- (3) Developmental: PSY 312, 314, 316
- (4) Social/Personality: PSY 300, 305, 308
- (5) Skills: PSY 405, 406, 490, 590
- (6) Capstone: PSY 401, or 400, or 579.

In addition, the student must take nine hours of upper division psychology electives. At least three of these must be numbered 400 or above. (PSY 407 may not be used as ~~an~~ a psychology elective). A minimum grade of "C" is required in all courses counted toward the major.

General Education Requirements.....48 hours
 Standard General Education program. Refer to Section Four of this Catalog for details on the General Education and University requirements.
 University Requirement.....1 hour
 GSO 100
 Free Electives.....39 hours
 Total Curriculum Requirements.....128 hours



EASTERN KENTUCKY UNIVERSITY

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College of Business and Technology
Office of the Associate Dean

214 Business & Technology Center
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-1574 FAX: (859) 622-1413
Ed.Davis@eku.edu • www.cbt.eku.edu

MEMORANDUM

TO: Council on Academic Affairs

FROM: _____
Dr. William E. Davis, Interim Associate Dean
College of Business & Technology

DATE: May 29, 2008

SUBJECT: Curriculum Revisions

Please consider the following curriculum changes in the College of Business & Technology at the Council on Academic Affairs meeting on June 19, 2008:

1. Course Revision(s)

Course	Revision	Page
COM 320I	To change the prerequisite/co requisite from COM 320A to BEM 295.	COMM 1-3

2. Program Revision(s)

Program	Revision	Page
Journalism (B.A.)	To allow JOU majors to have a minor in CMS.	COMM 4-5
Public Relations (B.A.)	To add ECO 130 as a choice to the supporting course requirements in Public Relations major.	COMM 6-7

Thank you!
WED/ss





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Department of Communication
College of Business and Technology

521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-1871
FAX: (859) 622-8214

TO: Dr. Ed Davis, Associate Dean
College of Business and Technology

FROM: Dr. Renee Everett, Chair
Department of Communication

DATE: May 29, 2008

SUBJECT: Department of Communication Curriculum Revisions—Council on Academic Affairs Meeting

Please consider the following curriculum proposals from the Department of Communication at the Council on Academic Affairs meeting on June 19, 2008:

1. Course Revision(s)

Course	Revision	Page
COM 320I	To change the prerequisite/co requisite from COM 320A to BEM 295	COMM 1-3

2. Program Revision(s)

Program	Revision	Page
Journalism (B.A.)	To allow JOURNALISM majors to have a minor in CMS	COMM 4-5
Public Relations (B.A.)	To add ECO 130 as a choice to the supporting course requirements in Public Relations major.	COMM 6-7



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

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Communication College Business & Technology *Course Prefix & Number COM 320I *Course Title (30 characters) Desktop Video *Program Title (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> May 2, 2008	<u>Date</u> N/A
		Graduate Council*
		Council on Academic Affairs
College Curriculum Committee	<u>Date</u> May 16, 2008	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	<u>Date</u> N/A	Faculty Senate**
Teacher Education Committee*	<u>Date</u> N/A	Board of Regents**
		Council on Postsecondary Edu.***
		<u>Date</u> 06/19/08
		<u>Date</u> N/A
		<u>Date</u> N/A
		<u>Date</u> N/A
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To change the prerequisite/corequisite for COM 320I to BEM 295.</p> <p>A. 2. Effective date: (Example: Fall 2001) Spring 2009</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p>
<p>B. The justification for this action: The new prerequisite provides a better basis for the course and provides material the student can use in COM 320I.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

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

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

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

New or Revised* Catalog Text

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

COM 320I Desktop Video (1) I, II. Prerequisite or Corequisite: ~~COM 320A~~ BEM 295. Study of the skills and techniques necessary to design and create effective communication in the electronic media using desktop video tools. An examination of the video art form from an aesthetic perspective to include television film, art, multimedia, web video and digital still video.

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)*
COM	320I	Spring 2009	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	COMM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____	
			SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
Co-Requisites and Prerequisites **See definitions on following page**				
Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
Prerequisite(s): (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
Co-Requisite(s) and/or Prerequisite(s) Combination (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in () following courses. Default grade is D-.)				
Course Prefix and No.	Prerequisite or Corequisite: COM 320A -BEM 295.			
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) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Communication Business and Technology Journalism (B.A.) (Major <u> x </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)
--	---	--

Proposal Approved by: Departmental Committee <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Date</u> May 2, 2008	Graduate Council* Council on Academic Affairs Approved <u> X </u> Disapproved <u> </u>	<u>Date</u> N/A 06/19/08
College Curriculum Committee General Education Committee* Teacher Education Committee*	<u>Date</u> May 16, 2008 N/A N/A	Faculty Senate** Board of Regents** Council on Postsecondary Edu.***	N/A N/A N/A

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To allow JOU majors to have a minor in CMS.

A. 2. Effective date: (Example: Fall 2001)
 Fall 2008

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

B. The justification for this action:

JOU students are required to have a minor, but the minor may not be in any of the academic areas in the Department of Communication – BEM, PUB or CMS. This restriction was to avoid duplication in classes. After reviewing the CMS minor, it has been determined that there is no overlap with the JOU requirements.

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

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

JOURNALISM (B.A.)

CIP Code: 09.0401

University Requirement1 hour

BTO 100.

General Education Requirements48 hours

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

College Requirement: Professional Skills Seminar

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

Free Electives24 hours

Minor Requirements18 hours

~~Journalism students must complete a minor in an area outside the Department of Communication.~~

Journalism students must complete a minor in an area other than JOURNALISM, PUB or BEM.

Major Requirements 37 hours

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

Total Curriculum Requirements.....128 hours

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

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name _____ College _____ *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title _____ _____ _____ *Provide only the information relevant to the proposal.	Communication _____ Business & Technology _____ Public Relations (B.A.) _____ (Major <u> x </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>)
Proposal Approved by:		
Departmental Committee	<u>Date</u> May 2, 2008	Graduate Council* _____
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		
College Curriculum Committee	<u>Date</u> May 16, 2008	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> _____ _____ _____ _____
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.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To add ECO 130 as a choice to the supporting course requirements in Public Relations major.</p> <p>A. 2. Effective date: (Example: Fall 2001) Fall 2008</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A</p> <hr/> <p>B. The justification for this action: The economics department has recommended to add ECO 130 as a choice for non-majors. We need to reflect this change in our supporting course requirements.</p> <hr/> <p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>
--

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

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ 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 ~~strike through~~ 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 Bloc VC. Refer to Section Four of this <i>Catalog</i> for details on General Education and University requirements.	
College Requirement: Professional Skills Seminar	
BTS 300 (CR) and BTS 400 (CR).	
Supporting Course Requirements	21 hours
COM 320 (3) A-I, 420, ECO <u>130</u> or 230 or 231, MGT 301 or BEM 425, POL 101 and six hours from the following courses: COM 301, 309, 325, 390, 425, GCM 211, MKT 301, or PUB 385, 480, 520.	
Free Electives	28 hours
Major Requirements	36 hours
BEM 295(4); 375, COM 200, 201, 405, and 491(1), JOU 305, 325 or TEC 313, PUB 375, 380, 470 or 349(1), 475, 490.	
Total Curriculum Requirements	128 hours



EASTERN KENTUCKY UNIVERSITY

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bill.phillips@eku.edu

To: Council on Academic Affairs
From: Dr. Kim Naugle
Re: Agenda for June 19, 2008 Council on Academic Affairs Meeting
Date: June 5, 2008

Agenda

A. College of Education

- a. Department of Curriculum and Instruction & Special Education
 - i. **Rank II and Rank I programs and Certification Areas**
- b. Department of Educational Leadership and Policy Studies
 - i. **New Course: EAD 846-S**



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

Part I

Department Name	Curriculum and Instruction	
	Special Education	
College	Education	
*Course Prefix & Number	_____	
*Course Title (30 characters)	_____	
*Program Title	Rank II and Rank I programs and Certification Areas	
	(Major ____, Option ____, 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.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>To facilitate coding of all graduate programs in Banner it was requested by the Office of the Registrar that the College of Education list areas for Rank II and Rank I programs in the catalog. Having a separate code for each area will make it possible to accurately account for candidates enrolled in these programs and for development of CARES reports to replace hard copy planned programs.</p> <p>Also, non-degree certification areas are identified for the same coding reasons.</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Immediately</p>
--

Part III. Recording Data for Revised Program

<p>1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.</p>	<p>New or Revised* Program (*Use strikeout for deletions and <u>underlines</u> for additions.)</p>
<p>See below.</p>	

RANK II and RANK I NON-DEGREE PROGRAMS

Rank II Classification, the Fifth Year Program

I. GENERAL INFORMATION

General policies governing the fifth year program leading to Kentucky Rank II classification appear in the general section of the College of Education. General requirements for teachers certified for P-5, 5-8, 8-12, and P-12 are outlined below. Special Education programs are shown in their department display.

II. ADMISSION REQUIREMENTS

Candidates must have a Rank III certification through a regionally accredited institution with a minimum overall undergraduate GPA of 2.5.

III. PROGRAM REQUIREMENTS

Curriculum for Fifth Year Rank II Program - Elementary Education

Professional Education Core	12 hours
A. ELE 810.	
B. One of the following: ELE 871, EME 873.	
C. Two of the following: EDF 835, 837, 850, 855, EMS 842, 855, EPY 816, 839, SED 775, 790, 800.	
Subject Matter Courses	12 hours
Courses approved by the advisor.	
Electives	8 hours
Minimum Program Total	32 hours

Curriculum for Fifth Year Rank II Program - Middle Grade Education

Professional Education Core	12 hours
A. EMG 810.	
B. One of the following: EME 873, EMG 806.	
C. Two of the following: EDF 835, 837, 850, 855, EMS 842, 855, EPY 816, 839, SED 775, 790, 800.	
Subject Matter Courses	12 hours
Courses approved by the advisor.	
Electives	8 hours
Minimum Program	32 hours

Curriculum for Fifth Year Rank II Program - Secondary Education

P-12: Art, French, Health, Music, Physical Education, Spanish, Theater.

Grades 5-12: Agriculture, Business and Marketing Education, Family and Consumer Science, Industrial Education.

Secondary Education 8-12: Biology, Chemistry, Earth Science, English, Mathematics, Physics, History.

Professional Education Core	12 hours
A. One of the following: ESE 863, ELE 810*, or EMG 810.*	
B. One of the following: ESE 774 or EMG 806.	
C. Two of the following: EDF 835, 837, 850, 855, EMS 842, 855, EPY 816, 839, SED 775, 790, 800.	

Subject Matter Courses	12 hours
Courses approved by the advisor.	

Electives	8 hours
Minimum Program	32 hours

*Open to candidates with 5-12 and P-12 certification.

Curriculum for Fifth Year Rank II Program - Library Science

Professional Education Core	12 hours
A. One of the following: ELE 871, EMG 806, or ESE 774.	
B. One of the following: ELE 810, EMG 810, or ESE 863.	
C. Two of the following: EDF 835, 837, 850, 855, EMS 842, 855, EPY 816, 839, SED 775, or 800.	
Specialization	22-28 hours
LIB 701*, 759*, 800, 802, 805, 821, 831, 863, and 870.	
Total Program Hours	34-40 hours

*Candidates who have completed LIB 501 and/or LIB 569 with a grade of "C" or better may use them to reduce requirements in the Library Science block by 3-6 hours. Candidates who have completed LIB 501 and/or LIB 569 for credit may not take LIB 701 and/or LIB 769.

IV. EXIT REQUIREMENTS

Rank II programs require an exit interview and portfolio review.

Rank I Classification, the Sixth Year Program

I. GENERAL INFORMATION

General policies governing the sixth year program leading to Rank I classification appear in the general section of the College of Education.

II. ADMISSION REQUIREMENTS

Candidates must have a Master's degree or Rank II certification through a regionally accredited institution.

III. PROGRAM REQUIREMENTS

Curriculum for Sixth Year Rank I Program - Elementary and Middle Grade Education

Professional Education	6 hours
-------------------------------------	----------------

Courses in Certified Teaching Area	12-15 hours
Elementary (P-5)	12 hours
Middle Grade (5-9)	15 hours
Electives	9-12 hours
Elementary (P-5)	12 hours
Middle Grade (5-9)	9 hours
Selected with prior approval of the advisor.	
Minimum Program Total	30 hours

**Curriculum for Sixth Year Rank I Programs -
Secondary Education and P-12**

P-12: Art, Environmental Education, French, Health, Music, Physical Education, Spanish, Theater.

Grades 5-12: Agriculture, Business and Marketing Education, Family and Consumer Science, Industrial Education.

Secondary Education 8-12: Biology, Chemistry, Earth Science, English, Mathematics, Physics, History.

Professional Education	6 hours
Courses in Certified Teaching Area	12 hours
Electives	12 hours
Selected with prior approval of advisor.	
Minimum Program Total	30 hours

**Curriculum for Sixth Year Rank I Program -
Library Science**

Professional Education	6 hours
(As approved for Rank I Programs) Candidates who have not previously completed a graduate reading methods course must take ELE 871, EMG 806, or ESE 774.	
Library Science Courses*	22-28 hours
LIB 701*, 759*, 800, 802, 805, 821, 831, 863, and 870.	
Total Program Hours	31-34 hours

* Candidates who have completed LIB 501 and/or LIB 569 with a grade of "C" or better may use them to reduce the number of hours required in the Library Science block by 3-6 hours Candidates who have completed LIB 501 and/or LIB 569 for credit may not take LIB 701 and/or LIB 769.

IV. EXIT REQUIREMENTS

Rank I programs require an exit interview and portfolio review.

CERTIFICATION
Non-Degree

Non-degree certification programs are designed to provide candidates who already have certification an opportunity to develop an individual plan for adding areas of certification.

*Areas for which this program is available include:

Elementary Education

Middle Grades Education

P-12: Art, French, Health, Music, Physical Education, Spanish, Theater.

Grades 5-12: Agriculture, Business and Marketing Education, Family and Consumer Science, Industrial Education.

Secondary Education 8-12: Biology, Chemistry, Earth Science, English, Mathematics, Physics, History.

*Other areas may be found in the endorsement section of this departmental catalog display.

Candidates should only enroll in one of these non-degree programs after consultation with a program advisor.

RANK PROGRAMS

Rank II (Fifth Year) Programs -

Interdisciplinary Early Childhood Education, Deaf and Hard of Hearing, Learning and Behavior Disorders, Moderate and Severe Disabilities

The Rank II programs follow the guidelines approved for the College of Education in compliance with state guidelines. However, one of the Professional Core courses, EPY 816, is required by the department for a Rank II. These programs are to be planned in advance with an assigned advisor in special education.

Professional Core 6 hours
Professional Education 6 hours
Planned Electives in Academic Area(s) 12 hours
Planned Electives Within/Outside Department 8 hours
Minimum Total Program 32 hours

Rank I (Sixth Year) Program-

Interdisciplinary Early Childhood Education, Deaf and Hard of Hearing, Learning and Behavior Disorders, Moderate and Severe Disabilities

The Rank I requires a minimum of 60 hours if a master's program is included or a minimum of 30 additional hours after completion of a planned Rank II program.

Special Education Courses Approved by

Advisor 15 hours
Electives 9 hours
Professional Education 6 hours
Minimum Total Program 30 hours

*SPLASH training will not be counted for the MAEd in Special Education nor for the certifications or endorsements in LBD and MSD, but it may be counted toward Rank I/II if approved as an elective by the advisor. Inservice training programs offered by the Kentucky Department of Education may not be counted for a degree, certification, or rank program.

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

Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Ed Leadership & Policy Studies <hr/> College Education <hr/> *Course Prefix & Number EAD 846-S <hr/> *Course Title (30 characters) School Community Relations (S) <hr/> *Program Title (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> 2/14/08	
		<u>Date</u> 5/5/08
		Graduate Council*
		Council on Academic Affairs
		Approved <input checked="" type="checkbox"/> Disapproved _____
		06/19/08
		Faculty Senate**
		N/A
		Board of Regents**
		N/A
		Council on Postsecondary Edu.***
		N/A
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

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

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To create a new course (alternate version of EAD 846 with service learning emphasis)</p> <p>A. 2. Effective date: (Example: Fall 2001) Spring 2009</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: This course is part of an interdepartmental service learning project (involving C&I, COU, EAD, and SED and with grant support from the QEP). The course is a revised version of the existing course EAD 846 with an emphasis on field-based activities supporting a service learning project in an actual school setting.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs: None</p> <p>Library Resources: None</p>

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

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

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

New or Revised* Catalog Text

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

EAD 846S - School Community Relations-Service Learning Option (3) A.

Field-based course designed to engage students in developing and implementing a community relations program contributing to a service learning activity in an actual school setting (Service Learning option for EAD 846).

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)*
EAD	846-S	Spring 2009	AS _____ JS _____ BT _____ EM _____ ED <u>XX</u> PC _____ HS _____	CEDL
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u>	Laboratory _____	Other _____	
			Cip Code (first two digits only) 43	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____	JR _____
			SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	FOR BANNER USE ONLY Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No. _____

Course Prefix and No. _____

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

Course Prefix and No. _____

Course Prefix and No. _____

Test Scores _____

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

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

Course Prefix and No. _____

Test Scores _____

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

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

Course Prefix and No. _____ EAD 846

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)			

EAD 846-S: Leadership for School-Community Relations (Service Learning)
Department of Educational Leadership and Policy Studies
Eastern Kentucky University, College of Education

Dr. Jerry Johnson
jerry.johnson@eku.edu
410 Combs Building
(859) 622-6678
Office Hours: by appointment.

COURSE DESCRIPTION: This is a field-based course designed to engage students in developing and implementing a school-community relations program contributing to a service learning activity in an actual school setting. Course work will be geared toward enhancing relevant knowledge/skill sets and building capacity to support program development and implementation. In the field-based component, students will be involved in providing administrative leadership and support for teaching and learning activities that involve community and contribute to community well-being.

TEXTS:

Gestwicki, C. (2006). *Home, School and Community Relations: A Guide to Working with Families*. New York: Thomson Delmar.

Other readings will be made available in electronic format (i.e., via documents or links posted on Blackboard).

COURSE OBJECTIVES:

1. Assess and evaluate community context and deploy findings as the basis for designing and implementing a program for school-community relations that is responsive to the specific school/ community and aligned with the goals/objectives of the proposed service learning project.
2. Evaluate, develop, and implement appropriate communication skills needed to convey relevant knowledge about programs to various constituencies (e.g., parents, press, and/or community leaders).
3. Demonstrate interpersonal skills and dispositions that would enable one to work productively with school employees and other constituencies.
4. Synthesize relevant literature and other resources and deploy as the basis for devising and implementing effective strategies for consensus-building around questions and decisions related to the proposed service learning project.
5. Evaluate and assess needs and objectives, and deploy findings as the basis for planning and conducting effective meetings.
6. Demonstrate skill in building community support for school initiatives (e.g., the proposed service learning project), and evaluate efforts in this regard.
7. Assess and evaluate political context and deploy findings as the basis for demonstrating effective strategies and dispositions for dealing with political forces impacting schools.
8. Assess and evaluate relevant internal and external factors influencing school-community relations.

REQUIRED ACTIVITIES/TOPICS:

1. Prepare, present, and submit a paper synthesizing findings from a review of all relevant school leadership documents (school improvement plan, school safety plans, etc.)
2. Prepare, present, and submit an action plan outlining the proposed service learning project, including description of resources needed, roles/responsibilities, timelines, etc. (required ePortfolio entry). *Note: action plan will be presented to school faculty, parents, and community representatives.*
3. Prepare, present, and submit a public engagement plan, including sample activities (required ePortfolio entry). *Note: public engagement plan will be presented to school leaders (e.g., principal, school-based decision-making council).*
4. Prepare, present, and submit a reflective essay focused on the concept of “place” in education (e.g., how and why should a commitment to place and context feature prominently in schooling processes?); the role of schools in contributing to community well-being (e.g., what is the role of the school with regard to community well-being?); outcomes for teachers, students, parents, and others (e.g., how and in what ways can service learning activities impact the work of students, teachers, parents, others?) (required ePortfolio entry).
5. Update career and /or growth plan.

PROFESSIONAL EDUCATION PROGRAM MODEL:



COURSE OUTLINE: Class sessions will consist of (1) lecture/discussion of relevant topics, (2) small and large group activities, (3) structured workshop during which students will be introduced to and practice relevant skills; and (4) field-based practice. Some specifics need to be decided collaboratively, and we will do so at the first class session. A full outline with topics, dates, etc. will then be posted on Blackboard.

EVALUATION/GRADING SCALE:

1. Leadership documents synthesis paper and presentation (50 pts)
2. Action plan paper and presentation (50 pts)
3. Public engagement plan paper and presentation (50 pts)
4. Reflective essay paper and presentation (50 pts)
5. Self-assessment of participation in field-based activities (50)

Grading Scale: A = 225-250; B = 200-224; C = 175-223; D = 150-174; F = <150

STUDENT PROGRESS: Student progress will be assessed via self-evaluation and instructor evaluation after activity/topic 1 (to take place within the first 4 weeks of the semester), after activities/topics 2 and 3, and after activity/topic 4.

ATTENDANCE POLICY: Students are expected to attend every class. If an absence is unavoidable, the student should contact the instructor to make alternate arrangements.

LAST DAY TO DROP: See Colonel's Compass: <http://www.eku.edu/compass/>

DISABILITIES STATEMENT: If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by 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.

ACADEMIC INTEGRITY: Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at <http://www.academicintegrity.eku.edu>. Questions regarding the policy may be directed to the Office of Academic Integrity.

PROFESSIONAL STRANDS IN THE COLLEGE OF EDUCATION:

Common Elements of All Professional Education Course Syllabi

- **FIELD EXPERIENCES:** When appropriate: Observation in public schools.
- **METACOGNITION SKILLS:** Students will review and analyze research and summarize the thoughts of other researchers as well as analyze their research findings.
- **COMMUNICATION SKILLS:** Communication skills will be displayed through speaking, writing, and class experience.
- **RESEARCH SKILLS/ INDEPENDENT LEARNING:** Students will be required to
- demonstrate research and independent learning skills specified by the instructor.

- **PLANNING SKILLS:** Time management skills are needed in order to participate effectively in Educational Research.
- **TECHNOLOGY:** All products/reports must be word processed and all presentations will be on-line. All tests will also be on-line. Students will be introduced to the Kentucky New Teacher Standards for using technology and relevant criteria including blackboard experiences.
- **PROFESSIONAL/SOCIAL SKILLS:** Students will interact with college instructors, peers, cooperating teachers, and schools.
- **TEAMING/COLLABORATION:** Teaming and collaboration will be encouraged. In the case of Educational Research this requirement will be met through e-Learning teams.
- **CONTINUOUS AUTHENTIC ASSESSMENT:** Students are provided continuous feedback on each requirement. They also have opportunities for self-assessment.
- **DIVERSITY:** Awareness of the diverse characteristics of students and the types of school climates will be an integral component of course and field experiences.
- **INCLUSION/EXCEPTIONALITIES:** Awareness of exceptionalities and inclusive classrooms will be a part of course.

EAD 846S - New Course - Approval Letter

From: "Rogers, Sheri" <Sheri.Rogers@EKU.EDU>

Date: Wed, 4 Jun 2008 13:12:22

To: "Johnson, Jerry" <Jerry.Johnson@EKU.EDU>

Subject: FW: "S" Designation for EAD 846

Let me know if you need anything else.

Sheri

From: Rogers, Sheri

Sent: Wednesday, February 27, 2008 12:41 PM

To: Johnson, Jerry

Subject: RE: "S" Designation for EAD 846

Congrats! Your application for an "S" designation for EAD 846 has been approved by the Service-Learning Committee as of

February 27. Please move forward in your process and let us know if you need any assistance.

Thanks again for your application,

Sheri Rogers

EKU VISTA

Service-Learning

859/622-6747
