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Council on Academic Affairs Minutes, Mar 18, 2010

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CAA Approved 4/15/10

COUNCIL ON ACADEMIC AFFAIRS MINUTES
March 18, 2010

Members Present:	Onda Bennett, Rich Boyle, Bob Brubaker, Tina Davis, Michael Foster, Verna Freer, Claire Good, DaJuane Harris, Jaleh Rezaie, Anne Shordike, Norman Spain, Sherwood Thompson, Janna Vice, Deborah Whitehouse
Members Absent:	Steve Byrn, Ed Davis, Linda Fossen, Linda Frost*, E.J. Keeley, Sandra Moore, Benton Shirey* *indicates prior notification
Non-Members Present:	Carolyn Harvey, Derrick Morton, Julie Patterson, Bruce Pratt, Judy Short, Julie Spease, Mary Wilson, Neil Wright

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Dr. Janna Vice called the Council on Academic Affairs to order at 1:03 p.m. on March 18, 2010.

Approval of the Minutes – February 18, 2010

The minutes were approved as distributed.

CURRICULUM ITEMS

Health Sciences

Environmental Health Science

New Program

Approved — MPH-EHS Graduate Certificate in Occupational Health — Fall 2010

New Courses

Approved — EHS 510 Radiological Health 510/710 to replace EHS410 for new Cert. — Fall 2010

Approved — EHS 710 Radiological Health 510/710 to replace EHS410 for new Cert. — Fall 2010

Approved — EHS 875 Principles of Ventilation - for new Cert. — Fall 2010

Approved — EHS 885 Crisis Management, Risk Communication/Assessment - for new Cert. — Fall 2010

University Programs

New Course

Approved — GSD 220 Prior Learning Seminar — Fall 2010

Program Revision

Approved — Minor in International Studies — Fall 2010

Change GEO 200 to GEO 100; Add ANT 250, GEO 205, GEO 302, HUM 350, HUM 360 and CMS 375 to the electives; Delete ANT 325, ANT 435, SPE 375, TNT 300, and HIS 354 from the electives

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Education

Curriculum and Instruction

Editorial

Update Introductory *Catalog* Text

Educational Leadership

New Courses

Approved — Fall 2010

EAD 811 Utilizing Resources in Education

Approved EAD 812 Staff Selection and PD — Fall 2010

New Endorsement

Approved Teacher Leader Endorsement — Fall 2010

This endorsement program provides an avenue for candidates who previously completed a master's degree or for candidates who completed Rank II 5th year or Rank I 6th year programs prior to December 31, 2010, an option to add the Teacher Leader Endorsement to their credentials.

Program Revision

Approved MAEd in Instructional Leadership — Fall 2010

Revise program title and components of the program to reflect the requirements and standards for the new Teacher Leader Endorsement.

Health Sciences

Baccalaureate and Graduate Nursing

Program Revision

Approved Nursing (BSN) - To update catalog copy to reflect revised mission and outcomes, and also department approval process for three prerequisite nursing courses. To specify the time frame as five years for accepting older credits on specific prerequisite/ support courses (BIO 171, BIO 273/CLT 209, BIO 301, CHE 105, NFA 201, NSC 232, NSC 242, and NSC 252). — Fall 2010

Family and Consumer Science

Program Revision

Approved General Dietetics — Fall 2010

a.Change progression/admission and graduation requirements:
-Increase the minimum cumulative GPA required for admission to the dietetics program from 2.5 to 2.75
-Increase the minimum cumulative GPA required to earn the BS in General Dietetics from 2.75 to 3.0
More selective admission and academically rigorous graduation requirements will help to ensure that graduates will be competitive in the dietetic internship selection process and pass the national Registered Dietitian (RD) exam.
b. Delete CHE 330 as a Major Requirement option Currently, CHE 330 (4 hrs) is offered as an alternative course for NFA 301 (3 hrs). The content of NFA 301, however, is specific to the major and integrated with other courses in the curriculum. Thus, CHE 330 is not equivalent in content to NFA 301.

Dropped Course

Approved FCS 400 Ethics and Advocacy in Family and Consumer Science — Spring 2010

Health Promotion and Administration

Program Revision

Approved Health Education – Wellness Opt. — Fall 2010

Drop REC 411 and Add PHE 407. Change name of this Health Education option from Wellness to Worksite Health Promotion It is essential that students who work in Worksite Health Promotion have a thorough background in personal training and fitness (PHE 433) and a prerequisite to this course is PHE 407 – Strength and Conditioning. Students employed in Worksite Health Promotion are not as likely to come in contact with seniors, so we are dropping REC 411 (Therapeutic Recreation Services for the Senior Adult). This helps us to stay as close as possible to 120 hours for the option. We would also like to change the option title from Wellness to Health Education with an option in Worksite Health Promotion to better reflect the language in the field.

Course Revision

Approved HSA 203 Fundamental of Medical Science — Fall 2010

Change course number to HSA303. This course is restricted to Health Services Administration majors and is taken during the junior year. This is currently the only HSA course (taken after formal admission to the program) that is numbered at the 200 level.

Occupational Therapy

Editorial

OTS 313 Occupation in Context — Fall 2010

To correct by adding OTS302 as the co-requisite to OTS 313. In 2007-08, changes were made to several occupational science courses to include the co-requisites for a sequence of courses (OTS 302, OTS 335, and OTS 421). OTS 302 was changed to reflect OTS 313 as its co-requisite but OTS313 was overlooked.

Course Revision

Approved OTS 402 Practicum in OS IV: Research and Advocacy — Fall 2010

Add statement so OTS 402 Credit will not be given if OTS 402S credit has been earned.

Hybrid Course

Approved — Fall 2010

Justice and Safety

Emergency Medical Care

New Course

Approved — EMC 105 Survey of Medical Terminology — Fall 2010

Fire and Safety Engineering Technology

New Programs

Discussion — Fire Protection Administration (B.S.)
Discussion — Fire, Protection, and Safety Engineering Technology (B.S)
Discussion — Fire, Arson, and Explosion Investigation (B.S.)
Discussion — Occupational Safety (B.S).

The new program proposals will return to the April 2010, CAA meeting as action items for votes by the Council.

Program Suspended

Discussion — Fire and Safety Engineering Technology Program

This item will return to the April CAA meeting for vote.

Program Revision

Approved — Minor in Fire and Safety Engineering Technology - *Modify the minor to reflect course prefix changes within the fire and safety curriculum.* — Fall 2010

New Courses

Discussion — FSE 224 Human Behavior in Fire
Discussion — FSE 260 Proving Criminal Acts
Discussion — FSE280 Constitutional Criminal Procedure
Discussion — FSE 330 Principles of Criminal Investigation
Discussion — FSE 335 Engineering Mechanics
Discussion — FSE 445 Advanced Structural Fire Protection
Discussion — FSE 480 Industrial Fire Safety
Discussion — FSE 481 Fire Protection Design
Discussion — OSH 495 Senior Capstone

The new course proposals will return to the April CAA meeting for vote by the Council.

Homeland Security

Program Revisions

Approved — BS Homeland Security - *To revise the required major and supporting courses in the Bachelor's of Science in Homeland Security.* — Fall 2010

Approved — Minor in Homeland Security - *To revise the Minor in Homeland Security to reflect the latest revisions to the BS in Homeland Security program course offerings.* — Fall 2010

Approved — Certificate in Intelligence Studies - *To revise the undergraduate Certificate in Intelligence Studies. To include new courses in the Certificate in Intelligence Studies. Courses include: HLS 402 Counterintelligence, CIS 320 Forensic Computing: Investigations and CIS 325 Forensic Computing: Acquisition and Analysis.* — Fall 2010

New Programs

Discussion — Certificate in Emergency Management
Discussion — Certificate in Homeland Security
Discussion — Minor in Emergency Management

The new program proposals will return to the April 2010, CAA meeting as action items for votes by the Council.

New Courses

Discussion — HLS 391 Vulnerability and Risk Assessment
Discussion — HLS 402 Counterintelligence
Discussion — HLS 451 Disaster Preparedness and Response
Discussion — HLS 491 Emergency Planning
Discussion — HLS 495 Homeland Security Colloquium

The new course proposals will return to the April CAA meeting for vote by the Council.

Course Dropped

Approved — HLS 421 Prevention and Problem Solving — Fall 2010

Course Revisions

Approved — HLS 401 Intelligence Analysis, *Change name to Intelligence Process* — Fall 2010

Approved — HLS 461 Disaster Recovery *Change name to Mitigation & Disaster Recovery* — Fall 2010

Anthropology, Sociology, & Social Work

Course Revisions

Approved	ANT 360 Mesoamerica before Cortez - *Change prerequisites*	Fall 2010
Approved	SOC 425 World Systems Analysis - *Drop SOC 131 prerequisite for SOC 425*	Fall 2010
Approved	SWK 310 Social Welfare - *Revise existing course to include "writing intensive" criteria*	Fall 2010

New Courses

Approved	SWK 310W Social Welfare	Fall 2010
Approved	SOC 322 Sociology of Mass Media	Fall 2010
Approved	SOC 330S Sociology of Migration	Fall 2010

Art & Design

New Course

Approved	DES 463 Problems in Design –Add new course to curriculum	

Chemistry

Course Revision

Approved	FOR 465 Expert Witness Testimony- *To update the course description to reflect the current course content as well as add the statement needed with respect to the 'W' version of the course.*	Fall 2010

New Courses

Approved	CHE 385 Chemical Literature	Fall 2010
Approved	CHE 484 Chemistry Colloquium	Fall 2010
Approved	CHE 485 Chemistry Seminar	Fall 2010
Approved	FOR 465W Expert Witness Testimony	Fall 2010

Dropped Courses

Approved	CHE 480 Seminar 1 –*Replace with CHE 385*	Fall 2010
Approved	CHE 481 Seminar II – *Replace with CHE 485*	Fall 2010

Program Revisions

Approved	Chemistry B.A- *To update the Chemistry B.A. program to reflect recent course changes and update the General Education requirements.*	Fall 2010
Approved	Chemistry B.S. - *Update the Chemistry B.S. program to reflect recent department course changes.*	Fall 2010

Economics

Dropped Course

Approved	ECO 415 American Economic History	Fall 2010

Program Revision

Approved	Globalization and International Affairs B.A- *Reduce the number of hours for the BA degree in Globalization and International Affairs from 128 semester hours to 120 semester hours.*	Fall 2010

English and Theatre

Course Revisions

Approved	ENG 211 Survey of World Literature I - *Prohibit students from receiving credit for both ENG 211 and the proposed ENG 211W course.*	Fall 2010
Approved	ENG 353 English Literature II - *Modify course description to ensure that students do not receive credit for ENG 353 if they have credit for writing-intensive version (ENG 353W).*	Fall 2010

Hybrid Courses

Approved	ENG 211W Survey of World Literature I - *Offer a writing-intensive option to the existing English 211 course*	Spring 2010
Approved	ENG 353W English Literature II - *Develop a writing-intensive version of ENG 353.*	Fall 2010

Program Revision

Approved	English B.A. - *Removal of a block of "diversity" courses from the creative writing and technical writing emphases. The courses include ENG 360 (Literatures of Africa), 361 (African-American Lit.), 362 (North American Native Lit.), 363 (Latin American/Latino Lit.), 364 (Women's Lit.), 365 (Appalachian Lit.), and 366 (Queer Theory and Literatures), removal of a three-hour theatre requirement from the creative writing and technical writing emphases of the English B.A. program.*	Fall 2010

Foreign Languages & Humanities

Program Revision

Approved	Minor in Humanities- *Reduce the overall required hours from 24 to 18 and change the courses required for the minor.*	Fall 2010

Government

Course Revisions

Approved	POL 100 Principles of Politics and Government -*Change catalog description: Students cannot receive credit for both POL 100 and POL 100S.*	Fall 2010

New Course

Approved	POL 100S Principles of Politics and Government	Fall 2010

History

Dropped Courses

Approved	HIS 415 American Economic History	Fall 2010
Approved	HIS 450 Senior Seminar in History	Fall 2010
Approved	HIS 201 Historical Research and Methods	Fall 2010

New Courses

Approved	HIS 290 Historical Research and Methods	Fall 2010
Approved	HIS 450W Senior Seminar in History	Fall 2010

Program Revision

Approved	History B.A. non-teaching- *Reflect the dropped courses (415 & 450) and the course changes (290 and 450W).*	Fall 2010

Music

Course Revisions

Approved	MUS 253 Percussion Ensemble - *Add a 0 credit option for this course.*	Fall 2010
Approved	MUS 254 Jazz Ensemble - *Add a 0 credit option for this course.*	Fall 2010
Approved	MUS 256 Marching Band - *Add a 0 credit option for this course.*	Fall 2010
Approved	MUS 453 Percussion Ensemble - *Add a 0 credit option for this course.*	Fall 2010
Approved	MUS 454 Jazz Ensemble - *Add a 0 credit option for this course.*	Fall 2010

Physics and Astronomy

New Course

Approved	PHY 129 Success in College Physics	Fall 2010

Psychology

Course Revisions

Approved	PSY 319 Industrial/Organizational Psychology – *Revise course description to reflect that students may not receive credit for both PSY 319S and PSY 319.*	Fall 2010
Approved	PSY 401 Senior Thesis - *Modify course description to ensure that students do not receive credit for PSY 401 if they have credit for writing-intensive version (PSY 401W).*	Fall 2010

Hybrid Courses

Approved	PSY 319S Industrial/Organizational Psychology	Fall 2010
Approved	PSY 401W Senior Thesis	Fall 2010

Business and Technology

Accounting, Finance & Information Systems

New Courses

Approved	ACC 350 Accounting Information Systems	Fall 2010
Approved	CIS 320 Forensic Computing: Investigations	Fall 2010
Approved	CIS 325 Forensic Computing: Acquisitions	Fall 2010

Course Revision

Approved	FIN 324 Principles of Investments - *Change prerequisite for the course from FIN 300 to FIN 300 or FIN 201 or FIN 310.*	Fall 2010

Program Revisions

Approved	Accounting, BBA - *Reduce the total number of hours required for a degree in Accounting, to add Accounting Information Systems as a required course, and to make MAT 211 required for all accounting majors.*	Fall 2010 Fall 2010
Approved	Computer Information Systems, BBA - *Add two new courses as electives in the General CIS Option.*	Fall 2010
Approved	Finance, BBA - *Reduce the total hours required for Finance major to 120, and to incorporate recently approved courses FIN 310 and FIN 311 into the finance program.*	Fall 2010
Approved	Insurance, BBA - *Decrease number of free electives to reduce total number hours required to 120. Revise and increase Major Requirements hours to reflect current course offerings.*	Fall 2010
Approved	Insurance, BS - *Decrease number of free electives to reduce total number hours required to 120. Revise Major Requirements to reflect current course offerings.*	Fall 2010

Approved

	Minor in Computer Information Systems - *Drop CIS 340 from and to add CIS 375 as part of the minor requirements for both business and non-business majors.*	Fall 2010
	New Program	
Discussion	Minor in Personal Finance	
	The new program proposal will return to the April 2010, CAA meeting as action items for votes by the Council.	
	Agriculture	
	New Course	
Approved	AGR 319 Renewable & Sustainable Energy	Spring 2011
	Business and Technology	
	Course Revisions	
Approved	BTS 300 Professional Skills Seminar	Fall 2010
Approved	BTS 400 Professional Skills Seminar	Fall 2010
	Communication	
	Course Drops	
Approved	BEM 353 The Art & Craft of Screenwriting	Fall 2010
Approved	CMS 485 Communication Training & Development	Fall 2010
	New Courses	
Approved	BEM 353W The Art & Craft of Screenwriting - *To create a BEM 353 W course incorporating substantive writing assignments and designated as a writing intensive course with syllabus and TCAC Advisory Board Approval Letter*	Fall 2010
Approved	CMS 485S Communication Training & Development	Fall 2010
	Course Revisions	
Approved	BEM 350 Cinema History I	Fall 2010
Approved	BEM 351 Cinema History II	Fall 2010
Approved	BEM 460 Advanced Film Genre	Fall 2010
Approved	CMS 450 Mediation	Fall 2010
	Program Revisions	
Approved	Broadcasting/Electronic Media B.A. - *Change BEM 353 in Broadcasting/Electronic Media: Film Option to BEM 353W (under Options requirements).*	Fall 2010
Approved	Communication Studies BA - *Change CMS 485 under Major Requirements in B.A, Communication Studies to CMS 485S and permit either CMS 450, Mediation or CMS 485S, Training & Development as a required course in the major.*	Fall 2010
Approved	Communication Studies Minor - *Change CMS 485 in Communication Studies minor requirements to CMS 485S*	Fall 2010
	EKU Business	
	Catalog Text Revision	
	Text in EKUBusiness of Undergraduate Catalog. - *Add following text: CIS 212 or CSC 104 to BBA Supporting Courses.*	Fall 2010
	Management, Marketing & Administrative Communication	
	Course Revision	
Approved	CCT 201 Professional Communication - *Remove this course from Block VIII General Education.*	Fall 2010
	Program Revisions	
Approved	General Business BBA - *Add "or PSY 200 or 200W" in Supporting Course Requirements. Add "W" to CCT 300 in Business Core. Change the General Business Option from the requirement of a 400 level Marketing course to an upper-division marketing course and to include FIN 310 and FIN 311 among the Finance course choices.*	Fall 2010
Approved	Management BBA - *Add "PSY 200 or 200W" to Supporting Course Requirements. Revise the number of total hours required to obtain Management BBA Degree, Management Option and Human Resource Management Option from 128 hours to 120 hours by decreasing 8 hours from Free electives. Add "W" to CCT 300 in Business Core.*	Fall 2010
Approved	Minor in Entrepreneurship - *Add FIN 310 and FIN 311 to course listings in Business Electives*	Fall 2010
	Technology	
Approved	**Department Name Change**	Fall 2010
	Course Revisions	
Approved	INT 802 Productivity Assessment and Analysis – *revise prefix to AEM and add formerly INT statement*	Fall 2010
Approved	INT 804 Project Management - *revise prefix to AEM and add formerly INT statement*	Fall 2010
Approved	INT 805 Industrial Operations Research - *revise prefix to AEM and add formerly INT statement*	Fall 2010
Approved	INT 820 Industrial Technology Proposal - *revise prefix to AEM and add formerly INT statement*	Fall 2010

Approved — Fall 2010

INT 821 Industrial Technology Project - *revise prefix to AEM and add formerly INT statement*
INT 822 Industrial Internship - *revise prefix to AEM and add formerly INT statement*
AEM 406 Manufacturing Planning Systems - *Change the prerequisite requirement to AEM 202 and also change the course title to Integrated Materials Management which reflects the current trend in the industry environment.*
AEM 499 Manufacturing Senior Project - *A request to change the course title to Senior Capstone Project, and add prerequisites, which reflect the requirements of the course.*
INT 506 Total Quality Control - *Change the prefix and the course name from "Total Quality Control" to "Six Sigma Quality." Refocus the course from a Total Quality perspective to an emphasis on Six Sigma (philosophy, tools, and techniques).*
INT 706 Total Quality Control - *Change the prefix and the course name from "Total Quality Control" to "Six Sigma Quality." Refocus the course from a Total Quality perspective to an emphasis on Six Sigma (philosophy, tools, and techniques).*
INT 530 Manufacturing Experiment Design - *Change prefix and course name from "Manufacturing Experiment Design" to "Design of Experiments." Change prerequisites from AEM 332 and AEM 336 to AEM 202.*
INT 730 Design of Experiments - *Change prefix and prerequisites from INT 336 to AEM 202.*
INT 801 Industrial Value Analysis - *Change the prefix and the course name from "Industrial Value Analysis" to "Econ Decisions for Lean Ops." Integrate an overview of Lean accounting principles and performance measures to the current course emphasizing engineering economics with syllabus.*
AVN 220 Instrument Pilot: Ground - *Modify the Prerequisites of AVN 192 and 194A to Prerequisite of AVN 192 and Prerequisite or Corequisite of AVN 194A.*
AVN 401 Airline Management - *Delete the Prerequisite of MGT 301 to add the Prerequisite of AVN 350, and to modify the scope of the subject matter.*
CTE 463 Practicum in Career & Tech Ed - *Add CTE 361, 363, 364 as prerequisites.*

Program Revision

Approved — Fall 2010

Aviation B.S. Area Major - *Reduce "Total Curriculum Requirements from 128 to 120 hours. Drop CSC 104; MAT 107 and 108; MGT 480 or INT 408 from Supporting Courses. Add PSY 200W to Supporting Course Requirements. Drop 8-12 hours from Free Electives. Add AVN 310 to the Professional Flight Option and ECO 231 to Aerospace Management Option. Move AVN 340, 401, 402 from Aerospace Management Option to the Aviation Core. Move AVN 325 from Professional Flight Option to Aviation Core. Eliminate VIII (6hours) in General Education Requirements—Previous editorial error.*

Approved — Fall 2010

Industrial Technology M.S. - Change name of major program from Industrial Technology to Applied Engineering and Technology Management; change course prefix of program from INT to AEM; change CIP code from 15.0603 to 15.1501; change the admission requirements from standalone GPA (2.5) and GRE (combined 800 verbal and quantitative) or GMAT (420) scores to a GAP score. The GAP score is the product of the GPA and GRE scores (2.75 x 800 = 2200) or the GPA and GMAT scores (2.75 x 420 = 1155).

ACTION ITEMS

Approved	1. First Day of Class Attendance: Use It or Lose It	Office of the Registrar
Approved	2. Advising and Course Load, Admission to Associate of General Studies, *Catalog* Revisions	Office of the Registrar
Approved	3. Academic Dismissal, *Catalog* Revision	Office of the Registrar
Postponed	4. Clarification of Credit/Non-Credit Coursework, *Catalog* Revision This proposal will return to the April CAA meeting for vote.	Office of the Registrar

The Council on Academic Affairs was adjourned at 4:20 p.m.

COUNCIL ON ACADEMIC AFFAIRS AGENDA

March 18, 2010

1. Call to Order
2. Approval of the Minutes – February 18, 2010

Curriculum Items

Health Sciences

Environmental Health Science

ACTION ITEMS

New Program

MPH – EHS Graduate Certificate in Occupational Health CHS 1-5

This proposal was a discussion item in the February CAA meeting. It will be presented for voting in the March 18, CAA meeting. NOTE: The College of Health Sciences will not be reprinting the proposal. Please bring your materials from the February meeting to review during the CAA meeting. The proposal packet will be included in the digital version of the March packet.

New Courses

EHS 510 Radiological Health 510/710 to replace EHS410 for new Cert. CHS 6
EHS 710 Radiological Health 510/710 to replace EHS410 for new Cert. CHS 14
EHS 875 Principles of Ventilation - for new Cert. C HS 22
EHS 885 Crisis Management, Risk Communication/Assessment - for new Cert. CHS 27

University Programs

New Course

GSD 220 Prior Learning Seminar 1

Program Revision

Minor in International Studies 10

Change GEO 200 to GEO 100; Add ANT 250, GEO 205, GEO 302, HUM 350, HUM 360 and CMS 375 to the electives; Delete ANT 325, ANT 435, SPE 375 and TNT 300 from the electives

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Education

Curriculum and Instruction

Editorial

Update Introductory *Catalog* Text 1

Educational Leadership

New Courses

EAD 811 Utilizing Resources in Education 6
EAD 812 Staff Selection and PD 13

New Program

Teacher Leader Endorsement 20

This endorsement program provides an avenue for candidates who previously completed a master's degree or for candidates who completed Rank II 5th year or Rank I 6th year programs prior to December 31, 2010, an option to add the Teacher Leader Endorsement to their credentials.

Program Revision

MAEd in Instructional Leadership 22

Revise MAEd in Instructional Leadership degree title and components of the program to reflect the requirements and standards for the new Teacher Leader Endorsement.

Health Sciences

Baccalaureate and Graduate Nursing

Program Revision

Nursing (BSN) - To update catalog copy to reflect revised mission and outcomes, and also department approval process for three prerequisite nursing courses. To specify the time frame as five years for accepting older credits on specific prerequisite/ support courses (BIO 171, BIO 273/CLT 209, BIO 301, CHE 105, NFA 201, NSC 232, NSC 242, and NSC 252). CHS 1 - 3

Family and Consumer Science

Program Revision

General Dietetics CHS 4-6

a.Change progression/admission and graduation requirements:
-Increase the minimum cumulative GPA required for admission to the dietetics program from 2.5 to 2.75
-Increase the minimum cumulative GPA required to earn the BS in General Dietetics from 2.75 to 3.0
More selective admission and academically rigorous graduation requirements will help to ensure that graduates will be competitive in the dietetic internship selection process and pass the national Registered Dietitian (RD) exam.
b. Delete CHE 330 as a Major Requirement option Currently, CHE 330 (4 hrs) is offered as an alternative course for NFA 301 (3 hrs). The content of NFA 301, however, is specific to the major and integrated with other courses in the curriculum. Thus, CHE 330 is not equivalent in content to NFA 301.

Dropped Course

FCS400 Ethics and Advocacy in Family and Consumer Science CHS ***7***

Health Promotion and Administration

Program Revision

Health Education – Wellness Opt. CHS 8 - 9

Drop REC 411 and Add PHE 407. Change name of this Health Education option from Wellness to Worksite Health Promotion It is essential that students who work in Worksite Health Promotion have a thorough background in personal training and fitness (PHE 433) and a prerequisite to this course is PHE 407 – Strength and Conditioning. Students employed in Worksite Health Promotion are not as likely to come in contact with seniors, so we are dropping REC 411 (Therapeutic Recreation Services for the Senior Adult). This helps us to stay as close as possible to 120 hours for the option. We would also like to change the option title from Wellness to Health Education with an option in Worksite Health Promotion to better reflect the language in the field.

Course Revision

HSA203 Fundamental of Medical Science CHS 10 - 17

Change course number to HSA303. This course is restricted to Health Services Administration majors and is taken during the junior year. This is currently the only HSA course (taken after formal admission to the program) that is numbered at the 200 level.

Occupational Therapy

Editorial

OTS 313 Occupation in Context CH S 18 - 19

To correct by adding OTS302 as the co-requisite to OTS 313. In 2007-08, changes were made to several occupational science courses to include the co-requisites for a sequence of courses (OTS 302, OTS 335, and OTS 421). OTS 302 was changed to reflect OTS 313 as its co-requisite but OTS313 was overlooked.

Course Revision CHS 20 - 21

OTS 402 Practicum in OS IV: Research and Advocacy

Add statement so OTS 402 Credit will not be given if OTS 402S credit has been earned.

Hybrid Course CHS 22 - 26

OTS 402S Practicum in OS IV: Research and Advocacy

Justice and Safety

Safety, Security & Emergency Management

Emergency Medical Care

New Course

EMC 105 Survey of Medical Terminology

Fire and Safety Engineering Technology

New Programs

Fire Protection Administration (B.S.)
Fire, Protection, and Safety Engineering Technology (B.S)
Fire, Arson, and Explosion Investigation (B.S.)
Occupational Safety (B.S).

Program Suspended

Fire and Safety Engineering Technology Program

Program Revision

Minor in Fire and Safety Engineering Technology - *Modify the minor to reflect course prefix changes within the fire and safety curriculum.*

New Courses

FSE 224 Human Behavior in Fire
FSE 260 Proving Criminal Acts
FSE280 Constitutional Criminal Procedure
FSE 330 Principles of Criminal Investigation
FSE 335 Engineering Mechanics
FSE 445 Advanced Structural Fire Protection
FSE 480 Industrial Fire Safety
FSE 481 Fire Protection Design
OSH 495 Senior Capstone

Homeland Security

Program Revisions

BS Homeland Security - *To revise the required major and supporting courses in the Bachelor's of Science in Homeland Security.*

Minor in Homeland Security - *To revise the Minor in Homeland Security to reflect the latest revisions to the BS in Homeland Security program course offerings.*

Certificate in Intelligence Studies - *To revise the undergraduate Certificate in Intelligence Studies. To include new courses in the Certificate in Intelligence Studies. Courses include: HLS 402 Counterintelligence, CIS 320 Forensic Computing: Investigations and CIS 325 Forensic Computing: Acquisition and Analysis.*

New Programs

Certificate in Emergency Management
Certificate in Homeland Security
Minor in Emergency Management

New Courses

HLS 391 Vulnerability and Risk Assessment
HLS 402 Counterintelligence
HLS 451 Disaster Preparedness and Response
HLS 491 Emergency Planning
HLS 495 Homeland Security Colloquium

Course Dropped

HLS 421 Prevention and Problem Solving

Editoral Changes
HLS 401 Intelligence Analysis, *Change name to Intelligence Process*
HLS 461 Disaster Recovery *Change name to Mitigation & Disaster Recovery*

Arts & Sciences

Anthropology, Sociology, & Social Work

Course Revisions

ANT 360 Mesoamerica before Cortez - *Change prerequisites* — ANSW 1
SOC 425 World Systems Analysis - *Drop SOC 131 prerequisite for SOC 425* — ANSW 4
SWK 310 Social Welfare - *Revise existing course to include "writing intensive" criteria* — ANSW 7

New Courses

SWK 310W Social Welfare — ANSW 10
SOC 322 Sociology of Mass Media — ANSW 27
SOC 330S Sociology of Migration — ANSW 41

Art & Design

New Course

DES 463 Problems in Design –Add new course to curriculum — ARTD 1

Chemistry

Course Revision

FOR 465 Expert Witness Testimony- *To update the course description to reflect the current course content as well as add the statement needed with respect to the 'W' version of the course.* — CHEM 1

New Courses

CHE 385 Chemical Literature — CHEM 4
CHE 484 Chemistry Colloquium — CHEM 10
CHE 485 Chemistry Seminar — CHEM 16
FOR 465W Expert Witness Testimony — CHEM 22

Dropped Courses

CHE 480 Seminar 1 –*Replace with CHE 385* — CHEM 32
CHE 481 Seminar II – *Replace with CHE 485* — CHEM 32

Program Revisions

Chemistry B.A- *To update the Chemistry B.A. program to reflect recent course changes and update the General Education requirements.* — CHEM 33
Chemistry B.S. - *Update the Chemistry B.S. program to reflect recent department course changes.* — CHEM 35

Economics

Dropped Course

ECO 415 American Economic History — ECON 1

Program Revision

Globalization and International Affairs B.A- *Reduce the number of hours for the BA degree in Globalization and International Affairs from 128 semester hours to 120 semester hours.* — ECON 3

English and Theatre

Course Revisions

ENG 211 Survey of World Literature I - *Prohibit students from receiving credit for both ENG 211 and the proposed ENG 211W course.* — ENTH 1
ENG 353 English Literature II - *Modify course description to ensure that students do not receive credit for ENG 353 if they have credit for writing-intensive version (ENG 353W).* — ENTH 4

Hybrid Courses

ENG 211W Survey of World Literature I - *Offer a writing-intensive option to the existing English 211 course* — ENTH 7
ENG 353W English Literature II - *Develop a writing-intensive version of ENG 353.* — ENTH 17

Program Revision

English B.A. - *Removal of a block of "diversity" courses from the creative writing and technical writing* — ENTH 25

emphases. The courses include ENG 360 (Literatures of Africa), 361 (African-American Lit.), 362 (North American Native Lit.), 363 (Latin American/Latino Lit.), 364 (Women's Lit.), 365 (Appalachian Lit.), and 366 (Queer Theory and Literatures), removal of a three-hour theatre requirement from the creative writing and technical writing emphases of the English B.A. program.

Foreign Languages & Humanities

Program Revision

Minor in Humanities- *Reduce the overall required hours from 24 to 18 and change the courses required for the minor.* FRLH 1

Government

Course Revisions

POL 100 Principles of Politics and Government -*Change catalog description: Students cannot receive credit for both POL 100 and POL 100S.* GOVN 1

New Course

POL 100S Principles of Politics and Government GOVN 4

History

Dropped Courses

HIS 415 American Economic History	H	IST 1
HIS 450 Senior Seminar in History	H	IST 1
HIS 201 Historical Research and Methods	HIST	1

New Courses

HIS 290 Historical Research and Methods	HIST	3
HIS 450W Senior Seminar in History	H	IST 20

Program Revision

History B.A. non-teaching- *Reflect the dropped courses (415 & 450) and the course changes (290 and 450W).* HIST 31

Music

Course Revisions

MUS 253 Percussion Ensemble - *Add a 0 credit option for this course.*	MUSC 1
MUS 254 Jazz Ensemble - *Add a 0 credit option for this course.*	MUSC 4
MUS 256 Marching Band - *Add a 0 credit option for this course.*	MUSC 7
MUS 453 Percussion Ensemble - *Add a 0 credit option for this course.*	MUSC 10
MUS 454 Jazz Ensemble - *Add a 0 credit option for this course.*	MUSC 13

Physics and Astronomy

New Course

PHY 129 Success in College Physics PHAS 1

Psychology

Course Revisions

PSY 319 Industrial/Organizational Psychology – *Revise course description to reflect that students may not receive credit for both PSY 319S and PSY 319.* PSYC 1

PSY 401 Senior Thesis - *Modify course description to ensure that students do not receive credit for PSY 401 if they have credit for writing-intensive version (PSY 401W).* PSYC 4

Hybrid Courses

PSY 319S Industrial/Organizational Psychology	PSYC	7
PSY 401W Senior Thesis		PSYC 18

Business & Technology

Accounting, Finance & Information Systems

New Courses

ACC 350 Accounting Information Systems AFIS 1
CIS 320 Forensic Computing: Investigations AFI S 10
CIS 325 Forensic Computing: Acquisitions AFIS 19
Course Revision
FIN 324 Principles of Investments - *Change prerequisite for the course from FIN 300 to FIN 300 or FIN 201 or FIN 310.* AFI S 28
Program Revisions
Accounting, BBA - *Reduce the total number of hours required for a degree in Accounting, to add Accounting Information Systems as a required course, and to make MAT 211 required for all accounting majors.* AFIS 31
Computer Information Systems, BBA - *Add two new courses as electives in the General CIS Option.* AFI S 33
Finance, BBA - *Reduce the total hours required for Finance major to 120, and to incorporate recently approved courses FIN 310 and FIN 311 into the finance program.* AFI S 35
Insurance, BBA - *Decrease number of free electives to reduce total number hours required to 120. Revise and increase Major Requirements hours to reflect current course offerings.* AFIS 37
Insurance, BS - *Decrease number of free electives to reduce total number hours required to 120. Revise Major Requirements to reflect current course offerings.* AFI S 39
Minor in Computer Information Systems - *Drop CIS 340 from and to add CIS 375 as part of the minor requirements for both business and non-business majors.* AFIS 41
New Program
Minor in Personal Finance AFIS 43

Agriculture

New Course
AGR 319 Renewable & Sustainable Energy AGR I 1

Business and Technology

Course Revisions
BTS 300 Professional Skills Seminar CBT 1
BTS 400 Professional Skills Seminar CBT 4

Communication

Course Drops
BEM 353 The Art & Craft of Screenwriting COMM 1
CMS 485 Communication Training & Development COMM 3
New Courses
BEM 353W The Art & Craft of Screenwriting - *To create a BEM 353 W course incorporating substantive writing assignments and designated as a writing intensive course with syllabus and TCAC Advisory Board Approval Letter* COMM 5
CMS 485S Communication Training & Development COMM 13
Course Revisions
BEM 350 Cinema History I COMM 26
BEM 351 Cinema History II COMM 29
BEM 460 Advanced Film Genre COMM 32
CMS 450 Mediation COMM 35
Program Revisions
Broadcasting/Electronic Media B.A. - *Change BEM 353 in Broadcasting/Electronic Media: Film Option to BEM 353W (under Options requirements).* COMM 38
Communication Studies BA - *Change CMS 485 under Major Requirements in B.A, Communication Studies to CMS 485S and permit either CMS 450, Mediation or CMS 485S, Training & Development as a required course in the major.* COMM 40
Communication Studies Minor - *Change CMS 485 in Communication Studies minor requirements to CMS 485S* COMM 42

EKU Business

Catalog Text Revision

Text in EKUBusiness of Undergraduate Catalog. - *Add following text: CIS 212 or CSC 104 to BBA Supporting Courses.* EKUBusiness 1

Management, Marketing & Administrative Communication

Course Revision

CCT 201 Professional Communication - *Remove this course from Block VIII General Education.* MMAC 1

Program Revisions

General Business BBA - *Add "or PSY 200 or 200W" in Supporting Course Requirements. Add "W" to CCT 300 in Business Core. Change the General Business Option from the requirement of a 400 level Marketing course to an upper-division marketing course and to include FIN 310 and FIN 311 among the Finance course choices.* MMAC 4

Management BBA - *Add "PSY 200 or 200W" to Supporting Course Requirements. Revise the number of total hours required to obtain Management BBA Degree, Management Option and Human Resource Management Option from 128 hours to 120 hours by decreasing 8 hours from Free electives. Add "W" to CCT 300 in Business Core.* MMAC 6

Minor in Entrepreneurship - *Add FIN 310 and FIN 311 to course listings in Business Electives for the Minor in Entrepreneurship.* MMAC 12

Technology

Department Name Change TECH 1

Course Revisions

INT 802 Productivity Assessment and Analysis – *revise prefix to AEM and add formerly INT statement* TECH 3

INT 804 Project Management - *revise prefix to AEM and add formerly INT statement*

INT 805 Industrial Operations Research - *revise prefix to AEM and add formerly INT statement*

INT 820 Industrial Technology Proposal - *revise prefix to AEM and add formerly INT statement*

INT 821 Industrial Technology Project - *revise prefix to AEM and add formerly INT statement*

INT 822 Industrial Internship - *revise prefix to AEM and add formerly INT statement*

AEM 406 Manufacturing Planning Systems - *Change the prerequisite requirement to AEM 202 and also change the course title to Integrated Materials Management which reflects the current trend in the industry environment.* TECH 4

AEM 499 Manufacturing Senior Project - *A request to change the course title to Senior Capstone Project, and add prerequisites, which reflect the requirements of the course.* TECH 7

INT 506 Total Quality Control - *Change the prefix and the course name from "Total Quality Control" to "Six Sigma Quality." Refocus the course from a Total Quality perspective to an emphasis on Six Sigma (philosophy, tools, and techniques).* TECH 10

INT 706 Total Quality Control - *Change the prefix and the course name from "Total Quality Control" to "Six Sigma Quality." Refocus the course from a Total Quality perspective to an emphasis on Six Sigma (philosophy, tools, and techniques).* TECH 13

INT 530 Manufacturing Experiment Design - *Change prefix and course name from "Manufacturing Experiment Design" to "Design of Experiments." Change prerequisites from AEM 332 and AEM 336 to AEM 202.* TECH 16

INT 730 Design of Experiments - *Change prefix and prerequisites from INT 336 to AEM 202.* TECH 21

INT 801 Industrial Value Analysis - *Change the prefix and the course name from "Industrial Value Analysis" to "Econ Decisions for Lean Ops." Integrate an overview of Lean accounting principles and performance measures to the current course emphasizing engineering economics with syllabus.* TECH 27

AVN 220 Instrument Pilot: Ground - *Modify the Prerequisites of AVN 192 and 194A to Prerequisite of AVN 192 and Prerequisite or Corequisite of AVN 194A.* TECH 38

AVN 401 Airline Management - *Delete the Prerequisite of MGT 301 to add the Prerequisite of AVN 350, and to modify the scope of the subject matter.* TECH 41

CTE 463 Practicum in Career and Technical Education - *Add CTE 361, 363, 364 as prerequisites.* TECH 44

Program Revision

Aviation B.S. Area Major - *Reduce "Total Curriculum Requirements from 128 to 120 hours. Drop* TECH 47

CSC 10 4; MAT 10 7 and 108; MG T 480 o r INT 408 fro m Sup porting Cou rses. Add PSY 20 0W to Supporting Course Requirements. Drop 8-12 hours from Free Electives. Add AVN 310 to the Professional Flight Option and ECO 231 to Aerospace Management Option. Move AVN 340, 401, 402 from Aerospace Management Option t o t he Aviation C ore. Move AVN 325 f rom Pr ofessional Fl ight Opt ion t o Avi ation Core. Eliminate VIII (6hours) in General Education Requirements—Previous editorial error.

Industrial Technology M.S. - Change name of major program from Industrial Technology to Applied Engineering and Technology Management; change course prefix of program from INT to AEM; change CIP code from 15.0603 to 15.1501; change the admission requirements from standalone GPA (2.5) and GRE (combined 800 verbal and quantitative) or GMAT (420) scores to a GAP score. The GAP score is the product of the GPA and GRE scores (2.75 x 800 = 2200) or the GPA and GMAT scores (2.75 x 420 = 1155). TECH 49

Action Items

The following items were presented for discussion in the February 18, 2010, CAA meeting and are returning for action in the March CAA meeting:

1. First Day of Class Attendance: Use It or Lose It — Office of the Registrar
2. Advising and Course Load, Admission to Associate of General Studies, *Catalog* Revisions — Office of the Registrar
3. Academic Dismissal, *Catalog* Revision — Office of the Registrar
4. Clarification of Credit/Non-Credit Coursework, *Catalog* Revision — Office of the Registrar

Information Items

Faculty Senate Update

The following items were approved by the Faculty Senate at the March 1, 2010, meeting:

Program Revisions – Reducing Hours Required to Graduate

1. Agriculture B.S. – *Change the number of hours required for degree from 128 to 120 by reducing Free Electives by 7 credit hours. Reduce the practicum requirement (AGR 301/302/349) from 4 credit hours to 3. Designate all courses < or > 3 credit hours.*
2. Horticulture B.S. – *Change the number of hours required for degree from 128 to 120 by reducing Free Electives by 8 credit hours. Correct the Major Requirement hours from 60 to 59. Designate all courses < or > 3 credit hours.*
3. Journalism B.A. – *Change the number of hours required from 128 to 120 by excluding Block VII SBS in the General Education Requirements and reducing Free Electives by 6 credit hours. The department has moved most of the NON-JOU prefix classes to supporting course requirements as suggested by the Gen. Ed. Committee. COM 201/301 remain in Major courses as they are core classes in the JOU curriculum.*

Program Revisions

4. Master of Arts in English – *Eliminate "emphases" and all references to "emphases" from the program.*
5. Certificate in French Conversation and Culture – *Add FRE 310 to course options*
6. Occupational Therapy M.S. – *Eliminate one core course and add new core course*
7. MAED Elementary Education – *revise the program to align with the Kentucky Teacher Leader Endorsement*
8. MAED Middle Grade Education - *revise the program to align with the Kentucky Teacher Leader Endorsement*

9. MAED Reading/Writing - *revise the program to align with the Kentucky Teacher Leader Endorsement*
10. MAED Library Sciences - *revise the program to align with the Kentucky Teacher Leader Endorsement*
11. MAED Secondary Education - *revise the program to align with the Kentucky Teacher Leader Endorsement*
12. MAED Gifted Education - *revise the program to align with the Kentucky Teacher Leader Endorsement*
13. MAED Elementary Education Teaching B.S. – *revise the program to allow appropriate exceptions for elementary education students who are also in the Honors Program.*

Catalog Revisions

14. Concurrent Degrees *Catalog* Revision
15. Subsequent Degrees *Catalog* Revision

EKU MPH –EHS Program for Graduate Certificate in Occupational/Environmental Health

Students in the Graduate Certificate in Occupational/Environmental Health will interact in classes that include other professionals, teachers, researchers and others interested in occupational & environmental health. An interdisciplinary, applied focus on occupational & environmental health is enhanced by the diverse enrollment in the OEH Graduate Certificate. Students will come from many disciplines, careers, and interest. OEH is designed for both degree seeking and non-degree seeking students. Students will need to meet the GPA of 2.5 or 2.74 of their last 60 semester hours of the baccalaureate program. Degree seeking students must submit a Program Change application for admission and all supporting documents as listed in the *Catalog* under the section APPLICATION TO THE GRADUATE SCHOOL. Up to 12 hours of the courses taken may be applied toward their MPH/EHS degree.

Currently, there are no certificate programs at any of the state universities in Kentucky to address the need for additional education in this area. Eastern Kentucky University with its CEPH accredited Masters of Public Health/ Environmental Health Science program, and the only accredited environmental health science program in the state, has the faculty with the appropriate training, teaching and certification credentials to make the OEH Graduate Certificate Program a one of a kind program. The faculty in the program has over 75 years of work experience in this field. Our program is designed for students currently working with classes scheduled on-line, at night and on the weekend. Attached is a curriculum and schedule of classes.

The 18 hour graduate certificate program will enable hundreds of Kentuckians presently involved in working for local, state and federal agencies and private companies to enhance their knowledge and skills in occupational & environmental health(OEH). Kentucky is an OSHA state, therefore, the employees are state employees operating as Occupational Health & Safety officers. These employees perform the exact job duties as a federal OSHA employee in enforcing the Occupational Safety and Health Act and its regulations . Kentucky has thousands of manufacturing companies of varying sizes. A large percentage of these companies have environmental health and safety personnel to manage their OSHA and EPA mandated regulations. Many of these managers have degrees in chemistry, biology or other sciences. The OEH Graduate Certificate program will allow them to have more industrial hygiene/occupational safety courses than most graduate programs teach. It will increase the educational level beyond a bachelor's degree, encourage many to complete a master's degree, and enhance the opportunities for advancement in their careers.

Students completing the Graduate Certificate Program in OEH will have acquired the following CEPH competencies:

Domain #1 Analytical Skills

1. Determine appropriate uses and limitations of both quantitative and qualitative data.
2. Evaluate the integrity and comparability of data and identify gaps in data sources.
3. Obtain and interpret information regarding risks and benefits to their organization.

Domain #2 Policy Development & Program Planning Skills

4. State policy options and write clear and concise policy statements.
5. Decide on appropriate actions based on available data
6. Develop a plan to implement policy, including goals, objectives and implementation steps
7. Prepare and implement emergency response plans

Domain #3 Communication skills

8. Communicate effectively both in writing and orally

9. Lead and participate in groups to address specific issues
10. Listens to others in an unbiased manner, respects points of view of others, and promotes the expression of diverse opinions

Domain #4 Cultural Competency Skills

11. Utilizes appropriate methods for interacting sensitivity, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional background, and persons of all ages and lifestyle preferences

Domain #5 Community Dimensions of Practice Skills

12. Establishes and maintains linkages with key stakeholders
13. Describes the role of government in the delivery of community health services

Domain #6 basic Public Health Science Skills

14. Identifies and retrieves current relevant scientific evidence
15. Identifies the limitation of research and the importance of observations and interrelationships
16. Identifies and applies basic research methods used in public health

Domain #7 Financial Planning & Management Skills

17. Manages programs with budget constraints
18. Applies budget processes
19. Monitors program performance
20. Develops and presents a budget
21. Conducts cost-effectiveness, cost-benefit, and cost utility analyses

Domain #8 Leadership & system thinking Skills

22. Creates a culture of ethical standards within organizations and communities
23. Helps create key values and shared vision and uses these principles to guide actions
24. Promotes team and organizational learning
25. Uses the legal and political system to effect change
26. Applies the theory of organizational structures to professional practice

18 HOUR GRADUATE CERTIFICATE PROGRAM in INDUSTRIAL HYGIENE

The program will be a University approved 18 graduate credit- hour certificate taught in the EHS-MPH program by graduate faculty. It will have a time frame of 3 semesters with 2 classes taught each semester. One of the 6 classes will be online. The students will be approved through the Graduate School via the Non-Degree Admissions- Certification Admission graduate application process including an acceptable GPA from an accredited college or university.

The following are the 6 courses required to complete the certificate:

EHS 840	Industrial Hygiene Principles	D. Gary Brown DrPH CIH	3 hrs
EHS 841	Essential of Industrial Hygiene	D. Gary Brown DrPH CIH	3 hrs
EHS 865	Environmental Toxicology	Carolyn Harvey PhD CIH	3 hrs
*EHS 875	Principles of Ventilation	Carolyn Harvey PhD CIH	3 hrs
*+EHS 885	Crisis Management, Risk Communication/Assessment	D. Gary Brown DrPH CIH	3 hrs
*EHS 710	Radiological Health	Doug Draper MS, CHP	3 hrs

Spring 2010

EHS 840	Industrial Hygiene Principles	D. Gary Brown DrPH CIH	3 hrs
EHS 875	Principles of Ventilation	Carolyn Harvey PhD CIH	3 hrs

Fall 2010

EHS 865	Environmental Toxicology	Carolyn Harvey PhD CIH	3 hrs
EHS 710	Radiological Health	Doug Draper MS, CHP	3 hrs

Spring 2011

EHS 885	Crisis Management, Risk Communication/Assessment	D. Gary Brown DrPH CIH	3 hrs
EHS 841	Essentials of Industrial Hygiene	D. Gary Brown DrPH CIH	3 hrs

*Course description attached
+Course on-line

EHS 885 is a new course to increase the knowledge of risk assessment and risk management for employees working in the field of environmental/occupational health.

Five of these courses are currently being taught by existing faculty. Current faculty will teach EHS 885.

Certificate Program Approval Process

1. **Proposing Institution:** Eastern Kentucky University

2. **College/Department:** Health Sciences/Environmental Health

3. **Program Title:** Certificate - Industrial Hygiene

4. **CIP Code:** 15.0701

5. **Part of Existing Program?** **Yes "** **No "**

6. **Program Description (*Attach course sequence, new course identification, and competencies.*)**
   See Attached

7. **Statement of Need:** Regional Stewardship/Workforce Development

8. **Licensure/Certification:** **Yes "** **No "** ***(If yes, please specify agency and level.)***

9. **Plans for collaboration with other institutions (*if applicable*):** N/A

10. **Anticipated enrollment/completions:** 10-15 per year

11. **Admission Requirements:**

    a. **Are there specific admission requirements in addition to the general institutional requirements? Yes " No"**
    (If yes, please indicate):

    b. **Indicate the student placement level for the program.** Graduate Level - MPH Program

12. **Implementation Date:** Fall 2010

EKU Council on Academic Affairs Approval Date: _____

EKU Faculty Senate Approval Date: _____

EKU Board of Regents Approval Date: _____

KCTCS Approval Date: _____

CPE Approval Date: _____

Curriculum Change Form

Part I

(Check one)		Department Name	Environmental Health Science & Clinical Lab Science
____	New Course (Parts II, IV)	College	Health Sciences
____	Course Revision (Parts II, IV)	*Course Prefix & Number	
____	Hybrid Course ("S," "W")	*Course Title (30 characters)	
____	Course Dropped (Part II)	*Program Title	Certificate in Occupational Health
X	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate _X_)
____	Program Revision (Part III)		
____	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	9/4/09	Graduate Council*	1/29/10
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	11/18/09	Approved x Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

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

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

A. 1. Specific action requested: Create new graduate certificate in Industrial Hygiene in the EHS - MPH program
A. 2. Effective date: Fall 2010
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:
The 18 hour graduate certificate program will enable hundreds of Kentuckians presently involved in working for local, state and federal agencies and private companies to enhance their knowledge and skills in occupational & environmental health (OEH).This is a regional stewardship/workforce development need.

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

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

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

Graduate Certificate Program in Industrial Hygiene
CIP 15.0701

The Graduate Certificate in Industrial Hygiene is designed for both degree-seeking and certificate-seeking students. The degree-seeking student may apply the certificate courses toward their degree and earn the official EKU Graduate Certificate in Industrial Hygiene.
The students will be approved through the Graduate School via the Non-Degree Admissions – Certification Admission graduate application process including an acceptable GPA from an accredited college of university.

The following six courses are required to the complete the certificate:
EHS710, 840, 841, 865, 875, and 885 ……18 hours total

Curriculum Change Form

Part I

(Check one)		Department Name	Environmental Health Science & Clinical Lab Science
X	New Course (Parts II, IV)	College	Health Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	EHS 510
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Radiological Health
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	9/4/09	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	11/18/09	Approved x Disapproved	3/18/10
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: Create EHS 510/710 Radiological Health courses
A. 2. Effective date: Fall 2010
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: Create EHS 510/710 Radiological Health courses which will contain graduate components to be used in the new certificate in Industrial Hygiene in EHS-MPH, these courses will also replace EHS410

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

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

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

New or Revised* Catalog Text

EHS 510 Radiological Health (3) A. Provides the student with the principles of health effects from ionizing radiation, including radiation sources, detection, measurement, control, and safety devices. Student will be able to identify, evaluate and control radiation in the work environment; implement a radiation monitoring program; establish emergency plans for actions to be taken in event of radiological accident; develop risk assessment and communication program. Credit will not be awarded to students who have received credit for EHS 410.

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)*
EHS	510	Fall 2010	AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS X	EHCL

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 51

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

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	Credit not allowed with EHS 410
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)			

Eastern Kentucky University
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCE
EHS- 510 – Radiological Health (3 semester hours)
Fall, 2010

Instructor: **Mr. Douglas G. Draper**
Office: 513-569-7267 **Facs:** 513-487-2775 **Home:** 513-398-1610
Email: Doug.Draper@eku.edu
Meeting Time: Monday 6:00 – 8:45 PM Instructor arrives 5:00 pm on class day
Location: Dizney 218 and is available to answer questions

Course Description: Lecture, lab, demonstrations and discussions of types and sources of radiation, radiological hazards and exposures, assessments, equipment utilization, uses of radiation and radioactive materials, and calculations to solve basic radiological problems.

Course Reference Material- Provided by the instructor on a CD.
Supplemental Text (not required, but useful): ***Basic Radiation Protection Technology***, Gollnick, Daniel A., 5th edition, Pacific Radiation Corporation.
Internet Sites- will be provided during the course

Student Learning Outcomes
Upon completion of this course, the student will be able to:

1. Identify the types of radiation, interactions of each type, and means to detect each
2. Develop control processes for radiation and radioactive sources
3. Operate radiological monitoring equipment
4. Understand basic biological effects of radiation exposures and dose management
5. Recognize requirements for transportation and waste management of radioactive materials
6. Perform calculations involving nuclear mass defect, shielding, decay and other basic radiation protection calculations
7. Gain familiarity with federal, state and local regulations
8. Know where and how to find information on various topics concerning health physics
9. Plan, coordinate, implement and monitor a radiological plan
10. Evaluate, assess, and critique a radiological incident
11. Expand their knowledge of the surveys, audits, and radiological equipment and procedures

Course Content

- Identification of radiation- what is it? Ionizing radiation and interaction with matter
- Use of instrumentation and handling of small radioactive sources
- Common sources of radiation, radionuclide identification, spectral analysis
- Survey and field monitoring equipment, dosimeters
- Food and industrial irradiation
- Biological effects
- Federal and state regulations, standards and recommendations
- Radiological control programs, health and safety integration into engineering/ operations
- Exposure control and contamination control; dose optimization
- Waste management and transportation
- Planning and emergency response
- Problem solving and calculations
- Special topics

SAVE THIS SYLLABUS. YOU WILL REFER TO IT REGULARLY!

Eastern Kentucky University
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCE
EHS- 510 – Radiological Health (3 semester hours)
Fall, 2010

COURSE REQUIREMENTS:

Attendance:

The attendance policy will be a **total of 1 missed class period** which will include excused and unexcused absences. Classes missed after this will be addressed by the student and myself and may include additional work and/or a letter grade drop for each class missed. You are responsible for contacting the instructor **before** class if you are required to miss. You will be responsible for obtaining class handouts and notes for classes that you have missed. Recognize that although the CD and supplementary text are quite comprehensive, there will be numerous class discussions that are not covered in these. In the past, there has been a direct correlation: Students who attend all the classes get the best grades; those who miss the most classes get the worst grades. Plan on arriving at class on time and staying until class dismissal.

The course deliverables include the following:

Deliverable	Class	Date	Points	Total
Take home Final Exam	13	11/30	300	300
Tests (2)	7 11	10/19 11/16	200 200	400
Homework (4)	3 5 9 12	9/14 9/28 11/02 11/23	25 25 25 25	100
In class- Labs (5)	1 2 4 8 14	8/24 8/31 9/21 10/26 12/05	0 25 25 25 25	100
Written paper and presentation (2)	Group I topic Group II topic	9/14- 10/26 11/02-12/05	100 100	200

The course deliverables total 1100 points. 100 of these points will be dropped leaving a possible 1000 points. The grade will be assigned according to school policy as follows:

Course Grading Scale:	A =	93.6 - 100	A- = 90.0 - 93.5
B+=86.6 –89.9	B =	83.6 - 86.5	B- = 79.6 - 83.5
C+=76.6 -79.5	C =	73.6 - 76.5	C- = 69.6 - 73.5
D+ =66.6 -69.5	D =	63.6 - 66.5	D- = 60.0 - 63.5
F=<60			

Instructor's expectation: A 60% B 30% C 10% D/F 0%

- Students typically receive an A or B if they attend all classes and do all their assignments
- Grades for assignments that are not turned in on time will be reduced by 1 letter grade (10%). Assignments that are not turned in within one week (next class) after the due date will not be accepted. Assignments can be emailed or faxed prior to class for full credit.

Final exam- covers all material for the duration of the course
Test 1 and Test 2- 90 minute duration each, covers material from classes, papers, homework.
Homework- Handouts provided the week before they are due.
Paper and presentation- see following discussion.
Labs- There are 5 labs. The first is Week 1 and includes instrument familiarization; this lab is not graded, but the lab sheet must be turned in for credit. The next 4 labs are graded.

Conduct of the Class- In most cases, each class will start off with homework turn- in if it is due that class. Next, are the student presentations. Then, instructor lectures and demos. Questions should be asked at any time during instructor lectures. Finally, a lab if one is scheduled. The instructor arrives an hour early and is available to work with students. The instructor is also available after class as necessary.

Classroom activity sequence (each week)

Attendance, Student Q&A, Review homework, Student presentations,
Scheduled subjects/ topics
Note: Attendance is taken each week

Student Progress

The instructor will provide students with written information on BlackBoard at the midpoint of the course.

Last Day to Drop Course

Refer to Colonel's Compass for the last day to drop the course.

Class prerequisites

Math skills are necessary. We'll review any math needed to do coursework during class. A calculator is required. The calculator used in Math 107 or a standard scientific calculator is adequate. Graphing capability is not necessary.

Effective computer skills are an advantage, especially use of Word and Powerpoint. These will not be reviewed during the class.

Reading, written and verbal skills are necessary to satisfactorily complete the course. These will not be reviewed during the class.

Written Paper and Presentation

The purpose of the paper is to provide a broader coverage of pertinent topics than the instructor can cover during one course. When developing the written paper, focus on items of interest to the class, and be sure that they are relevant to Radiological Health. Please note that I like to ask at least one question from each paper/ presentation on a homework, quiz, test or exam.

Each person will choose two topics from a list; one each from Group I and Group II. The paper and presentation together for each topic in a group is worth 100 points. Spelling errors, grammatical errors, etc will be deducted; therefore it is important to proof- read the paper.

Only one person can choose a given topic. They do so by putting their name on the list next to the topic they choose. The list will be at the front of the room after the break on the first class meeting. Associated with a topic is a date due. On that date, the person will turn in a hard copy of the paper and put an electronic copy of the **paper** and **presentation** on the classroom computer in the folder: **EHS-510-ppt**. As an alternative, the paper and presentation can be provided by email PRIOR to class. Then the student will give a 5 minute presentation to the class on their paper, and be prepared to answer 5 minutes of questions from the class and instructor.

Each paper is 500 to approximately 1000 words, typed and double- spaced. At least three references are required. Internet references are acceptable. If an internet reference is used, include the URL. Personal references are acceptable if interviews are conducted. Annotate the date/ time of the interview. A letter grade will be deducted if less than 3 references are listed.

It may be that some of the topics may be difficult to research. See the instructor as soon as possible if this becomes the case.

Eastern Kentucky University
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCE
EHS- 510 – Radiological Health (3 semester hours)
Fall, 2010

This is the grading scheme for papers: Normally the paper starts out as an A if the topic is covered and the student is knowledgeable during the presentation.

A letter grade is deducted each week the electronic paper/ powerpoint is late.
A letter grade is deducted each week the presentation is late.
A letter grade is deducted if references are not provided.
Grammatical errors may be deducted.

Class	Date	Notes	Assignments	Topics	Labs
1	08/24	At masses Periodic Tbl		General background Basic Radiation Physics I- Nature of Radn Isotopes, binding energy, mass decrement	Lab: Use of 2241-2
2	08/31			Basic Radiation Physics II- Interactions Alpha, beta, gamma, neutron LET, Balancing nuclear equations	Lab: Properties α, β, γ
3	09/14	Tbl $T_{1/2}$	Homework #1	Basic Radn Physics III- Activity & Decay $A = A_o e^{-ux}$ $T_{1/2}$ SpAct $A = \lambda N$ T_{eff} Equilibrium	
4	09/21			Radiation Quantities & Units Basic Radiation Physics IV- TDS ALARA $I = I_0 e^{-ux}$ $I_1 d_1^2 = I_2 d_2^2$ Γ	Lab: TDS
5	09/28		Homework #2	Biological Effects, Risk	
6	10/05	TLD demo Dosimeter demo		External dosimetry Internal dosimetry	
				Break	
7	10/19		Test #1 (90 min- open book)	Radiation sources; important radionuclides Background, Xrays, Medical, Radn Sources Rctrs- Production, power, research, zero pwr	
8	10/26			Radiation instrumentation Portable instruments	Lab: Demo Sources
9	11/02	Gamma spec demo	Homework #3	Nuclide identification Gamma spec, alpha spec, beta LS Envir Monit Prgs- PreOpnl & PostOpnl	
10	11/09			Radiation Protection Programs ISMS, LL, ALARA, RPP, RWP, PPE PAAA, NRC Fines	
11	11/16		Test #2 (90 min- open book)	Regulations and standards Regulators: NRC, DOE, EPA, OSHA, DOT Organizations: UN, IAEA, NCRP, CRCPD	
12	11/23		Homework #4	Transportation WM, Waste Min	
13	11/30		Final Exam (Take home)	Radiological emergencies Emergency Plans, DAC, DAC-hr RDD, RED, IND, Criticality Source Control, Nuclear weapons	
14	12/07		Collect Exam	Decommissioning, counting statistics MARSSIMS, wipes/ smear counting	Lab: Statistics
15	12/14		Return Exam	Special Topics: Human Experiments, Food irradiation, Fertile female, Acceptable dose,	Optional Lab: Survey Plan

	Radiological training programs
Final Grade	Review final grade, Internet links
	Job opportunities, Course critique

Topics for Papers/ Presentations

Group I Topics			Group 2 Topics		
Class	**Topic**	**Student**	**Class**		**Student**
3	GNEP	Kelly S	9	Fluoroscopic procedures	Kelly S
3	ERDA	David C	9	Neutron activation analysis	Kaitlin P
3	LANL	Reagan Weaver	9	Dr Leo Szilard	Aaron B
3	Cosmic cataclysms	Aaron B	9	X-ray fluorescence	Lauren S
3	Fiestaware	Brittany D	9	Santa Susana-Rocketdyne	Reagan Weaver
3	Harry Daghlian	Lori J	10	Rongerik and Rongelap	Richard S
4	Argonne National Lab	Julianna W	10	Maralinga	Leonard P
4	K-25	Lauren S	10	NARM	Julianna W
4	Human experiments	Leonard P	10	Herbert M. Parker	Sarah M
4	HEU	Ashley B	10	Dr Charles Allen Thomas	Brittany D
5	LNT	Andrea M	10	NIST	David M
5	Advanced Test Reactor	David M	12	Vitrification	Mallory W
5	Clinch River Breeder	Stephen W	12	Project Rulison	David C
5	Prussian Blue	Ruthann C	12	Fuel reprocessing	Rachel J
5	Thorium	Jeff P	12	Project Prometheus	Lori J
5	Plutonium	Mallory W	12	GPHS	Ruthann C
6	Litvinenko	James B	12	Yucca Mountain	Jeff P
6	Fricke dosimeter	Kaitlin P	13	Goiania	Stephen W
6	Chromosome abberation dosimetry	Karen R	13	SNAP	Katherine N
6	RERF	Richard S	13	WIPP	Andrea M
7	Dr Helen Caldicott	Brittany E	13	LOCA	Karen R
7	Dr Margaret Maxey	Debra C	13	Vinca	Caleb P
8	WLM Monitors	Patrick Y	13	Piqua Demonstration Project	James B
8	Radioactivity in coal	Katherine N	14	Pelindaba	Patrick Y
8	TRIGA	Caleb P	14	Grand Junction Project	Debra C
8	Purex	Sarah M	14	Fernald	Brittany E
8	Potassium-40	Rachel J	14	Tomsk-7	Ashley B

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

Labs- The labs are conducted with monitoring instrumentation typical of use in the USA. Each lab has an objective related to a classroom discussion. A lab data sheet is completed by each

individual. The data is obtained as a group effort. The calculations, questions and answers, and lab conclusions are to be performed by each individual, not as the group.

Team assignments have been developed. There are five sets of instruments. Each instrument set has a color marking. The color markings are depicted using colored adhesive circles. Note that each set is calibrated only for those components. The probe from one set, for example the red set, is not to be used with the ratemeter from another set, for example the blue set. The five sets of instruments are designated by the following colors:

Red
Blue
Yellow
Green
Magenta

The Team assignments are noted in the following table:

Lab Team Assignments				
Student	**Team**		**Student**	**Team**
Bihl, Aaron M.	Blue		Pass, Caleb G.	Blue
Brown, Ashley D.	Green		Plake, Kaitlin R.	Yellow
Burns, James G.	Blue		Powell, Jeffrey A.	Red
Chaplin, Ruthann S.	Red		Preston Jr., Leonard A.	Yellow
Chrisman, David R.	Yellow		Schuster, Lauren E.	Blue
Cravens, Debra C.	Magenta		Slaughter, Kelly M.	Red
Douglas, Brittany C.	Red		Stone, Richard Q.	Green
Elkins, Brittany M.	Red		Thacker, Marcus	Blue
Jayne, Lorie L.	Green		Weaver, Reagan C.	Magenta
Jordan, Rachel M.	Yellow		Whatley, Mallory E.	Magenta
Martin, David S.	Blue		White, Julianna L.	Green
Meads, Sarah F.	Magenta		Williams, Stephen G.	Yellow
Mynhier, Andrea L.	Green		Yacobi, Patrick M.	Red
Nicholson, Katherine R.	Magenta		Rossi, Karen.	Green

Each student is required to turn in a lab report that typically consists of a sheet with questions, calculations, and other pertinent information from the lab exercise. In some cases, the team may be able to submit a common data sheet for the lab.

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

Academic integrity is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in

any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

ACADEMIC INTEGRITY STATEMENT

Eastern Kentucky University will honor the University's Academic Integrity policy. By honoring and enforcing this policy, the University affirms that it will not tolerate academic dishonesty.

Official Email: An official EKU email is established for each registered student, each faculty member, and each staff member. All university communications sent via email will be sent to this EKU email address.

Curriculum Change Form

Part I

(Check one)		Department Name	Environmental Health Science & Clinical Lab Science
X	New Course (Parts II, IV)	College	Health Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	EHS 710
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Radiological Health
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	9/4/09	Graduate Council*	1/29/10
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	11/18/09	Approved x Disapproved	3/18/10
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: Create EHS 510/710 Radiological Health courses
A. 2. Effective date: Fall 2010
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: Create EHS 510/710 Radiological Health courses which will contain graduate components to be used in the new certificate in Industrial Hygiene in EHS-MPH, these courses will also replace EHS 410

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

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

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

New or Revised* Catalog Text

EHS 710 Radiological Health (3) A. Provides the student with the principles of health effects from ionizing radiation, including radiation sources, detection, measurement, control, and safety devices. Student will be able to identify, evaluate and control radiation in the work environment; implement a radiation monitoring program; establish emergency plans for actions to be taken in event of radiological accident; develop risk assessment and communication program. Credit will not be awarded to students who have received credit for EHS 410.

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)*
EHS	710	Fall 2010	AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS X	EHCL

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 51

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

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	Credit will not be allowed with EHS 410
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)			

Eastern Kentucky University
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCE
EHS- 710 – Radiological Health (3 semester hours)
Fall, 2010

Instructor: **Mr. Douglas G. Draper**
Office: 513-569-7267 **Facs:** 513-487-2775 **Home:** 513-398-1610
Email: Doug.Draper@eku.edu
Meeting Time: Monday 6:00 – 8:45 PM Instructor arrives 5:00 pm on class day
Location: Dizney 218 and is available to answer questions

Course Description: Lecture, lab, demonstrations and discussions of types and sources of radiation, radiological hazards and exposures, assessments, equipment utilization, uses of radiation and radioactive materials, and calculations to solve basic radiological problems.

Course Reference Material- Provided by the instructor on a CD.
Supplemental Text (not required, but useful): ***Basic Radiation Protection Technology***, Gollnick, Daniel A., 5th edition, Pacific Radiation Corporation.
Internet Sites- will be provided during the course

Student Learning Outcomes
Upon completion of this course, the student will be able to:

1. Identify the types of radiation, interactions of each type, and means to detect each
2. Develop control processes for radiation and radioactive sources
3. Operate radiological monitoring equipment
4. Understand basic biological effects of radiation exposures and dose management
5. Recognize requirements for transportation and waste management of radioactive materials
6. Perform calculations involving nuclear mass defect, shielding, decay and other basic radiation protection calculations
7. Gain familiarity with federal, state and local regulations
8. Know where and how to find information on various topics concerning health physics
9. Plan, coordinate, implement and monitor a radiological plan
10. Evaluate, assess, and critique a radiological incident
11. Expand their knowledge of the surveys, audits, and radiological equipment and procedures

Course Content

- Identification of radiation- what is it? Ionizing radiation and interaction with matter
- Use of instrumentation and handling of small radioactive sources
- Common sources of radiation, radionuclide identification, spectral analysis
- Survey and field monitoring equipment, dosimeters
- Food and industrial irradiation
- Biological effects
- Federal and state regulations, standards and recommendations
- Radiological control programs, health and safety integration into engineering/ operations
- Exposure control and contamination control; dose optimization
- Waste management and transportation
- Planning and emergency response
- Problem solving and calculations
- Special topics

Eastern Kentucky University
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Fall, 2010

Course Relationship to MPH Program

The MPH educational program objectives addressed in the course are:
1. Contribute to the public health profession through sound professional public health attitudes, values, concepts and ethical practices.
2. Integrate and apply the crosscutting knowledge and skills (competencies) within five core public health areas of knowledge (behavioral sciences, biostatistics, epidemiology, environmental health science, and public health administration).
3. Demonstrate advanced knowledge and skills necessary for specialized roles within public health specific to community health, environmental health science, or public administration.

Course content, assignments, and assessment instruments have been designed to facilitate the attainment and demonstration of appropriate knowledge and skills, and facilitate application in the field of public health.

COURSE RELATIONSHIP TO THE MASTERS IN PUBLIC HEALTH (MPH) PROGRAM

To achieve its mission, the EKU MPH Program "prepares professionals for broad-based practice in public health, through the integration of core competencies in the five areas of knowledge basic to public health (behavioral sciences, biostatistics, epidemiology, environmental health science, and public health administration) with specialized knowledge, competencies, and expertise in a selected public health discipline area." This course relates directly to accomplishment of the MPH Program educational objectives, and the core competencies and option-specific competencies. (See the MPH Student Handbook http://www.mph.eku.edu/Student_Resources/MPH_Handbook_Summer07_vs_082207.pdf#page=23&zoom=100).

SAVE THIS SYLLABUS. YOU WILL REFER TO IT REGULARLY!

COURSE REQUIREMENTS:

Attendance:

The attendance policy will be a **total of 1 missed class period** which will include excused and unexcused absences. Classes missed after this will be addressed by the student and myself and may include additional work and/or a letter grade drop for each class missed. You are responsible for contacting the instructor **before** class if you are required to miss. You will be responsible for obtaining class handouts and notes for classes that you have missed. Recognize that although the CD and supplementary text are quite comprehensive, there will be numerous class discussions that are not covered in these. In the past, there has been a direct correlation: Students who attend all the classes get the best grades; those who miss the most classes get the worst grades. Plan on arriving at class on time and staying until class dismissal.

The course deliverables include the following:

Deliverable	Class	Date	Points	Total
Take home Final Exam	13	11/30	300	300
Tests (2)	7 11	10/19 11/16	200 200	400
Homework (4)	3 5 9	9/14 9/28 11/02	25 25 25	100

	12	11/23	25	
In class- Labs (5)	1 2 4 8 14	8/24 8/31 9/21 10/26 12/05	0 25 25 25 25	100
Written paper and presentation (2)	Group I topic Group II topic	9/14- 10/26 11/02-12/05	100 100	200
Graduate Students additional course work				
1. Instrument Qualification-determine the scan MDC and static MDC of EKU portable rate meter/scalers and probes for various radionuclides. 2. Instrument quality program- develop control charts fro instrument/probe combinations used in integrate mode 3. Special program analysis- evaluate potential impact on regulatory guidelines and the medical community from the recent release of NCRP-160.	Group I topic Group II Topic	11/10-12/07 11/15-12/10	200 200	400

The course deliverables total 1100 points. 100 of these points will be dropped leaving a possible 1000 points. The grade will be assigned according to school policy as follows:

Course Grading Scale: A = 93.6 - 100 B = 83.5-93.5 C ≤ 83.4

Instructor's expectation: A 60% B 30% C 10%

- Students typically receive an A or B if they attend all classes and do all their assignments
- Grades for assignments that are not turned in on time will be reduced by 1 letter grade (10%). Assignments that are not turned in within one week (next class) after the due date will not be accepted. Assignments can be emailed or faxed prior to class for full credit.

Final exam- covers all material for the duration of the course
Test 1 and Test 2- 90 minute duration each, covers material from classes, papers, homework.
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Classroom activity sequence (each week)

Attendance, Student Q&A, Review homework, Student presentations,
Scheduled subjects/ topics
Note: Attendance is taken each week

Student Progress

The instructor will provide students with written information on BlackBoard at the midpoint of the course.

Last Day to Drop Course

Refer to Colonel's Compass for the last day to drop the course.

Class prerequisites

Math skills are necessary. We'll review any math needed to do coursework during class. A calculator is required. The calculator used in Math 107 or a standard scientific calculator is adequate. Graphing capability is not necessary.

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Each paper is 500 to approximately 1000 words, typed and double- spaced. At least three references are required. Internet references are acceptable. If an internet reference is used, include the URL. Personal references are acceptable if interviews are conducted. Annotate the date/ time of the interview. A letter grade will be deducted if less than 3 references are listed.

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Eastern Kentucky University
DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCE
EHS- 710 – Radiological Health (3 semester hours)
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This is the grading scheme for papers: Normally the paper starts out as an A if the topic is covered and the student is knowledgeable during the presentation.

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4	09/21			Radiation Quantities & Units Basic Radiation Physics IV- TDS ALARA $I = I_0 e^{-ux}$ $I_1 d_1^2 = I_2 d_2^2$ Γ	Lab: TDS
5	09/28		Homework #2	Biological Effects, Risk	
6	10/05	TLD demo Dosimeter demo		External dosimetry Internal dosimetry	
				Break	
7	10/19		Test #1 (90 min- open book)	Radiation sources; important radionuclides Background, Xrays, Medical, Radn Sources Rctrs- Production, power, research, zero pwr	
8	10/26			Radiation instrumentation Portable instruments	Lab: Demo Sources
9	11/02	Gamma spec demo	Homework #3	Nuclide identification Gamma spec, alpha spec, beta LS Envir Monit Prgs- PreOpnl & PostOpnl	
10	11/09			Radiation Protection Programs ISMS, LL, ALARA, RPP, RWP, PPE PAAA, NRC Fines	
11	11/16		Test #2 (90 min- open book)	Regulations and standards Regulators: NRC, DOE, EPA, OSHA, DOT Organizations: UN, IAEA, NCRP, CRCPD	
12	11/23		Homework #4	Transportation WM, Waste Min	
13	11/30		Final Exam (Take home)	Radiological emergencies Emergency Plans, DAC, DAC-hr RDD, RED, IND, Criticality Source Control, Nuclear weapons	
14	12/07		Collect Exam	Decommissioning, counting statistics MARSSIMS, wipes/ smear counting	Lab: Statistics
15	12/14		Return Exam	Special Topics: Human Experiments, Food irradiation, Fertile female, Acceptable dose,	Optional Lab: Survey Plan

	Radiological training programs
Final Grade	Review final grade, Internet links
	Job opportunities, Course critique

Topics for Papers/ Presentations

Group I Topics			Group 2 Topics		
Class	**Topic**	**Student**	**Class**		**Student**
3	GNEP		9	Fluoroscopic procedures	
3	ERDA		9	Neutron activation analysis	
3	LANL		9	Dr Leo Szilard	
3	Cosmic cataclysms		9	X-ray fluorescence	
3	Fiestaware		9	Santa Susana-Rocketdyne	
3	Harry Daghlian		10	Rongerik and Rongelap	
4	Argonne National Lab		10	Maralinga	
4	K-25		10	NARM	
4	Human experiments		10	Herbert M. Parker	
4	HEU		10	Dr Charles Allen Thomas	
5	LNT		10	NIST	
5	Advanced Test Reactor		12	Vitrification	
5	Clinch River Breeder		12	Project Rulison	
5	Prussian Blue		12	Fuel reprocessing	
5	Thorium		12	Project Prometheus	
5	Plutonium		12	GPHS	
6	Litvinenko		12	Yucca Mountain	
6	Fricke dosimeter		13	Goiania	
6	Chromosome abberation dosimetry		13	SNAP	
6	RERF		13	WIPP	
7	Dr Helen Caldicott		13	LOCA	
7	Dr Margaret Maxey		13	Vinca	
8	WLM Monitors		13	Piqua Demonstration Project	
8	Radioactivity in coal		14	Pelindaba	
8	TRIGA		14	Grand Junction Project	
8	Purex		14	Fernald	
8	Potassium-40		14	Tomsk-7	

Topics for Projects/ Presentations

Group I Topics			Group 2 Topics		
Class	**Topic**	**Student**	**Class**		**Student**
12			13		
12			13		

12			13		
12			13		

Labs- The labs are conducted with monitoring instrumentation typical of use in the USA. Each lab has an objective related to a classroom discussion. A lab data sheet is completed by each individual. The data is obtained as a group effort. The calculations, questions and answers, and lab conclusions are to be performed by each individual, not as the group.

Team assignments have been developed. There are five sets of instruments. Each instrument set has a color marking. The color markings are depicted using colored adhesive circles. Note that each set is calibrated only for those components. The probe from one set, for example the red set, is not to be used with the ratemeter from another set, for example the blue set. The five sets of instruments are designated by the following colors:

Red
Blue
Yellow
Green
Magenta

The Team assignments are noted in the following table:

Lab Team Assignments				
Student	**Team**		**Student**	**Team**
	Blue			Blue
	Green			Yellow
	Blue			Red
	Red			Yellow
	Yellow			Blue
	Magenta			Red
	Red			Green
	Red			Blue
	Green			Magenta
	Yellow			Magenta
	Blue			Green
	Magenta			Yellow
	Green			Red
	Magenta			Green

Each student is required to turn in a lab report that typically consists of a sheet with questions, calculations, and other pertinent information from the lab exercise. In some cases, the team may be able to submit a common data sheet for the lab.

Disability
If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office directly either in person

on the first floor of the Turley House or by telephone at (859) 622-1500 V/TTY. Upon individual request, this syllabus can be made available in alternative forms.

Academic Dishonesty

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

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

ACADEMIC INTEGRITY STATEMENT

Eastern Kentucky University will honor the University's Academic Integrity policy. By honoring and enforcing this policy, the University affirms that it will not tolerate academic dishonesty.

Official Email: An official EKU email is established for each registered student, each faculty member, and each staff member. All university communications sent via email will be sent to this EKU email address.

Curriculum Change Form

Part I

(Check one)	Department Name	Environmental Health Science & Clinical Lab Science
X New Course (Parts II, IV)	College	Health Sciences
___ Course Revision (Parts II, IV)	*Course Prefix & Number	EHS 875
___ Hybrid Course ("S," "W")	*Course Title (30 characters)	Principles of Ventilation
___ Course Dropped (Part II)	*Program Title	
___ New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
___ Program Revision (Part III)		
___ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	9/4/09	Graduate Council*	1/29/10
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	11/18/09	Approved [x] Disapproved [ ]	3/18/10
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: Create EHS 875 Principles of Ventilation for the new certificate program
A. 2. Effective date: Fall 2010
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: This course was created and will become part of the new 18-hour certificate program in industrial hygiene in EHS MPH

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

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

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

New or Revised* Catalog Text

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

EHS 875 Principles of Ventilation (3) A. Provides the student with the principles of ventilation including: design of fans, cleaners duct sizing; calculations, inspections, balancing the system, and overall maintenance. This course deals with use of ventilation to reduce or eliminate occupational exposures in the workplace.

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)*
EHS	875	Fall 2010	AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS X	EHCL

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 51

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

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

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

EHS 875-CRN

Department of Environmental Health Science
Office: Dizney 132
Phone: 859-622-6342
859-358-4531
carolyn.harvey@eku.edu

Course - EHS 875 **VENTILATION,** 3 credit hours - **Syllabus** -
Fall 2010, Dizney Rm 208, 6 PM – 8:45: PM; Monday
Instructor - Dr. Carolyn Harvey CIH, Professor

Course Description:

This course will include all aspects of ventilation including but not limited to: designing and balancing a system; inspection of current system; choosing fans; choosing appropriate hoods; determining appropriate flow rates, duct sizes; determining location of branch lines; and calculations of the flow rates, static pressures, velocity, hood entry and branch losses; and other aspects of the ventilation system including health effects of poor or inadequate ventilation. Web assisted course with 2/3rd in class and 1/3rd Lab/online. There will be some practical exercises as well as web exercises.

The purpose of the course is to increase the level of knowledge of the student in the areas of ventilation. Ventilation is one of the major if not the major cause of occupational exposures in office buildings, college buildings, homes, industrial facilities, and other confined areas in which we work, play or recreate.

Required Text:

Industrial Ventilation: A Manual of Recommended Practice for Design, 25th Edition

Industrial Ventilation Workbook, 6th Ed.

Publisher:	ACGIH
Number of Pages:	689pages
Date Published:	2004
ISBN:	1-882417-52-6

Publisher:	ACGIH
Number of Pages:	320 pages
Date Published:	2003

Publication #	0428
ISBN:	1-883992-04-4

Student Learning Outcomes

1. Demonstrate the knowledge, skills and understanding of the importance of ventilation.
2. Identify the adverse impacts caused by a variety of ventilation problems.
3. Outline how to effectively inspect a ventilation system.
4. Analyze the design of a ventilation system based on the material(s) to be removed by the system.
5. Discuss how to balance the system when problems arise from other factors in the area.
6. Enable the student to articulate key environmental health concerns when occupational exposures occur due to lack of or poor ventilation.
7. Plans, coordinates, and monitors installation of a ventilation system.
8. Evaluates, assesses, and improves a current ventilation system.
9. The student will be able to formulate a strategy for implementation of a ventilation monitoring system.

Course Content:

The assigned textbook and work in the assigned ventilation workbook. Online work may be assigned as the course progresses.

Course Requirements:

Student Evaluation:

Examinations – three in class	300 pt
Two take home	300 pt
Seven Class exercises/Ventilation workbook	350 pt
Lab work -instrumentation use	50 pt
Total points	1000pts

Examinations will cover material included in class, in the handouts, in homework assignments, and from web sites. Several exercises will be done in the lab and in class and each of these will have a grade assigned.

The grading scale is as follows:
(A = 90 - 100) (B = 80 - 89.9)

Attendance Policy: ONE MISSED CLASS . Students will be required to do extra work including problems to make up for additional missed classes.

Student Progress

The instructor will provide students with written information before midterm. The students' progress will also be noted on Blackboard at the midpoint of the course.

Last Day to Drop Course

Refer to Colonel's Compass for the last day to drop the course.

Course Relationship to MPH Program:

The MPH educational program objectives addressed in the course are:

1. Contribute to the public health profession through sound professional public health attitudes, values, concepts and ethical practices.

2. Integrate and apply the crosscutting knowledge and skills (competencies) within five core public health areas of knowledge (behavioral sciences, biostatistics, epidemiology, environmental health science, and public health administration).

3. Demonstrate advanced knowledge and skills necessary for specialized roles within public health specific to community health, environmental health science, or public administration.

Course content, assignments, and assessment instruments have been designed to facilitate the attainment and demonstration of appropriate knowledge and skills, and facilitate application in the field of public health.

COURSE RELATIONSHIP TO THE MASTERS IN PUBLIC HEALTH (MPH) PROGRAM

To achieve its mission, the EKU MPH Program "prepares professionals for broad-based practice in public health, through the integration of core competencies in the five areas of knowledge basic to public health (behavioral sciences, biostatistics, epidemiology, environmental health science, and public health administration) with specialized knowledge, competencies, and expertise in a selected public health discipline area." This course relates directly to accomplishment of the MPH Program educational objectives, and the core competencies and option-specific competencies. (See the MPH Student Handbook http://www.mph.eku.edu/Student_Resources/MPH_Handbook_Summer07_vs_082207.pdf#page=23&zoom=100).

Domain #1 Analytical Skills

1. Determine appropriate uses and limitations of both quantitative and qualitative data.
2. Evaluate the integrity and comparability of data and identify gaps in data sources.
3. Obtain and interpret information regarding risks and benefits to their organization.

Domain #2 Policy Development & Program Planning Skills

4. State policy options and write clear and concise policy statements.
5. Decide on appropriate actions based on available data
6. Develop a plan to implement policy, including goals, objectives and implementation steps
7. Prepare and implement emergency response plans

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8. Communicate effectively both in writing and orally
9. Lead and participate in groups to address specific issues
10. Listens to others in an unbiased manner, respects points of view of others, and promotes the expression of diverse opinions

Domain #4 Cultural Competency Skills

11. Utilizes appropriate methods for interacting sensitivity, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional background, and persons of all ages and lifestyle preferences

Domain #5 Community Dimensions of Practice Skills

12. Establishes and maintains linkages with key stakeholders
13. Describes the role of government in the delivery of community health services

Domain #6 Basic Public Health Science Skills

14. Identifies and retrieves current relevant scientific evidence
15. Identifies the limitation of research and the importance of observations and interrelationships
16. Identifies and applies basic research methods used in public health

Domain #7 Financial Planning & Management Skills

17. Manages programs with budget constraints
18. Applies budget processes
19. Monitors program performance
20. Develops and presents a budget
21. Conducts cost-effectiveness, cost-benefit, and cost utility analyses

Domain #8 Leadership & system thinking Skills

22. Creates a culture of ethical standards within organizations and communities
23. Helps create key values and shared vision and uses these principles to guide actions
24. Promotes team and organizational learning
25. Uses the legal and political system to effect change
26. Applies the theory of organizational structures to professional practice

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References:
Internet Sites:
OSHA.gov EPA.gov CDC.gov/NIOSH ACGIH.org
NEHA.org **ashrae**.org/

National Environmental Health Association
www.neha.org
National Institutes of Health, National Institute of Environmental Health Sciences
www.niehs.nih.gov
World Health Organization, Environmental Health
www.who.int/topics/environmental_health/en
American Society of Heating, Refrigerating and Air Conditioning Engineers
http://www.ashrae.org/

Curriculum Change Form

Part I

(Check one)		Department Name	Environmental Health Science & Clinical Lab Science
X	New Course (Parts II, IV)	College	Health Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	EHS 885
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Crisis Mgmt, Risk Com/Asmt
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	9/4/09	Graduate Council*	1/29/10
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	11/18/09	Approved x Disapproved	3/18/10
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: Create EHS 885 for the certificate program in Industrial Hygiene
A. 2. Effective date: Fall 2010
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: This course will become part of the new 18-hour certificate program in industrial hygiene in EHS MPH

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

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

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

New or Revised* Catalog Text

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

EHS 885 Crisis Management, Risk Communication/Assessment (3) A. Provides the student with the principles of Crisis Management and Risk Communication/Assessment by becoming familiar with laws that mandate risk communication, types and approaches to risk communication, effective risk communication, importance of crisis management/communication, process of hazard risk assessment, and benefits of development and implementation of an emergency response program.

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)*
EHS	885	Fall 2010	AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS X	EHCL

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 51

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

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

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

Revised Syllabus

Department of Environmental Health Science
Office: Dizney 239
Phone: (859) 622-1992 {Work}
(859) 455-9798 {Home}
E-mail: Gary.Brown@EKU.edu

Course - EHS 885 **Risk Assessment, Crisis Management,** 3 credit hours **- Syllabus -** Fall 2010, Dizney Room 239, 5 PM – 7:45: PM; Monday

Instructor - Dr. D. Gary Brown, CIH, Associate Professor

Course Description

Provides the student with the principles of Crisis Management and Risk Communication/ Assessment by becoming familiar with laws that mandate risk communication, types and approaches to risk communication, effective risk communication, importance of crisis management/ communication, process of hazard risk assessment, and benefits of development and implementation of an emergency response program. In addition, basics of behavior based safety and control banding will be discussed.

Required Text

The Occupational Environment: Its Evaluation, Control, and Management, 2nd edition
Edited by Salvatore R. DiNardi

Publisher:	AIHA
Number of Pages:	1360 pages
Date Published:	2003
ISBN-13:	978-1-931504-43-1

Student Learning Outcomes

1. Demonstrate the knowledge, skills and understanding of Emergency Planning and Crisis Management in the Workplace.
2. To Identify and Evaluate Trends Influencing Occupational Health.
3. Outline how to effectively Communicate Risks in the Workplace.
4. Analyze, design and conduct Surveys and Audits for the Workplace.
5. Discuss practices and procedures for Hazard Communication delivery to Workers.
6. Enable the student to articulate key components of Control Banding System.
7. Plan, develop, coordinate, and implement an Occupational Health Program.
8. Evaluates, assesses, and improves a current Quality Control Sampling and Monitoring Plan.
9. The student will be able to formulate a strategy for implementation a Behavior Based Safety Program.

Course Content

The assigned textbook. Online work may be assigned as the course progresses.

Course Requirements
Student Evaluation:
Examinations
Presentaion
Paper

Tests 50%; Paper 25%; Presentation 25%

Examinations will cover material included in class, in the handouts, in homework assignments, and from web sites.

The grading scale is as follows
(A = 90 - 100) (B = 80 - 89.9)

Attendance Policy: ONE MISSED CLASS. Students will be required to do extra work to make up for additional missed classes.

Student Progress
The instructor will provide students with written information on BlackBoard at the midpoint of the course.

Last Day to Drop Course
Refer to Colonel's Compass for the last day to drop the course.

Course Relationship to MPH Program

The MPH educational program objectives addressed in the course are:

1. Contribute to the public health profession through sound professional public health attitudes, values, concepts and ethical practices.

2. Integrate and apply the crosscutting knowledge and skills (competencies) within five core public health areas of knowledge (behavioral sciences, biostatistics, epidemiology, environmental health science, and public health administration).

3. Demonstrate advanced knowledge and skills necessary for specialized roles within public health specific to community health, environmental health science, or public administration.

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science, and public health administration) with specialized knowledge, competencies, and expertise in a selected public health discipline area." This course relates directly to accomplishment of the MPH Program educational objectives, and the core competencies and option-specific competencies. (See the MPH Student Handbook http://www.mph.eku.edu/Student_Resources/MPH_Handbook_Summer07_vs_082207.pdf#page=23&zoom=100).

Domain #1 Analytical Skills

1. Determine appropriate uses and limitations of both quantitative and qualitative data.
2. Evaluate the integrity and comparability of data and identify gaps in data sources.
3. Obtain and interpret information regarding risks and benefits to their organization.

Domain #2 Policy Development & Program Planning Skills

4. State policy options and write clear and concise policy statements.
5. Decide on appropriate actions based on available data
6. Develop a plan to implement policy, including goals, objectives and implementation steps
7. Prepare and implement emergency response plans

Domain #3 Communication skills

8. Communicate effectively both in writing and orally
9. Lead and participate in groups to address specific issues
10. Listens to others in an unbiased manner, respects points of view of others, and promotes the expression of diverse opinions

Domain #4 Cultural Competency Skills

11. Utilizes appropriate methods for interacting sensitivity, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional background, and persons of all ages and lifestyle preferences

Domain #5 Community Dimensions of Practice Skills

12. Establishes and maintains linkages with key stakeholders
13. Describes the role of government in the delivery of community health services

Domain #6 Basic Public Health Science Skills

14. Identifies and retrieves current relevant scientific evidence
15. Identifies the limitation of research and the importance of observations and interrelationships
16. Identifies and applies basic research methods used in public health

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17. Manages programs with budget constraints
18. Applies budget processes
19. Monitors program performance
20. Develops and presents a budget
21. Conducts cost-effectiveness, cost-benefit, and cost utility analyses

Domain #8 Leadership & system thinking Skills

22. Creates a culture of ethical standards within organizations and communities
23. Helps create key values and shared vision and uses these principles to guide actions
24. Promotes team and organizational learning
25. Uses the legal and political system to effect change
26. Applies the theory of organizational structures to professional practice

Diability 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 Dishonesty

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

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

Official Email: An official EKU email is established for each registered student, each faculty member, and each staff member. All university communications sent via email will be sent to this EKU email address.

References

OSHA.gov
EPA.gov
CDC.gov/NIOSH
ACGIH.org
NEHA.org
National Environmental Health Association
www.neha.org

National Institutes of Health, National Institute of Environmental Health Sciences
www.niehs.nih.gov
World Health Organization, Environmental Health
www.who.int/topics/environmental_health/en

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Office of Academic Affairs and Research
Office of the Dean
University Programs

201Keen Johnson
521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-2222 Fax (859) 622-5018

TO: Dr. Janna Vice
Council on Academic Affairs

FROM: Dr. Onda Bennett
Interim Dean, University Programs

DATE: March 5, 2010

RE: Agenda Items for 03/22/10 Council on Academic Affairs meeting

The following items are being submitted to the Council on Academic Affairs for consideration at the March 22, 2010 meeting:

New Course Proposal

COURSE

GSD 220 Prior Learning Seminar Pages 1-9
Background and supporting documents

- Background and need
- Prior Learning Flow Chart
- Portfolio credit for prior learning process

Program Revision

Changes to the Minor in International Studies Pages 10 -12

- Change GEO 200 to GEO 100
- Add ANT 250, GEO 205, GEO 302, HUM 350, HUM 360 and CMS 375 to the electives
- Delete ANT 325, ANT 435, SPE 375 and TNT 300 from the electives

Kentucky UNBRIDLED SPIRIT

Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	General Studies
X	New Course (Parts II, IV)	College	University Programs
	Course Revision (Parts II, IV)	*Course Prefix & Number	GSD 220
	Course Dropped (Part II)	*Course Title (30 characters)	Prior Learning Seminar
	New Program (Part III)	*Program Title	
	Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2.08.10	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** ☐		Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved ___	3/18/10
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 new course that will assist students to develop a portfolio documenting prior learning.

A. 2. Effective date: Fall 2010

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

B. The justification for this action: Expanding need for adult learners to receive college credit for prior learning experiences

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

Personnel Impact: Faculty to coordinate assessment process and teach course

Operating Expenses Impact:

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

GSD 220 Prior Learning Seminar. (2) A. Prerequisites: ENG 102 or departmental approval. This course is designed to help students identify and document learning gained through life experience or employment that will be assessed for possible college level credit.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
GSD	220	Fall 2010	AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS ____ UP X	

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

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	2	P	FR ____ JR ____ SO ____ SR ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____
Internship ____
Independent Study ____
Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ENG 102 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)			

Eastern Kentucky University
University Programs
Prior Learning Seminar
GSD 220

Course GSD 220 Prior Learning Seminar (2 credit hours)
Instructor
Office hours: Telephone E-mail:

Catalog Description
GSD 220 Prior Learning Seminar. (2) A. Prerequisites: ENG 102. This course is designed to help students identify and document learning gained through life experience or employment that will be assessed for possible college level credit.

Prerequisites
English 102 or permission of instructor

Text
Lamdin, Louis (2006). *Earn College Credit for What You Know* (4th ed.). Dubuque, IA: Kendall/Hunt Publishing Company.

Course Purpose
To provide the students with the knowledge and skills needed to document prior work and life learning experiences for evaluation for college credit. The course instructor will assist the student in a self-assessment of prior learning and understanding how it can be applied to student learning outcomes at the college level. In addition, the course instructor will assist students in planning a program-learning portfolio.

Student Learning Outcomes
1. Identify and categorize prior learning using Kolb's Experiential Learning Cycle
2. Critically reflect upon past learning and link to career and academic goals
3. Identify appropriate documentation of prior learning
4. Develop a portfolio that represents prior learning experiences

Conceptual Framework
While the major outcome of the Prior Learning Seminar is the preparation of the portfolio, the course is a valuable educational experience in itself. The course is an exercise in self-evaluation, introspection, analysis and synthesis. The reflection, analysis and communication that is an integral part of the course aids the student in developing educational plans linking prior learning and career and academic goals. The portfolio is a record of the student's effectiveness in the life/work situations. The portfolio proved to be suitable for presentation to prospective employers and others interested in students' skills and abilities.

Criteria for Determination of Grade, including Evaluation Methods

EVAUATION METHOD	**% OF GRADE**
1. Portfolio	60%
2. Self-assessments	10%
3. Program learning plan	10%
4. Lifelong learning plan	10%
5. Participation	10%

Grading
90-99 A
80-89 B
70-79 C
60-69 D

Student Progress
Students will be informed of their progress through graded assignments and biweekly meetings with the instructor to review the educational plan and progress on the portfolio**.**

Attendance Policy
Students are expected to attend each seminar as learning is dependent upon participation with peers on the development of learning plans and portfolios. Unexcused absences will result in a 10 point deduction from the participation grade. It is the responsibility of the student to make up and submit all work missed during an absence.

Last Date to Drop the Course
The last day to drop this course is _____

Disability Statement

If you are registered with the Office of Services for Individuals with **Disabilities, please obtain your accommodation letters from the OSID and** present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

Academic Integrity Statement
Students are advised that EKU's Academic Integrity policy will strictly be 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.

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Course Requirements
1. Develop a professional portfolio for review of college credits
2. Complete self-assessments on program standards
3. Develop program-learning plan with documentation guidelines
4. Develop a lifelong learning plan.
5. Attend class and participate in activities

Course Content Outline

WEEK 1 - 3

1. Identify document prior learning experiences
    a. Transcripts from accredited colleges/schools
    b. Transcripts from technical/occupational programs
    c. On the job/life learning experiences
    d. Other training

WEEK 4-7

2. Utilize the Kolb's Experiential learning cycle
    a. Define and explain the four cycles
    b. Identify an appropriate course syllabus to compare learning
    c. Select life learning and develop a narrative to document

WEEK 7-9

3. Develop life-long learning goals
    a. Rational
    b. Types of learning goals
    c. Assessments of achievement
    d. Re-designing goals

WEEK 10 TO END OF SEMESTER

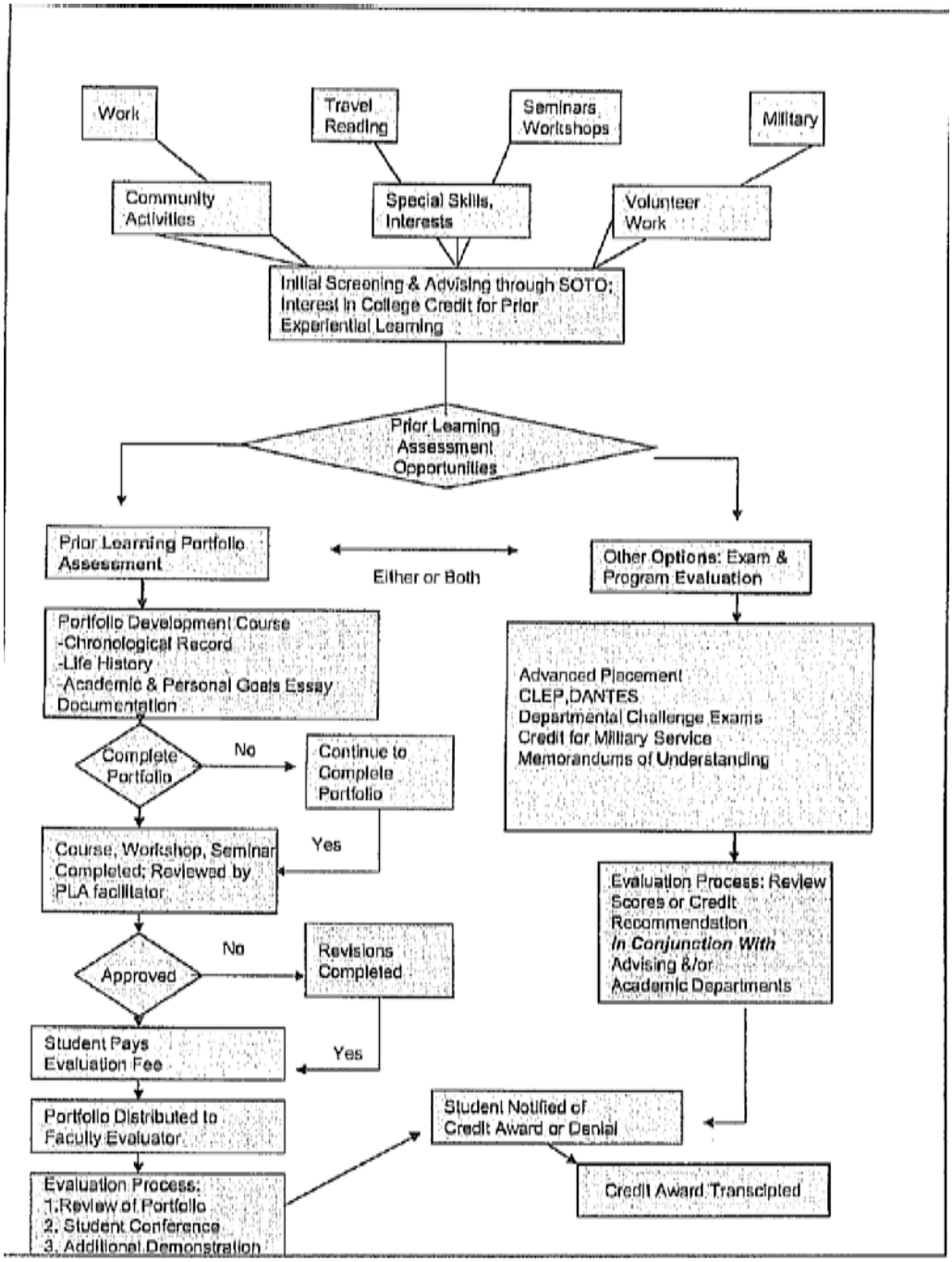
4. Develop portfolio for review
    a. Resume
    b. Documentation from guides
    c. Kolb's learning cycle
    d. Number and types of hours requesting
5. Complete appropriate self assessment of identified standards

Background and Need

There is an increasing focus on the adult learning and degree completion needs of individuals in Kentucky. Data provided through the Kentucky Council on Postsecondary Education in 2009 also reveal that there are nearly 57,000 adults in the EKU service region (and well over a half million statewide) who have completed an associate degree or some college credit; approximately 78 percent of these persons have not earned a degree. An additional 44,000 adults from our service region have some college but no degree.

At EKU, over 300 potential degree completers have contacted the institutional liaison since the inception of Project Graduate. This statewide initiative, designed to bring back adults with 90+ hours of college credit is generating interest in degree completion among others not meeting the criteria. Many of these individuals have amassed professional experiences through venues like employment and volunteer work. These learning experiences may be worthy of college level credit toward a degree. Prior learning experiences could be gained through in-service training as part of his/her job, work experience and/or training content that may be closely connected to a particular course(s).

Many universities are now providing a Prior Learning Assessment seminar that is focused on an individual's prior learning experiences and its' connection to college courses. The seminar recognizes the value of life and employment experiences and stresses the connection of previous learning to college curricula. As such, the seminar meets the need for a systematic means of promoting student learning while simultaneously assessing the nature and extent of academic credit warranted for previous learning experiences. A seminar teaches students to organize and reflect upon their prior learning. Further, they can develop an understanding of how those learning experiences relate to a specific college course or program of study. The recognition of the value of prior learning and the ability to avoid redundant material in courses provides incentive for the adult student to return to college and to pursue a program of study.


Work
Travel Reading
Seminars Workshops
Military
Community Activities
Special Skills, Interests
Volunteer Work
Initial Screening & Advising through SOTO; Interest in College Credit for Prior Experiential Learning
Prior Learning Assessment Opportunities
Prior Learning Portfolio Assessment
Either or Both
Other Options: Exam & Program Evaluation
Portfolio Development Course
-Chronological Record
-Life History
-Academic & Personal Goals Essay
Documentation
Advanced Placement
CLEP,DANTES
Departmental Challenge Exams
Credit for Military Service
Memorandums of Understanding
Complete Portfolio
No
Continue to Complete Portfolio
Yes
Course, Workshop, Seminar Completed; Reviewed by PLA facilitator
Evaluation Process: Review Scores or Credit Recommendation
In Conjunction With
Advising &/or Academic Departments
Approved
No
Revisions Completed
Yes
Student Pays Evaluation Fee
Portfolio Distributed to Faculty Evaluator
Student Notified of Credit Award or Denial
Evaluation Process:
1.Review of Portfolio
2. Student Conference
3. Additional Demonstration
Credit Award Transcripted

Portfolio Assessment

Prior to portfolio development, the student must identify the course or courses for which credit is being sought. At this time, an application to submit prior learning credit (PLC) must be made to the department and college. The department chair and college dean must concur that the department will permit the use of PLC as an option for receiving credit for the specified course(s). The department chair is responsible for assigning a faculty evaluator upon the approval of the application to submit.

Faculty Evaluator Responsibility:

Prior to the creation of a portfolio, the faculty evaluator should communicate with the student to discuss expectations - outcomes and the documentation of learning.

Completed portfolios will be submitted to the faculty evaluator. The evaluator will review and assess the portfolio for credit based upon the educational outcomes of the course(s) selected for PLC. In addition to reviewing the portfolio, the evaluator may require a verbal interview with the student and/or additional demonstration.

The evaluator will submit a credit recommendation form to the department chair and college dean. This recommendation form will include one of the following:

- a recommendation for credit (P/F)
- a recommendation for additional information
- a recommendation for reduced credit (applied for 3 credit hours, awarded 2)
- a recommendation that credit be denied

Student Fees:

In order to submit a portfolio for PLC, a student must be admitted to Eastern Kentucky University. In addition to the EKU admission fee, the student will be charged a fee of $150 plus $50/per credit hour granted. If a faculty evaluator formally requests that a portfolio be amended and resubmitted, the student will be charged a fee of $110 for a second evaluation.

Faculty Stipend:

A faculty evaluator will be issued $100 per initial portfolio review and $75 to review resubmitted portfolios. This stipend is intended to cover the initial meeting/conversation with the student as well as the portfolio evaluation.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	International Programs
	New Course (Parts II, IV)	College	University Programs
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor __X__; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2-26-10	Graduate Council*	
Is this a SACS Substantive Change?	**Yes**** [ ] **No** [X]	Council on Academic Affairs	
College Curriculum Committee	3-4-10	Approved [X] Disapproved [ ]	3/18/10
General Education Committee*	N/A	Faculty Senate**	4/5/10
Teacher Education Committee*	N/A	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

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

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

A. 1. Specific action requested: To update the elective in the Minor: GEO 200 to GEO 100. To delete ANT 325, ANT 435, SPE 375 and TNT 300 from the electives. To add ANT 250, GEO 205, GEO 302, HUM 350, HUM 360, and CMS 375 to the electives.

A. 2. Effective date: Fall 2010

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

B. The justification for this action: to reflect changes in course offerings.

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.)

4. For a new course, provide the catalog text.
5. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
6. 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.)

Minor in International Studies

(pg. 61 of the 2009-10 *Undergraduate Catalog*)

Core Courses:.....9 hours
GEO ~~200~~,100 HIS 347, POL 220.
Study Abroad or Foreign Language.....6 hours
Six credit hours from either a Study Abroad course (through Eastern Kentucky University or another accredited university, with credit transferred back to EKU), or six credit hours of foreign language at or above the 200 level. Students may split this requirement by taking 3 credit hours of Study Abroad and 3 credit hours of a foreign language at or above the 200 level.
Electives.....6 hours
Six credit hours from among the following courses (Note: many of these courses, including all College of Business upper division courses have prerequisites): ANT ~~325, 435, 250~~ CMS 375, COM 300, COM 345 or ENG 345, ECO 394, 395, EME 530, FCC 220, 222, 226, 227, FIN 330, 455, GBU 201, GEO 202,205 302,322, 347, HIS 320, 350, 354, 365, 375, 378, 384, 474, 475, HUM 300,350, 360 MGT 430, MKT 400, PHI 330, POL 310, 312, 313, 315, 316, 325, 327, 410, 417, 495, REL 301, 335, 340, 345,355, ~~SPE 375, TNT 300 (International topics only).~~

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

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

New or Revised* Program Text

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

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

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(859) 622-6989
FAX: (859) 622-5061

M E M O R A N D U M

TO: Rick McGee

FROM: Dr. Sherwood Thompson
Assistant Dean

DATE: March 3, 2010

SUBJECT: COE Council on Academic Affairs Items

Please consider the following agenda items for the College of Education at the next Council on Academic Affairs Committee meeting on March 18, 2010:

Dept: Curriculum & Instruction **Chair: Dr. Dorie Combs**

Editorial Change	**Update Introductory Catalog Text**	**Page 1**

Dept: Educational Leadership **Chair: Dr. Jim Rinehart**

New Course	**EAD 811**	**Page 6**
New Course	**EAD 812**	**Page 13**
New Program	**Teacher Leader Endorsement**	**Page 20**
Program Revision	**MAEd in Instructional Leadership**	**Page 22**

Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.

Editorial Change - Curriculum Form

(Present only one curriculum editorial change per form)

(Complete only the section(s) applicable.)

Part I

Department Name	
College	Education
*Course Prefix & Number	
*Course Title (30 characters)	
*Program Title	
	(Major ___, Option ___; Minor ___; or Certificate ___)

*Provide only the information relevant to the proposal.

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

2009-2010 Graduate Catalog. Update the College of Education introductory catalog text on page 62; Rank II notification of future changes page 63; Departmental leadership changes pages 63, 64, and 73.

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

2010-2011 Graduate Catalog

Part II. Recording Data for Revised Course

1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.

New or Revised* Catalog Text

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

Part III. Recording Data for Revised Program

1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
New or Revised* Program (*Use ~~strikeout~~ for deletions and underlines for additions.)
SEE BELOW

PAGE 62, 2009-2010 GRADUATE CATALOG

I. GENERAL INFORMATION

~~The following information applies to all programs in the College of Education.~~

Eastern Kentucky University has maintained a strong interest in and commitment to the preparation of teachers since its founding in 1906 and is dedicated to the preparation of teachers who function effectively in a culturally diverse society in order to meet the needs of all candidates. The College of Education, in cooperation with the Office of Graduate Education and Research, offers the Masters of Arts in Education degree programs for elementary teachers, middle grade teachers, secondary teachers, special education teachers, school counselors, library media specialists, speech-language pathologists, and instructional leaders. Other graduate programs include a Master of Arts in Teaching: Elementary Education*, Middle Grade Education, Secondary Education and P-12 programs; a fifth year program for certificate renewal leading to Rank II certification; a sixth year program leading to Rank I certification; ~~the~~ professional ~~certificate~~ certification programs in ~~for~~ Deaf and Hard of Hearing, Interdisciplinary Early Childhood Education, Learning and Behavior Disorders, and Moderate and Severe Disabilities; professional certification programs for Director of Special Education, School Principal, Supervisor of Instruction, Director of Pupil Personnel Services, and Superintendent of Schools; the Master of Arts degree in Mental Health Counseling and in Human Services Student Personnel Services in Higher Education; the Specialist in Education degree in Educational Administration and Supervision, ~~and in Student Personnel Services in Higher Education~~ and the Doctor of Education Degree in Leadership and Policy Studies.

*Admission suspended until further notice, inquiries regarding MAT Elementary (P-5) should be directed to the alternative certification specialist in the Office of Teacher Education Services (859-622-8326).

~~**Graduate Course Credit** — All 700 level courses have undergraduate counterparts bearing the same last two digits. The 700 level courses are offered only for graduate level credit and require additional appropriate experiences for all candidates enrolled. Candidates who have previously taken the undergraduate counterpart of these courses at the 500 level will not be permitted to enroll for graduate level credit in the 700 level counterpart. Credit will not be awarded for both the 700 and 500 level of the same course.~~

~~**Cross Listed Courses** — Some courses are offered under different prefixes with the same course content. Candidates will not be awarded credit for any course for which they have previously received credit under a cross listed prefix.~~

Master of Arts in Education Programs Requirements

Specific curricula and requirements for the Master of Arts in Education and Master of Arts in Teaching degree programs are provided in the College of Education individual program sections of this catalog.

~~T he following are general requirements for the Master of Arts in Education. In addition to these general requirements and the University requirements of the Graduate School, specific program requirements may be found in the appropriate departmental section of this *Catalog*.~~

Program Planning — During the first term, the candidate must develop a planned program. Candidates for whom program plans have not been appropriately filed will not be eligible for a second registration. Subsequent changes of the program plan are permissible, but must be approved on the appropriate form by the advisor, the department chair, the college dean, and the graduate dean. ~~Every candidate for the degree shall complete a minimum of 15 semester hours in professional education as a component of the graduate program. T he remainder of the course work shall be determined by the institution in terms of the candidate's need, provided (1) that at least 12 hours shall be in an approved teaching field, and (2) that all such course work shall be approved graduate level credit. Individuals interested in community college teaching will need to complete the Masters Degree and at least 18 hours of graduate course work in their specialization.~~

Transfer Credits — Candidates for the Master of Arts in Education degree are restricted to transfer of not more than twelve semester hours.

~~**Thesis** — The thesis is not required in any program leading to the Master of Arts in Education degree. Candidates with special research interests are encouraged to explore thesis possibilities with their advisor.~~

~~**Comprehensive Examinations** — The candidate will have an opportunity to demonstrate professional growth through a written and/or oral examination covering education and major program components. Comprehensive exams are scheduled after application for degree has been filed and evidence exists indicating that the candidate should complete all degree requirements.~~

~~**Curriculum Requirements for Graduate Programs in Education** — All programs leading to the Master of Arts in Education have a core of professional education requirements. The candidate should check the specific program for professional education core requirements of that program.~~

PAGE 63, 2009-2010 GRADUATE CATALOG

Rank II Certification, the Fifth Year
Non-Degree Program

THE RANK II CERTIFICATION PROGRAMS ARE UNDER REVIEW AND SOME PROGRAMS WILL BE CLOSED TO NEW STUDENTS DECEMBER 2010. PLEASE CONFER WITH YOUR ADVISOR FOR OTHER DEGREE OPTIONS.

To provide an alternative to a master's degree program for teachers, the College of Education offers, in cooperation with other colleges of the University, a fifth year of study leading to the Rank II classification

and renewal of the elementary, middle grade, secondary, and special education teaching certificate. The fifth year program requires a minimum of 32 semester hours of graduate course work which include:

1. Twelve hours to be taken in the area of teacher specialization.
2. Twelve hours of professional education.
3. Eight hours chosen to fit general or specific needs of candidates without regard to offering department.

Programs of study must be approved and filed with the advisor and the Office of ~~Candidate~~ Teacher Education Services no later than the term in which the first six hours are to be completed.

General institutional guidelines:

1. Candidates must have Rank III (Provisional certification) through a regionally accredited institution.
2. A t least 18 of the 32 semester hours must be earned at Eastern Kentucky University.
3. Candidates for the Rank II classification must have a grade point standing at the completion of the program of 2.5 on a 4.0 scale. No more than 40 credits (32 required) may be submitted to achieve the necessary average.
4. Course credits specified for Rank II cannot be more than 10 years old at the completion of the program.
5. Credit earned by correspondence shall not apply toward the fifth year program.
6. A minimum of 12 hours of appropriate credits earned in the Rank II Fifth Year program may be applied in graduate degree programs. Rank II program credits with earned grade of "C" or lower may not be applied to subsequent graduate degree programs. A candidate who desires to enter the master's degree program after completion of the non-degree fifth year program must:
    a. make application for and be recommended by the department offering the master's degree program;
    b. meet all current academic criteria specified for admission to and completion of the requested master's degree.

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OFFICE OF TEACHER EDUCATION SERVICES

Dr. Norman Powell, Director

~~TBA, Associate Director~~ Rose Skepple, Assistant Director

Bert Combs 423, (859) 622-1828

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DEPARTMENT OF CURRICULUM AND INSTRUCTION

Dr. Dorothy Combs, Chair;

Graduate Coordinators/Advisors:

~~**Dr. JoAnna Dickey,**~~ **Dr. Diana Porter MAEd, Rank II, Rank I, Endorsements;**

Dr. Cynthia Resor, MAT;

Dr. Mary Ann Kolloff, Library Science

www.education.eku.edu

Combs 215, (859) 622-2154

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DEPARTMENT OF SPECIAL EDUCATION

~~**Dr. Justin Cooper, Chair**~~ **Dr. Deborah Haydon, Chair**

Dr. Megan Purcell, Graduate Coordinator

www.specialed.eku.edu

Wallace 245, (859) 622-4442

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Educational Leadership and Policy Studies
X	New Course (Parts II, IV)	College	Education
	Course Revision (Parts II, IV)	*Course Prefix & Number	EAD 811
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Utilizing Resources in Ed.
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	December 2009	Graduate Council*	2/19/10
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	January 12, 2010	Approved x Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	N/A
Teacher Education Committee*	January 26, 2010	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 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.)

Creation of a new course EAD 811.

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

Fall 2010

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

B. The justification for this action:

This course is designed to meet the requirement for a Master's Degree in Instructional Leadership. The courses are designed to provide the proficiency knowledge for the Post-Master's Principal Preparation Program. The course is correlated with the six dimensions of leadership required by EPSB.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

EAD 811 Utilizing Resources in Ed. (3).A. The course will help students analyze data to determine the needs of a school, develop a school improvement plan and develop a budget based on the plan.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
EAD	811	FALL 2010	AS ___ JS ___ BT ___ EM ___ ED X PC ___ HS	EDLP

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ___ Other ___	Cip Code (first two digits only) 13

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

SYLLABUS

Professor Name
Office Location
Email Address and Phone Number
Office Hours

1 **Department, prefix, number, title, credit hours, and course reference number.**

Department of Educational Leadership and Policy Studies
EAD 811 Utilizing Resources in Ed. [Leveraging Resources for Student Achievement]

3 credit hours

2 **Catalog course description, including prerequisites.**

The course will help students analyze data to determine the needs of a school, develop a school improvement plan and develop a budget based on the plan.

3 **Text(s) with dates, supplemental text(s), other required readings and references.**

TBA

4 **Student learning outcomes:**
In this class, students will demonstrate their mastery of content by doing the following:
A. Develop and write an assessment of their community using instructor--provided demographic data, surveys, focus groups, and other community data sources.
(4.1e, 4.1f, 4.1g, 4.1h, 4.2b, 4.3b, 5.1b, 5.1c, 5.2c, 6.1a, 6.1b, 6.1d, 6.1f, 6.1q, 6.1h, 6.1i, 6.3b)

B. Analyze the data on community needs and use it to develop a school improvement plan using the data in A. (4.2b, 4.3b, 5.1c, 5.2c, 5.4a, 6.1f, 6.2d, 6.3b)

C. Develop a base Site Based Decision Making (SBDM) budget for their school based on the school improvement plan from B and resource allocation priorities (instructional).
(4.2b, 4.3b, 5.1a, 5.1b, 5.1c, 5.3a, 5.4a, 6.1c, 6.2b, 6.2d)

D. Write a request for Section 7 monies, a grant proposal, or a plan to raise funds in the community. The need for this funding will be based on unmet student needs in the SBDM budget.
(4.1f, 4.1h, 5.1a, 5.1c, 5.2c, 5.3b, 5.4a, 6.1b, 6.1c, 6.1e, 6.1g, 6.2a, 6.2b, 6.2c, 6.3a, 6.3b)

E. Apply the legal budgeting (including the concepts of adequacy, equity, and efficiency) and financial management regulations to specific case studies.
(4.3a, 4.3b, 5.1c, 5.2c, 5.3a, 5.4a, 6.1c, 6.2a, 6.2b, 6.2c, 6.2d)

5

Evaluation method(s) and relative weight of each course requirement.
See Course Requirements

GRADING SCALE

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

6 **Student Progress.**

Feedback on student progress will be maintained on Blackboard via individual assignments. Please make an appointment to consult with the professor at any time to review your work in the course.

7 **Attendance policy.**

Regular attendance in each class is expected. It is recognized that there are legitimate reasons for being absent. It is the responsibility of the student to discuss with the teacher the reason for each absence. Except in emergency, the student is encouraged to contact the teacher prior to the anticipated absence. Absences may have an adverse effect on a student's grade, including failure of the course. In case classes are canceled for any reason, the instructor reserves the right to make up those classes.

8 **Notification of the last day to drop the course.**

The last day to withdraw from a full semester class is listed on the Colonel's Compass Calendar (http://www.eku.edu/compass/calendar/).

9 **Disability Statement.**

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

10 **Academic Integrity Policy.**

Students are advised that EKU's Academic Integrity policy will strictly be 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.

11 **Course requirements:**

A. Students will analyze and reflect upon needs assessment data from instructor-supplied school needs in a 3-5 page paper -15%

B. Student groups will develop a school improvement plan using the data in part A and the Kentucky Department of Education format -15%

C. Student groups will develop a Site Based Decision Making budget for a school using information from parts A & B and the Kentucky Department of Education forms-30%

D. Students complete one of the following for a fictitious or real district-10%

i. Grant Proposal, or
ii. Section 7 request, or
iii. A local fund raising project.

E. Students will analyze a case study to determine whether appropriate financial management procedures were used. At the school level, they will identify both appropriate and inappropriate procedures (not limited to purchasing and payroll practices). For inappropriate procedures, they will give the requirement for correcting those error-15%

F. Class /Attendance/Participation-15%

12 I) Introduction (4 hours)

II) Needs assessment (4 hours)

A. Collecting demographic data

B. Using surveys to determine public sentiments

C. Using focus groups to identify concerns and needs

D. Meeting with parents and community members to collect information

E. Analyzing student data on academic performance, attendance, discipline records transition to adult life.

F. Analyzing the data above to determine school needs

III) School Improvement Plans (8 hours)

A. Learning the components of improvement planning

B. Learning the requirements for state school improvement plans

C. Developing a school improvement plan

IV) SBDM Budgets (8 hours)

A. Learning various theories of resource allocation and budgeting.

B. Learning how to complete SBDM budget forms

C. Complete an SBDM budget

a. Allocating time (scheduling)
b. Allocating professional staff
c. Allocating support staff

V) Additional Budget (4 hours)

A. Learning the requirements for such requests

B. Developing requests

C. Grants

D. Building funding for renovations and/or new buildings

F. Fund 2 Budgets (restricted accounts)

VI) Legal requirements for fiscal management (4 hours)

A. Learning the requirement for financial management (the red book)

B. Analyzing case study of financial management

13 **Other.**

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Educational Leadership and Policy Studies
X	New Course (Parts II, IV)	College	Education
	Course Revision (Parts II, IV)	*Course Prefix & Number	EAD 812
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Staff Selection and PD
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	December 2009	Graduate Council*	2/19/10
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	January 12, 2010	Approved x Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	N/A
Teacher Education Committee*	January 26, 2010	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 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.)

Creation of a new course EAD 812.

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

Fall 2010

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

B. The justification for this action:

This course is designed to meet the requirement for Master's Degree in Instruction Leadership. The courses are designed to provide the proficiency knowledge for the Post-Master's Principal Preparation Program. The course is correlated with the six dimensions of leadership required by EPSB.

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.)

4. For a new course, provide the catalog text.
5. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
6. 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 812 Staff Selection and PD. (3).A. This course will prepare candidates to select teachers, supervise teachers and plan for their professional growth.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
EAD	812	FALL 2010	AS ___ JS ___ BT ___ EM ___ ED X PC ___ HS	EDLP

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ___ Other ___	Cip Code (first two digits only) 13

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 ___
B			
W			

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ___
Internship ___
Independent Study ___
Practicum ___

FOR BANNER USE ONLY

Date of data entry ___

Data entry person ___

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

SYLLABUS

Professor Name
Office Location
Email Address and Phone Number
Office Hours

1 **Department, prefix, number, title, credit hours, and course reference number.**

Department of Educational Leadership and Policy Studies

EAD 812 Staff Selection and PD [Teacher Leader in Personnel Selection and Development]- 3 credit hours

2 **Catalog course description, including prerequisites.**

This course will prepare candidates to select teachers, supervise teachers and plan for their professional growth.

3 **Text(s) with dates, supplemental text(s), other required readings and references.**

TBA

4 **Student learning outcomes.**

Students will:

1. Describe the knowledge, skills and dispositions of effective staff.
   (3.1a, 3.4d)

2. Interpret/Explain, classify and be able to locate appropriate human resource laws, policies and procedures.
   (3.1d, 4.3c, 4.3d, 5.4a)

3. Explain the essential and legal requirements of formative and summative evaluations.
   (3.1a, 3.2b, 3.2c, 3.2d, 3.3a, 3.3d)

4. Demonstrate how to script an observation and conduct a conference.
   (3.1a, 3.2b, 3.2c, 3.2d, 3.3a, 3.3d)

4a. Practice how to conduct walkthroughs with appropriate follow-up.

5. Construct a support system for staff.
   (1.1e, 3.3a, 3.3b, 3.3c)

6. Collect and evaluate observation data to plan for individual professional growth as well

as the needs of all faculty.
(1.1e, 3.2a, 3.2e, 3.4a, 3.4b, 3.4c, 3.4d)

7. Support the alignment of staff recruitment, selection and retention with vision, mission and diversity needs of the organization.
(3.1a, 3.1b, 3.1c, 3.1d, 3.3d)

8. Describe the teacher induction process and design a teacher induction program.

9. Candidates will be able to demonstrate the critical analysis of case studies, community surveys, action research, district data analysis, or specific projects using a theoretical framework and effectively communicate actions/conclusion(s) to a stakeholder audience.

5 **Evaluation method(s) and relative weight of each course requirement.**

See Course Requirements

GRADING SCALE:

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

6 **Student Progress.**

Feedback on student progress will be maintained on Blackboard via individual assignments. Please make an appointment to consult with the professor at any time to review your work in the course.

7 **Attendance policy.**

Regular attendance in each class is expected. It is recognized that there are legitimate reasons for being absent. It is the responsibility of the student to discuss with the teacher the reason for each absence. Except in emergency, the student is encouraged to contact the teacher prior to the anticipated absence. Absences may have an adverse effect on a student's grade, including failure of the course. In case classes are canceled for any reason, the instructor reserves the right to make up those classes.

8 **Notification of the last day to drop the course.**

The last day to withdraw from a full semester class is listed on the Colonel's Compass Calendar (http://www.eku.edu/compass/calendar/).

9 **Disability Statement.**

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the

Student Services Building Room 361 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 an alternative format.

10 **Academic Integrity Policy.**

Students are advised that EKU's Academic Integrity policy will strictly be 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.

11 **Course requirements:**

1. Measured by discussion, brainstorming & a chart linking characteristics & dispositions of effective teachers . (10 points)

2. Measured by successful completion of a "legal scavenger hunt." (10 points)

3. Measured by observing a principal who conducts a pre-observation, observation & post-observation conference and writing a reflection of that activity. (10 points)

4. Measured by a successful formative peer observation cycle. (10 points)

5. Measured by the development of an induction program, including budget & connection to school mission. (25 points)
6. Measured by the development of individual professional development plans, including budget, based on instructional needs. Plans should reflect knowledge of professional development research. (10 points)

7. Measured by the development of a "Hiring Handbook" including interview protocols, legal and procedural requirements, and SBDM policies. (25 point)

8.Case study review graded using the rubric below:

Categories	Novice	Apprentice	Proficient	Distinguished	NA
Analysis: Analyze case using a theoretical framework	Candidate does not use rules, definitions, laws, concepts, theories, and principles to identify problem(s).	Candidate uses rules, definitions, laws, concepts, theories, and principles to identify problem(s).	Candidate uses rules, definitions, laws, concepts, theories, and principles to identify problem(s) that exist in the case.	Candidate uses rules, definitions, laws, concepts, theories, and principles to identify and frame problem(s).	
Data Analysis: Analyze empirical data	Candidate does not analyze data.	Candidate analyzes data but is unable to	Candidate is able to analyze data, identify	Candidate is able to analyze data, identify problems, and	

		create solutions.	problems, and create solutions.	create solutions systematically.	
Alternative: Identify alternative actions	Candidate does not generate alternative solution(s).	Candidate is able to create more than one alternative solution with some justification	Candidate is able to create more than one alternative solution with justification	Candidate is able to create several alternative solutions with systemic implications	
Selection: Evaluate the appropriateness of the actions	Candidate does not provide a rationale or criteria for the selected alternative solution	Candidate provides some criteria for choosing an alternative solution; however, other criteria should be included	Candidate provides criteria for choosing an alternative solution and uses a decision-making model	Candidate uses a decision-making model to choose an alternative solution that includes systemic implications	
Communication: Effectively communicate the proposed action	No focus and purpose; chaotic organization; lack of appropriate presentation strategies (diagrams, models, timelines, illustrations, plan); errors in grammar and sentence structure	A purpose is evident; lacks adequate presentation strategies (diagrams, models, timelines, illustrations, plan); errors in grammar and sentence structure	Has a clear purpose; has a logical sequence of ideas; incorporates presentation strategies (diagrams, models, timelines, illustrations, plan); no errors in grammar	Understands who audience is; uses presentation strategies (diagrams, models, timelines, illustrations, plan) to convince audience to make a systemic change	

(25 points)

9. Attendance and participation-(20 points)

12 **Course outline:**
13 **Other.**

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Educational Leadership and Policy Studies
	New Course (Parts II, IV)	College	Education
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Teacher Leader Endorsement
X	New Program (Part III)		(Major ___, Option ___; Minor ___; Certificate or
	Program Revision (Part III)		_X__ **Endorsement**)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	December 2009	Graduate Council*	2/25/10
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	January 12, 2010	Approved x Disapproved ___	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	January 26, 2010	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Create a Teacher Leader Endorsement

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

Fall 2010

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

B. The justification for this action:

This endorsement program provides an avenue for candidates who previously completed a master's degree or for candidates who completed Rank II 5th year or Rank I 6th year programs prior to December 31, 2010 an option to add the Teacher Leader Endorsement to their credentials. This program also provides an opportunity for candidates who may complete or who have completed a non-education master's degree to add a Teacher Leader Endorsement to their credentials.

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.)

7. For a new course, provide the catalog text. 8. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions. 9. For a dropped course, provide the current catalog text.
New or Revised* Catalog Text (*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

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

7. For a new program, provide the catalog description as being proposed. 8. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions. 9. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.
New or Revised* Program Text (*Use ~~strikethrough~~ for deletions and underlines for additions.) SEE BELOW

TEACHER LEADER ENDORSEMENT

I. GENERAL INFORMATION

The Teacher Leader Endorsement is designed to prepare teachers to be essential contributors to the shared leadership in the school. Teacher leadership becomes a ground level collaborative to strengthen teacher performance.

II. ADMISSION REQUIREMENTS

Candidates will apply for Certification Admission status as described in the Graduate Catalog. Candidates must have completed an initial teaching certification program and have earned a Master's degree. Candidates who completed a Rank II 5th year program prior to December 31, 2010 are waived from the master's degree requirement for admission to the program. In addition, candidates must have earned an overall 3.0 graduate GPA.

III. PROGRAM REQUIREMENTS

Curriculum Requirements

Teacher Leader Core …….. 15 hours

ETL 800, 801……. 6 hours
ETL 802 or EPY 869 …… 3 hours
ELE 810, EMG 810, EMS 850, ESE 863, or SED 800 ……..…… 3 hours
EAD 869 or EMS 889 or a course approved by the advisor …….. 3 hours

IV. EXIT REQUIREMENTS

Candidates must earn an overall GPA of 3.0 or higher, with no grade lower than a C.

A field-based research project, which culminates in a technology-enhanced presentation, is required in the Capstone Seminar or in a designated course. A portfolio review may be required.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Educational Leadership and Policy Studies
	New Course (Parts II, IV)	College	Education
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	MAEd in Instructional Leadership
	New Program (Part III)		(Major __X__, Option __X__; Minor ___; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	December 2009	Graduate Council*	2/25/10
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	January 12, 2010	Approved x Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	January 26, 2010	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Revise MAEd in Instructional Leadership degree title and components of the program to reflect the requirements and standards for the new Teacher Leader Endorsement. Per an EPSB mandate, all existing Masters degrees/Rank II programs must be closed to new students no later than December 2010.

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

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) Current students must complete the old program no later than January 31, 2013.

B. The justification for this action:

This revised degree program is in response to the EPSB mandate to provide programs that train teachers to be Teacher Leaders. This program will provide two options: The first option, Teacher Leadership for Student Learning, will provide the proficiency knowledge base for candidates who may later choose to pursue school principal certification. The second option, Safety and Facilities Management in Educational Settings, provides candidates another avenue for earning a School Safety Endorsement. Candidates will be eligible to apply for the Teacher Leader Endorsement upon completion of 15 required hours.

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.)

10. For a new course, provide the catalog text.
11. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
12. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

SEE BELOW – It should be noted that the Department of Educational Leadership and Policy Studies is revising the School Principal, Level 1 and 2, Supervisor of Instruction, Director of Pupil Personnel, and Superintendent of Schools programs to be certification only. The paperwork for the certification only programs will be presented at a later meeting.

2009/10 GRADUATE CATALOG – PAGES 69-70

DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY STUDIES

Dr. James Rinehart, Chair
Dr. Robert Biggin, Associate Chair

Graduate Coordinators/Advisor:
Dr. Biggin, MAEd and Certification;
Dr. Rinehart, EdD and EdS
www.education.eku.edu
Combs 406, (859) 622-1125

~~I. GENERAL INFORMATION~~

~~The Department of Educational Leadership offers degree and non-degree graduate programs in educational leadership.~~
~~Master of Arts in Education in Instructional Leadership~~
~~Rank I Programs~~
~~Educational Leadership~~
~~Specialist in Education~~
~~Education Administration and Supervision~~
~~**Educational Leadership Program Descriptions**~~
~~Educational Leadership programs are designed to build a professional knowledge base, leadership and management skills, and positive attitudes among aspiring educational and school district leaders. The courses and experiences address the Interstate School Leaders Licensure Consortium and Technology Standards for School Administrators that has been adopted by the Kentucky Education Professional Standards Board in partnership with the National Council for Accreditation of Teacher Education.~~
~~The **Instructional Leadership** – School Principal (all grades) program prepares educational leaders and managers for leadership positions with P-12 schools. Initial certification for school principal requires completion of an approved master's degree, Level I or Level II program completion, three years of teaching experience, and successful completion of the School Leaders Licensure Assessment and the Kentucky Principal test. The **Supervisor of Instruction** program prepares instructional supervisors for district-wide leadership. Initial certification for supervisor of instruction requires completion of an approved master's degree, the courses required for Level II Principal certification, and three years of teaching experience.~~
~~The **Director of Pupil Personnel Services** program prepares directors and assistant directors of pupil personnel services for school district-wide leadership. Initial certification for director of pupil personnel services requires completion of an approved master's degree, the courses required for Level II Principal certification, and three years of teaching experience.~~

T he **Superintendent of Schools** program prepares highly qualified candidates for district-wide leadership. Initial certification for school superintendent requires completion of an approved master's degree, the courses required for Level II Principal certification, three years of teaching, and two years of administrative experience.

II. ADMISSION REQUIREMENTS

Master of Arts in Education

- A score of 300 on the verbal section of the Graduate Records Exam (GRE) or a scaled score of 360 on the Millers Analogy T est (GMAT).
- 3.0 GPA in the undergraduate degree or 3.0 GPA in the last 60 undergraduate hours or a 3.0 GPA in a minimum of 15 graduate hours.

Non-degree Certification Programs

- Master's Degree.
- 3.0 GPA on graduate work.

III. PROGRAM REQUIREMENTS

Assessment Requirements

- A program portfolio is required for each candidate admitted to the program. The program portfolio will be continuously developed and assessed within each course. Content contained within the portfolio shall align with the Interstate School Leaders Licensure Consortium Standards that have been accepted by the Kentucky Education Professional Standards Board. The advisor of each candidate will review the portfolio at least once during Level I and/ or Level II and at the completion of a candidate's program.
- D epartmental comprehensive exam.

Research Requirement

- Complete an action research project in EAD 869.

MASTER OF ARTS IN EDUCATION in Instructional Leadership

Curriculum Requirements

Master of Arts in Education in Instructional Leadership

.....30 hours

EAD 801, 810, 824, 827, 828, 831, 834, 846, 869, EMS 850.

LEVEL I (Principal's Certificate)

Instructional Leadership .....21 hours

EAD 801, 810, 827, 828, 834, 869, EMS 850. (with a previously completed Master's Degree)

LEVEL II (Principal's Certificate)

Instructional Leadership .....9 hours

EAD 824, 831, 846.

(Level I certification required.)

Additional Certification Options

Supervisor of Instruction .....12 hours

EAD 849, 859, EPY 816; SED 775, 800, or 810.

(Level II certification required.)

Director of Pupil Personnel Services .....18 hours

EAD 808, 821, 849, 859, EPY 816; SED 775, 800, or 810.

(Level II certification required.)

Superintendent of Schools .....12 hours

EAD 839, 849, 859, 879.

(Level II certification required.)

IV. EXIT REQUIREMENTS

- A master's degree is required to receive initial certification in a L evel I or Level II Principal program.
- A Kentucky classroom teaching certificate and appropriate years of teaching and administrative experience as described above are required.

T he following are the exit requirements for all options of the Master of Arts in Education - Educational Leadership. There are no exit requirements for certificates.

Thesis — A thesis is not required in this program; however, an action research project which culminates in a technology enhanced presentation is required in the Capstone Seminar.

Comprehensive Examinations — The candidate will have an opportunity to demonstrate professional growth through a written and/or oral examination covering education and major program components.

Certification — Candidates seeking principal certification must successfully complete the School Leadership Licensure Assessment (SLLA) and the Kentucky Principal's Test to be recommended for certification.

MASTER OF ARTS IN EDUCATION
in Instructional Leadership

I. GENERAL INFORMATION

The Teacher Leader for Instruction degree is designed to prepare teachers to be essential contributors to the shared

leadership in the school. Teacher leadership is a ground level collaborative to strengthen teacher performance. This degree program provides two options. The first option,Teacher Leadership for Student Learning, will provide the proficiency knowledge base for teachers who may later choose to pursue a school principal master's degree. The second option, Safety and Facilities Management in Educational Settings, will provide teachers with an avenue for earning a School Safety Endorsement.

II. ADMISSION REQUIREMENTS

A minimum total GRE score of 700 with verbal and quantitative subtest scores of at least 300 is required for clear admission to all options of the M.A.Ed. program in Teacher Leader for Instruction. As an alternative to the GRE, a raw score of 388 on the Miller's Analogies test or passing scores on all required Kentucky PRAXIS II initial teaching exams will also meet the admission test requirement. Candidates must have completed an initial teaching certification program. In addition, candidates must have earned an overall 3.0 undergraduate GPA or a 3.0 in the last 60 hours completed. Candidates must also meet the general requirements of the Graduate School.

III. PROGRAM REQUIREMENTS

Curriculum Requirements

Teacher Leader Core …….. 15 hours

ETL 800, 801, 802, EMS 850, 869

Candidates will be eligible to apply for the Teacher Leader Endorsement upon completion of these 15 hours.

Option 1: Teacher Leadership for Student Learning ……..…… 15 hours

EAD 811, 812, EME 866…….. 9 hours

EME 873, EMG 806, or ESE 774 …….. 3 hours

SED 775, 800, or 810 …… 3 hours

Option 2: Safety and Facilities Management in Educational Settings …….. 15 hours

EAD 840; SSE 870, 871, 873 …… 12 hours

SSE 872 or COU 847 …… 3 hours

Candidates will be eligible to apply for the School Safety Endorsement upon completion of these 15 hours.

Total Program Hours …….. 30 hours

IV. EXIT REQUIREMENTS

Program GPA: Candidates must earn overall GPA of 3.0 or higher, with no grade lower than a C.

A field-based research project, which culminates in a technology-enhanced presentation, is required in the Capstone Seminar or in a designated course in each option, or as part of the comprehensive examination. A portfolio review may be required.

EASTERN KENTUCKY UNIVERSITY
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TO: Council on Academic Affairs

FROM: *Deborah Whitehouse*
Dr. Deborah Whitehouse, Associate Dean

SUBJECT: Agenda Items

DATE: March 3, 2010

Please include the attached curriculum proposals onto the agenda for the meeting of the Council on Academic Affairs on March 18, 2010.

Environmental Health Science

(Material brought from February's Meeting – not included in packet)

New Program			
MPH-EHS Graduate Certificate in Occupational/Environmental Health			Fall 2010
New Courses			
EHS510	Radiological Health	510/710 to replace EHS410 for new Cert.	Fall 2010
EHS710	Radiological Health	510/710 to replace EHS410 for new Cert.	Fall 2010
EHS875	Principles of Ventilation - for new Cert.		Fall 2010
EHS885	Crisis Mgmt, Risk Com/Asmt - for new Cert.		Fall 2010

Discussed in February – Up for Approval in March

New Items

Baccalaureate & Graduate Nursing

Program Revision

Nursing (BSN) -	To update catalog copy to reflect revised mission and outcomes, and also department approval process for three prerequisite nursing courses. To specify the time frame as five years for accepting older credits on specific prerequisite/ support courses (BIO 171, BIO 273/CLT 209, BIO 301, CHE 105, NFA 201, NSC 232, NSC 242, and NSC 252). ***CHS – Pages 1 - 3***	Eff. Fall 2010

Family and Consumer Science

Program Revision		
General Dietetics	a. Change progression/admission and graduation requirements: -Increase the minimum cumulative GPA required for admission to the dietetics program from 2.5 to 2.75 -Increase the minimum cumulative GPA required to earn the BS in General Dietetics from 2.75 to 3.0 More selective admission and academically rigorous graduation requirements will help to ensure that graduates will be competitive in the dietetic internship selection process and pass the national Registered Dietitian (RD) exam. b. Delete CHE 330 as a Major Requirement option Currently, CHE 330 (4 hrs) is offered as an alternative course for NFA 301 (3 hrs). The content of NFA 301, however, is specific to the major and integrated with other courses in the curriculum. Thus, CHE 330 is not equivalent in content to NFA 301. ***CHS – Pages 4-6***	Eff. Fall 2010
Dropped Course FCS400	This course is now FCS400W ***CHS Page 7***	Fall 2010

Health Promotion and Administration

Program Revision	**Health Education**	
Health Education – Wellness Opt.	Drop REC 411 and Add PHE 407. Change name of this Health Education option from Wellness to Worksite Health Promotion It is essential that students who work in Worksite Health Promotion have a thorough background in personal training and fitness (PHE 433) and a prerequisite to this course is PHE 407 – Strength and Conditioning. Students employed in Worksite Health Promotion are not as likely to come in contact with seniors, so we are dropping REC 411 (Therapeutic Recreation Services for the Senior Adult). This helps us to stay as close as possible to 120 hours for the option. We would also like to change the option title from Wellness to Health Education with an option in Worksite Health Promotion to better reflect the language in the field. ***CHS – Pages 8 - 9***	Eff. Fall 2010

Course Revision	**Health Services Administration**	
HSA203 change to HSA303	This course is restricted to Health Services Administration majors and is taken during the junior year. This is currently the only HSA course (taken after formal admission to the program) that is numbered at the 200 level. ***CHS – Pages 10 - 17***	Fall 2010

Occupational Therapy

Editorial OTS313	To correct by adding OTS302 as the co-requisite to OTS 313. In 2007-08, changes were made to several occupational science courses to include the co-requisites for a sequence of courses (OTS 302, OTS 335, and OTS 421). OTS 302 was changed to reflect OTS 313 as its co-requisite but OTS313 was overlooked. ***CHS – Pages 18 - 19***	Fall 2010
Course Revisions OTS402	Credit will not be given if OTS402S ***CHS – Pages 20 - 21***	Fall 2010
OTS402S	Create Service Learning sections ***CHS – Pages 22 - 26***	Fall 2010

Curriculum Change Form

Part I

(Check one)		Department Name	Baccalaureate & Graduate Nursing
	New Course (Parts II, IV)	College	Health Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Nursing (B.S.N.)
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	1/22/10	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	2/17/10	Approved x Disapproved ___	3/18/10
General Education Committee*	N/A	Faculty Senate**	4/5/10
Teacher Education Committee*	N/A	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

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

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

A. 1. Specific action requested: To update catalog copy to reflect revised mission and outcomes, and also department approval process for three prerequisite nursing courses.

To specify the time frame as five years for accepting older credits on specific prerequisite/ support courses (BIO 171, BIO 273/CLT 209, BIO 301, CHE 105, NFA 201, NSC 232, NSC 242, and NSC 252).

A. 2. Effective date: Fall 2010

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

B. The justification for this action: The mission and outcomes were revised as part of the self study for reaccreditation process to reflect consistency with documents required for reaccreditation. Also, the department approval process for the three prerequisite nursing courses is slightly revised for increased clarification for students.

The department is working carefully to increase retention and graduation rates for students admitted to the program. This goal is in line with university goals, and is consistent with new mandates by the national accrediting body that all programs maintain a minimum 80% graduation rate. One concern with retention has been the age of some prerequisite and support courses. Although the catalog has a statement regarding transfer courses older than eight years old must be approved, the CARES report and the new Degree Works report has been automatically placing older courses in the support course line as meeting the requirement. We have found some courses 20 to 25 years old and both the advisor and student being led to believe the student was ready to apply for admission. As a result, the department has been carefully considering the issue of age of support courses and student success. The department faculty are concerned about students not having current content on some of the support courses/prerequisite courses, and this deficit has contributed to increased failure rate for a few students early in the program. Requiring the courses to be within the five years prior to admission to the nursing clinical sequence would improve currency of content. Students become frustrated when faculty have expectations that the student will already have a solid foundation in those courses, and faculty do not have time to go back and re-teach content the student has already had. An example is the pathophysiology course where faculty expect students to be current in the content in physiology and other pre courses. Students who do not have a strong background have a fairly high failure rate in this course. Another example includes the assessment courses in which faculty assume students have current content knowledge in anatomy and other pre courses. Again, faculty cannot take time to re-teach that content. Exceptions can be made for individual student situations. In the case where a student has been engaged in an occupation using the content before coming to the program (e.g., paramedic, LPN, biology teacher in a high school, etc), an exception can be given and the time limit waived. Having the time limit clearly published, however, will send a notice to potential students about currency of courses and encourage discussion between students and advisors related to their knowledge base and preparation for entering the nursing clinical sequence. It is not anticipated that a large number of students will be affected, but the small number who are affected will have a better chance of success. The change is requested for Fall 2010, but students who are anticipating entering the program for that semester and have not been advised accordingly will of course be accommodated and an exception granted if they choose.

This time limit will also work in favor of students competing for admission under our current point scale where older previous grades on the course can count against the student for admission. In some cases, the course work is older but the student either has not elected to or is not eligible to bankrupt. The new policy will provide a clean slate for students who have not taken the courses within the previous five years and have to repeat courses.

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

Personnel Impact: None in the department. It is not anticipated that it will have a large effect on departments teaching these support courses, as most students who take them at EKU already have taken them within the five year time frame.

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

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

New or Revised* Program Text

Department of Baccalaureate and Graduate Nursing

(Page 133 of the 2009-10 *Undergraduate Catalog*)

The baccalaureate nursing program is based upon the belief that preparation for professional nursing encompasses a broad liberal, general, and professional education. ~~Within the framework of EKU and the College of Health Sciences, the Department of Baccalaureate and Graduate Nursing attempts to provide opportunities for the individual to~~ The threefold mission of the department is congruent with the mission of the college and university; to serve the community of interest by providing high quality, accessible learning opportunities which encourage students to act independently, to think critically, to communicate effectively, and to practice professional or advanced levels of nursing with integrity, enlightenment and creativity~~.~~ ;to participate in service which enhances the educational mission of the college and the university; and to participate in research and other scholarly efforts supporting the educational mission of the college and university.

Professional Nursing Practice Outcomes

Upon completion of the baccalaureate nursing program the BSN graduate:

1. Treats ~~clients~~ patients as holistic, unique and self-directive with the right to make decisions for themselves concerning health matters.
2. Uses the nursing process to provide ~~and~~ , manage ,and evaluate culturally competent primary, secondary, and tertiary prevention for diverse clients across the life span in a variety of settings.
3. Uses evidence-based nursing practice, critical thinking ~~and~~ , research methodologies ,informatics, and healthcare technology to ~~understand relationships,~~ provide therapeutic interventions, predict outcomes, and influence the delivery of health care.
4. ~~Has the knowledge and ability to assume~~ Assumes a leadership role in health care by communicating and collaborating with ~~clients~~ patients, ~~and other~~ health care professionals, and health care systems.
5. ~~Is a consumer and sociopolitical advocate who supports~~ Supports safe, quality, responsible,and economic interdisciplinary health care as a consumer and sociopolitical advocate within multiple health care systems.
6. Promotes the ethical and legal practice of professional nursing.
7. Demonstrates self-care, professionalism, accountability, and competence in nursing practice ,with a commitment to advancing the profession of nursing.

Admission and Progression Requirements

All students who are accepted by EKU's Admission Office and declare their major as baccalaureate nursing (four-year nursing) are admitted to the University as pre-baccalaureate nursing majors. However, admission to the freshman year does not guarantee admission to the laboratory nursing courses. Students seeking to enter NSC 232, 242, and 252 in the third semester of the curriculum must meet minimum program GPA requirements of 2.5 ~~or~~ and have department chair approval. Spaces in these courses are limited and are reserved for students whose academic record indicates they are more likely to be eligible to be considered for and admitted to the clinical nursing courses. To be eligible to be considered for admission to the clinical nursing courses, students must have completed the first three semesters of college work as outlined in the curriculum plan and have submitted a complete department application. All prerequisite courses must be completed with a grade of "C"/2.0 or better, and a minimum cumulative GPA of 2.5 on a 4.0 scale must be obtained. For the prelicensure nursing program, [Nursing Pre-RN (B.S.N.)], some prerequisite courses (BIO 171, BIO 273/CLT209, BIO 301, CHE 105, NFA 201, NSC 232, NSC 242, and NSC 252) must have been taken within five years prior to the time application is made for admission to the clinical nursing courses unless an exception has been approved by the department. For the prelicensure Nursing (B.S.N.) Second Degree Option, the courses in BIO 171, BIO 272/CLT 209, BIO 301, and NFA 201 must have been taken within five years prior to the time application is made for admission to the option unless an exception has been approved by the department. Completion of eligibility criteria does not guarantee admission to the clinical nursing courses. Admission to the clinical nursing courses is competitive and based on review of the applicants' academic history by the Baccalaureate Nursing Admission/Readmission Committee. Spaces are limited and the most qualified applicants will be selected for admission.

Curriculum Change Form

Part I

(Check one)		Department Name	Family and Consumer Sciences
	New Course (Parts II, IV)	College	Health Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	B.S General Dietetics
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
XX	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/10	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** ☒		Council on Academic Affairs	
College Curriculum Committee	2/17/10	Approved x Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		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.)

a. Change progression/admission and graduation requirements:
-Increase the minimum cumulative GPA required for admission to the dietetics program from 2.5 to 2.75
-Increase the minimum cumulative GPA required to earn the BS in General Dietetics from 2.75 to 3.0

b. Delete CHE 330 as a Major Requirement option

A. 2. Effective date: Fall 2010

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

B. The justification for this action:

a: More selective admission and academically rigorous graduation requirements will help to ensure that graduates will be competitive in the dietetic internship selection process and pass the national Registered Dietitian (RD) exam.

b: Currently, CHE 330 (4 hrs) is offered as an alternative course for NFA 301 (3 hrs). The content of NFA 301, however, is specific to the major and integrated with other courses in the curriculum. Thus, CHE 330 is not equivalent in content to NFA 301.

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

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

General Dietetics Program

The dietetics program leads to a baccalaureate degree in General Dietetics. The undergraduate program in dietetics is accredited by the Commission on Accreditation of Dietetics Education (CADE), which is an arm of the American Dietetic Association. Upon completion of the BS in General Dietetics, the student will be issued a Verification Statement which makes the graduate eligible to apply for and complete an Accredited Dietetic Internship. Most internship programs are 9-12 months long and include supervised practice in all areas of the dietetics profession. Some internships are included within a Master's Degree program and are therefore generally 2 years long. Once the Dietetic Internship has been successfully completed, the student is eligible to take the national registration exam to become a registered dietitian (RD). Upon successful completion of the RD Exam, the student is then a Registered Dietitian.

Admission and Progression Requirements

All students who are accepted by EKU's Admissions Office and declare their major as dietetics are admitted to the University as pre-dietetics majors. However, admission to the pre-dietetics program does not guarantee admission to the dietetics program. To be admitted to the dietetics program the following criteria must be met: (1) complete a minimum of 45 semester hours; (2) attain a minimum cumulative GPA of 2.75 on a 4.0 scale; (3) earn a "C" or better in CHE 101/107 and 102 or their equivalents if taken at another school; (4) earn a "B" or better in NFA 121, 201, and 202. Once these requirements have been met, the student must apply to the Dietetics Program Director for a change from the pre-dietetics program to the dietetics program. No 400-level NFA courses may be taken prior to being admitted to the dietetics program.

After admission to the dietetics program the student must meet the following criteria to receive a BS Degree and be granted a verification statement: (1) attain a minimum cumulative GPA of ~~2.75~~ 3.0 on a 4.0 scale; (2) earn a "C" or better in all major and supporting courses (other than those NFA courses in which a "B" or better is required per admission requirements.)

General Dietetics (B.S.) Area Major

CIP Code: 19.0501

Program Goals

Upon completion of a degree in General Dietetics, graduates will be able to: 1) succeed in one or more of the following: a graduate program related to dietetics, an accredited Dietetic Internship, or employment in dietetics or a related field; 2) exhibit competent professional practice in all areas of the basic foundation knowledge and skills necessary for entry-level dietetics practitioners; 3) demonstrate a commitment to service by participating in service activities to the region and profession; and 4) develop skills for providing comprehensive food and nutrition services in a variety of settings. Employment opportunities are available in hospitals, foodservice or public health and wellness programs. After completing the degree, students may consider applying for a Dietetic Internship in order to sit for the Registered Dietitian (RD) exam.

GENERAL DIETETICS (B.S.) AREA MAJOR
CIP Code: 19.0501

Major Requirements .....59~~-60~~ hours
CDF 132, FCS 303, 400, FRM 352, NFA 121, 201, 202; NFA 301 ~~or CHE 330~~; NFA 317, 321, 323, 325, 326, 344; NFA 349(1) or FCS330D (1); NFA 401, 402, 403, 404, 411, 415 (2), 445.

Supporting Course Requirements .....27 hours
BIO 273; BIO 301; CHE 101/107, 102; HEA 350 or STA 215*; CIS 212 or CSC 104; ACC 201 or 550; PSY 200.

General Education Requirements .....33 hours
Standard General Education program, excluding blocks IVB, VB, VII (QS) and VIII (6 hours). Refer to Section Four of this *Catalog* for details on the General Education and University Requirements.

University Requirement .....1 hour
HSO 100.

Free Electives .....0 hours

Total Curriculum Requirements .....120~~-121~~ hours

*Cannot be used for general education

To be granted a degree in the General Dietetics Program the student must: (1) attain a minimum cumulative GPA of ~~2.75~~ 3.0 on a 4.0 scale and (2) earn a "C" or better in all major and supporting courses (other than those NFA courses in which a "B" or better is required for admission criteria).

Curriculum Change Form
Course Drop

Department Name	Family & Consumer Science
College	Health Science

Proposal Approved by: Date

Departmental Committee: _____

College Curriculum Committee: 12/18/09

General Education Committee*: NA

Teacher Education Committee* NA

*If Applicable (Type NA if not applicable.)

Graduate Council* Date _____

Council on Academic Affairs _____ 3/18/10

Approved x Disapproved ___

Completion of A and B is required:

A. Effective date: (Example: Fall 2009)

Spring 2010

B. The justification for this action: (course no longer taught/comment if other)

Changed to Writing intensive.

List all courses to be dropped

Prefix	Number	Title	Comments:
FCS	400	Ethics and Advocacy in FCS	Now FCS400W

Curriculum Change Form

Part I

(Check one)		Department Name	Health Promotion and Administration
	New Course (Parts II, IV)	College	Health Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Health Education – Wellness Option
	New Program (Part III)		(Major ___, Option __X__; Minor ___; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02-02-10	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** XX	Council on Academic Affairs	
College Curriculum Committee	2/17/10	Approved x Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		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: Drop REC 411 and Add PHE 407. Change name of this Health Education option to Worksite Health Promotion

A. 2. Effective date: Fall 2010

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

B. The justification for this action: It is essential that students who work in Worksite Health Promotion have a thorough background in personal training and fitness (PHE 433) and a prerequisite to this course is PHE 407 – Strength and Conditioning. Students employed in Worksite Health Promotion are not as likely to come in contact with seniors, so we are dropping REC 411 (Therapeutic Recreation Services for the Senior Adult). This helps us to stay as close as possible to 120 hours for the option. We would also like to change the option title from Wellness to Health Education with an option in Worksite Health Promotion to better reflect the language in the field.

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

Equipment/Physical Facility Needs: n/a
Library Resources: n/a

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

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

Health Education offers the Bachelor of Science degree in Health Education with three program options: Community Health, School Health P-12 (Teaching), and ~~Wellness~~ Worksite Health Promotion. Students who complete Community Health option are prepared to determine the health needs of the community and plan and implement effective programs to improve the health of the populations they serve. Community Health Educators may work in the Public Health Departments, Volunteer Organizations, Hospitals, and Family Resource Centers. Students in the School Health Option are prepared to teach core content health topics in public school system grades P-12 and a variety of health related agencies. Students in the ~~Wellness~~ Worksite Health Promotion option are prepared to facilitate behavior change by developing and implementing wellness and fitness programs in worksite health promotion organizations. A student may choose a minor in Community Health (non-teaching) or in School Health P-12 (Teaching). The Bachelor of Science program in Health Education has met national standards for accreditation from the Society of Public Health Educators, American Association for Health Education, National Council for the Accreditation of Teacher Education, and Kentucky Department of Education.
Students who transfer from another college or university must earn a minimum of 12 hours at EKU in the major. Students who transfer from another college or university must earn a minimum of six hours at EKU in the minor. Students who are accepted by the EKU Admissions Office and declare their major as Health Education must maintain an overall grade point average of 2.25 with a grade of "C" or better in all of the required major and supporting courses found in the Health Education Curriculum.
Baccalaureate Degree

HEALTH EDUCATION (B.S.)
CIP Code: 51.1504

Major Requirements .....42 – 52 hours
Health Education Core ..... 36 hours
HEA 202, 203, 285, 290, 315, 320, 345, 375 or 592; 350, 380, 455, 480, 490.
Majors must select an option in Community Health, School Health, P-12 (Teaching) or ~~Wellness~~ Worksite Health Promotion:
Community Health.....16 hours
HEA 316, 420, 460, 463*; select three hours from HEA 498, 590, 591, 593, 595, 599, or SOC 353.
School Health, P-12 (Teaching) .....6 hours
EME 586 and three hours from HEA 390, 391, 498, 590, 593, 595, or 599.
~~Wellness~~ Worksite Health Promotion ……..15 hours
HEA 360, 463; PHE 325, 433.
Supporting Course Requirements .....16 – 46 hours
All Options .....15 hours
BIO 171, 301, NFA 201, CIS 212 or CSC 104, and EHS 280.
School Health, P-12 (Teaching) .....1 hour
BIO 378.
~~Wellness~~ Worksite Health Promotion.....15 hours
PHE 312, 315, 320, PHE 407; ~~REC 411~~, 460.
Professional Education Requirements
School Health Option..... 31 hours
EDF 103, 203, 319, 413, EMS 499, ESE 490, 587, and SED 401.
General Education Requirements .....36 hours
Standard General Education program, excluding course blocks VI, VII (QS), and VIII (6 hours). Refer to Section Four of this *Catalog* for details on the General Education and University Requirements.
University Requirement .....1 hour
HSO 100.
Free Electives .....0-16 hours
Community Health..... 16 hours
(13 of these elective hours are restricted to course work outside of the major and the option.)
School Health, P-12 (Teaching) ..... 0 hours
~~Wellness~~ Worksite Health Promotion..... 2 hours
(All hours restricted to course work outside of the major and the option.)
Total Curriculum Requirements .....120 - 126 hours
*Bachelor of Science degree students in the Community Health and ~~Wellness~~ Worksite Health Promotion Options are required to document a minimum of 100 hours of health education/wellness related experiences prior to enrolling in HEA 463, Internship in Health Promotion and Administration.

Curriculum Change Form

Part I

(Check one)		Department Name	Health Promotion and Administration
	New Course (Parts II, IV)	College	College of Health Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	HSA 203
	Course Dropped (Part II)	*Course Title (30 characters)	Fund. Of Medical Science
	New Program (Part III)	*Program Title	
	Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	01/22/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/17/10	Approved x Disapproved ___	3/18/10
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: Change the course number from 203 to 303.

A. 2. Effective date: Fall 2010

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

B. The justification for this action: This course is restricted to Health Services Administration majors and is taken during the junior year. This is currently the only HSA course (taken after formal admission to the program) that is numbered at the 200 level.

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

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

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

New or Revised* Catalog Text

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

HSA ~~203~~ 303 Fundamentals of Medical Science. (4) I, II. Formerly HSA 203 Prerequisites: ~~MAS~~ HSA 200, BIO 171, and 301 (minimum grade of "C"). An introduction to the study of disease—its causes, symptoms, and treatment. 3 Lec/2 Lab.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HSA	~~203~~ 303	Fall 2010	AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS X	HPAD

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only) 51

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

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D ˉ.)	
Course Prefix and No.	~~MAS~~ HSA 200 (Minimum Grade of C)
Course Prefix and No.	BIO 171 (Minimum Grade of C)
Course Prefix and No.	BIO 301 (Minimum Grade of C)
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.	**Formerly HSA203**
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)			

Semester
CRN

SYLLABUS
Department of Health Promotion and Administration
Health Services Administration Program

COURSE TITLE HSA 303 Fundamentals of Medical Science

CREDIT HOURS 4

INSTRUCTOR Cathy Andersen, 110 Dizney, 622-6304 Office Cathy.Andersen@eku.edu (e-mail)
Class web page: www.people.eku.edu/andersenc Click on HSA 303

CATALOG DESCRIPTION An introduction to the study of disease--its causes, symptoms, and treatment.

PREREQUISITES HSA 200, BIO 171, BIO 301

REQUIRED TEXT
1. *Introduction to Human Disease: Pathology and Pathophysiology Correlations* by Leonard V.Crowley, M.D., 8th Edition, Jones & Bartlett, Sudbury, MA, 2010.

RECOMMENDED
1. *The Merck Manual of Medical Information*, 2nd Home Edition, Editor-in-Chief: M. H. Beers, Merck Research Labs, Whitehouse Station, NJ, 2003.
2. A Medical Dictionary.

REFERENCES (purchase not required)
Control of Communicable Diseases Manual. 19th edition. Ed: D. L. Heymann, APHA, Washington, DC, 2008.

The Merck Manual, 18th edition, Editor-in-Chief: M. H. Beers, Merck Research Labs, Whitehouse Station, NJ, 2006.

Health Information Management: Concepts, Principles, and Practice, 3rd edition, Editors: LaTour & Eichenwald-Maki. Chapter 15, "Healthcare Statistics," by Osborn. AHIMA, Chicago, 2009.

STUDENT LEARNING OUTCOMES
1. The student will demonstrate basic medical knowledge related to the performance of health services administration functions.
2. The student will communicate clinical information with other members of the healthcare team.
3. The student will calculate hospital morbidity and mortality rates.
4. The student will interpret clinical health data and statistics.
5. The student will compile a personal health record.

ACADEMIC INTEGRITY POLICY
Students are advised that EKU's Academic Integrity Policy will strictly be 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.

DISABILITIES STATEMENT
If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic

accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

CELL PHONES During class, students are expected to concentrate on class materials and activities. Cell phones shall be on silent or vibrate mode, and the phones put away, before class begins.

OFFICIAL E-MAIL An official e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

METHOD OF EVALUATION **HSA 303 GRADE DETERMINATION**

1. Grades for this class will be based on your demonstration of competent knowledge or skills in all units of the class. Doing excellent work in some units and poor work in other units does not lead to success in health care; you need to understand all units.
2. All unit exams must earn at least a grade of C after two attempts. Grades of D or F show that you are not competent in these areas of knowledge to progress to more advanced classes.
3. All unit exams will carry equal weight, except for the final exam. It is to your benefit to be well prepared for each exam when it is first given, so that you can receive at least a grade of C on it and not have to repeat a make-up exam. The best preparation is to learn your objectives from the syllabus. Study groups may be helpful.
4. Assuming you receive a grade of C or better on all unit exams after two attempts, your course grade will be determined by averaging these grades and then adding in your homework and PHR grades. If you wish to attempt to improve your final grade, you have the option of taking the final exam. If you take the comprehensive, multiple choice final exam, your semester exam average will be determined by using the higher grade from the final exam or your average from the semester exams. For example, you have a B at the end of the semester exams but receive an A on the final exam, you will receive an A for the exam average portion of your course grade. If you receive a C on the final exam, you retain your B for the exam average. If you are motivated and have sufficient time to review, it will benefit you to take the final exam.
5. If you receive a D or F on any unit exam the first time, your grade will be a 0 (zero) because you are not considered competent in the material. You will have a second chance to learn the material and be re-tested. The highest grade that will be recorded from your second attempt is a C of 74%. For example, if you take the second attempt and receive 90%, you will be assigned a 74%. This is to encourage you to do well the first time and not to penalize those who passed (C or better) the first time, but perhaps with a lower grade than desired.
6. Dates and times for second exam times will be announced or arranged between the instructor and student.
7. If after two attempts you have still not received a C on an unit exam, you have one last opportunity to show competency by taking the final exam and receiving at least 74% on it.

Graded Activities

Unit Exams (or final exam)…….80% of course grade
PHR……..15% of course grade
Other homework……5% of course grade

Grading Scale

A = 92.0 – 100 B = 83.0 - 91.9 C = 74.0 - 82.9 D = 60.0 - 73.9
F = below 60

MIDTERM STATUS

Students will be given a grade update of their progress in the class prior to midterm.

METHOD OF INSTRUCTION

Lecture, audio-visual, homework exercises.

ATTENDANCE POLICY

1. Students are expected to attend all classes.
2. If it is necessary to miss a class, the student must see the instructor prior to the next scheduled class period to identify any work missed during the absence.
3. At the discretion of the instructor, class attendance will be recorded at the beginning of each scheduled class meeting. When a student is late in getting to class or after attendance has been recorded, the student is responsible, immediately after class, to see that the absence is removed from the record. Tardies will be considered one-third of an absence.
4. At the discretion of the instructor, some absences may be excused, such as those due to a documented medical encounter or approved University activity. Examples of documentation include a written doctor's excuse or an official University excuse.
5. In the event of an unavoidable absence, the student should meet the instructor's terms for "make-up" procedures. The responsibility for initiating make-up work rests with the student.

a. Make-up assignments and exams may be provided for excused absences, although it often is not possible to make-up an in-class discussion or exercise.

b. If a student does not have an excused absence and needs to make up an exam or assignment, the grade may be lowered by a 10% late penalty.

c. At the discretion of the instructor, specific time deadlines may be assigned to some make-up work.

LAST DAY TO WITHDRAW March 19, 2010
Last day to withdraw in the fall is October 14, 2005.

ACCREDITATION

Accreditation requirements met by this course are listed in your Student Handbook. This is available on the program Web page at www.health.eku.edu/hsa

COURSE REQUIREMENTS

1. Exams (8-9)
2. PHR assignment
3. Homework assignments (mental health and pharmacology)

CONTENT OUTLINE

I. Introduction to Disease Processes
   - A. Causes of diseases
   - B. Evaluation
   - C. Treatment
   - D. Prevention

II. Cellular Biology and Genetics

A. Normal cells, tissues, and organs
   - a. Cells (cytology)
   - b. Tissues (histology)
   - c. Organs (organology)

B. Genetic disorders
   - a. Genes, chromosomes, DNA, PCR
   - b. Mutations
   - c. Chromosomal errors
   - d. Sex chromosome abnormalities
   - e. Autosomal abnormalities

f. Single gene disorders
g. X-linked traits
h. Other types of genetic disorders
i. Pedigree chart interpretation
j. Genetic counseling
k. Human genome project
l. Gene therapy

III. Inflammation and Immunology
- A. Cellular pathology
- B. Cellular adaptations
- C. Cell injury
- D. Necrosis
- E. Wound healing
- F. Inflammation
- G. Repair
- H. Immune response
- I. Immunodeficiency
- J. Transplantation immunology
- K. Cancer immunology

IV. Infectious Diseases and Microbiology
- A. Pathogenic microorganisms
  - 1. Bacteria
    - a. Classification
    - b. Identification
    - c. Diseases
    - d. Antibiotics
  - 2. Viruses
    - a. Classification
    - b. Mode of action
    - c. Body defenses
    - d. Treatment
  - 3. Chlamydiae
  - 4. Rickettsiae
  - 5. Mycoplasmas
  - 6. Fungi
- B. Parasites
  - 1. Protozoal infestations
  - 2. Metazoal infestations
  - 3. Arthropods
- C. Communicable diseases
  - 1. Chain of infection
  - 2. Control methods
  - 3. Hospital infection control
  - 4. Nosocomial infection statistics

V. Pharmacology
- A. Classification and identification of drugs
- B. Drug administration
- C. Pharmacokinetics and pharmacodynamics
- D. Use of drug reference material.

VI. Neoplasia
- A. Pathogenesis
- B. Prognosis

C. Etiology
D. Consequences
E. Prevention
F. Diagnosing
G. Treatments
H. Interpretation of cancer tables and graphs

VII. Nutritional Diseases
A. Malnutrition
B. Obesity
C. Vitamin and mineral disorders
D. Psychological disorders

IX. Selected Survey of Human Diseases and Morbidity/Mortality Statistics
A. Hematology
1. Blood composition and formation
2. Hemostasis
3. Disorders of blood
4. Blood banks
5. Lab values and interpretation
B. Cardiovascular disorders
1. Arteriosclerosis and coronary artery disease
2. Coronary artery disease
3. Myocardical infarction
4. Congestive heart failure
5. Other major heart diseases
6. Other major vessel disease
7. Cardiovascular emergencies
C. Pulmonary disorders
1. Signs and symptoms
2. Lab assessment of pulmonary diseases
3. Congenital and inherited disorders
4. Mechanical and traumatic injury
5. Inflammatory and infectious disorders
6. COPD
7. Occupational pulmonary disorders
8. Neoplasms
D. Hepatic and pancreatic disorders
1. Liver
2. Pancreas
3. Gall bladder and bile ducts
E. Endocrine and metabolic disorders
1. Endocrine functions and structure
2. Pituitary gland
3. Adrenal glands
4. Thyroid gland
5. Parathyroid glands
6. Diabetes mellitus
7. Other metabolic diseases
F. Gastrointestinal disorders
1. Oral cavity

2. GI tract
3. Infectious and inflammatory disorders
4. Neoplasms

G. Urology and renal disorders
1. Symptoms of urogenital disorders
2. Congenial anomalies
3. Kidneys
   a. Renal failure
   b. Infections
   c. Immunologic injury
4. Urinary tract
5. Penis and testes
6. Prostate

H. Gynecology and breast disorders
1. Gynecological disorders
   a. Inflammatory and infectious diseases
   b. Neoplasms
   c. Pregnancy complications and disorders
2. Breast disorders
   a. Diseases and dysplasia
   b. Neoplasms

I. Muscle, bone, and joint disorders
1. Muscles
   a. Pathological changes
   b. Major diseases
   c. Neoplasms
2. Joints
   a. Rheumatic diseases
   b. Degenerative diseases
3. Bones
   a. Fractures
   b. Neoplasms

J. Neurology
1. Structures and functions
2. Disorders during development
3. Traumatic injuries
4. Infectious diseases
5. Demyelinating diseases
6. Degenerative diseases
7. Cerebrovascular diseases
8. Neoplasms
9. Cataracts (eye disorder)

K. Mental Health
1. Classification of mental illness
2. **DSM-IV-TR**
3 Review of mental illness
4. Treatment for mental illness

SCHEDULE

The units are covered in an orderly manner throughout the semester, averaging about 1½ Units per week. The class is scheduled to have an exam about every other week during the first half of the semester, and almost every week during the second half of the semester. The PHR assignment is typically due week 13 or 14. The pharmacology homework is typically due around week 5 or 6; the mental health homework is due the last week of the semester and much of it is completed in class. A detailed class calendar will be distributed in class and is available on Blackboard.

Curriculum Change Form

Part I

(Check one)		Department Name	Occupational Therapy
	New Course (Parts II, IV)	College	Health Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	OTS313
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Occupation in Context
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee		Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/10	Approved X Disapproved	3/18/10
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:

Add OTS302 as the co-requisite to OTS 313.

A. 2. Effective date: Fall 2010

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

B. The justification for this action:

To correct by adding OTS 302 as the co-requisite to OTS 313. In 2007-08, changes were made to several occupational science courses to include the co-requisites for a sequence of courses (OTS 302, OTS 335, and OTS 421). OTS 302 was changed to reflect OTS 313 as its co-requisite but OTS313 was overlooked.

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

Personnel Impact: NONE

Operating Expenses Impact: NONE

Equipment/Physical Facility Needs: NONE

Library Resources: NONE

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

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

New or Revised* Catalog Text

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

OTS 313 Occupation in Context (3) A. Corequisite OTS 302. The student will gain an understanding of occupation as influenced by interrelated multiple contexts. Through active learning experiences the student will be able to recognize and apply the constructs of context.

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)*
OTS	313	Fall 2010	AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS X	OCCT

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

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ____	Date of data entry ____
		Internship ____	
		Independent Study ____	Data entry person ____
		Practicum ____	

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

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

Course Prefix and No.	OTS302.
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)			

Curriculum Change Form

Part I

(Check one)		Department Name	Occupational Therapy
	New Course (Parts II, IV)	College	Health Science
x	Course Revision (Parts II, IV)	*Course Prefix & Number	OTS 402
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Practicum in OS IV: Research and Advocacy
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major _x_, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	11/17/09	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** x	Council on Academic Affairs	
College Curriculum Committee	12/18/09	Approved x Disapproved	3/18/10
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:

Change catalog description: Students cannot receive credit for both OTS 402 and OTS 402S.

A. 2. Effective date:

Fall 2010

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

B. The justification for this action:

To avoid credit for S and Non-S versions of the same course.

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

Personnel Impact: n/a

Operating Expenses Impact: n/a

Equipment/Physical Facility Needs: n/a

Library Resources: n/a

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

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

New or Revised* Catalog Text

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

OTS 402 Practicum IV: Advocacy & Research. (3). Pre-requisite: OTS 401. Participatory experiences in the application of advocacy, ethics, and research to advance health and wellness. Course includes self-reflection and portfolio completion. Credit will not be awarded to students who have credit for both OTS 402 and 402S.

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)*
OTS	402	Spring 2010	AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS x	OCCT

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only) 51

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

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	OTS 401
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 will not be awarded to students who have credit for OTS 402S
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

Part I

(Check one)		Department Name	Occupational Therapy
	New Course (Parts II, IV)	College	Health Science
	Course Revision (Parts II, IV)	*Course Prefix & Number	OTS 402 S
x	Hybrid Course ("S," "W")	*Course Title (30 characters)	Practicum in OS IV: Research and Advocacy
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	11/17/09	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** x	Council on Academic Affairs	
College Curriculum Committee	12/18/09	Approved x Disapproved	3/18/10
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:

Create a section of OTS 402 designated as a service learning course and incorporate learning activities to support service learning intent.

A. 2. Effective date: Fall 2010

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

B. The justification for this action:

Create a section of OTS 402 designated as a service learning course and incorporate learning activities to support service learning intent. Service learning committee has approved revision of course learning outcomes to meet service learning expectation. Documentation is provided.

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

Personnel Impact: n/a

Operating Expenses Impact: n/a

Equipment/Physical Facility Needs: n/a

Library Resources: n/a

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

New or Revised* Catalog Text

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

OTS 402 S Practicum IV: Advocacy & Research. (3). Pre-requisite: OTS 401. Participatory experiences in the application of advocacy, ethics, and research to advance health and wellness. Course includes self-reflection and portfolio completion. Credit will not be awarded for both OTS 402 and 402S.

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)*
OTS	402S	Spring 2010	AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS x	OCCT

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
3	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only) 51

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	3	N

Class Restriction, if any: (undergraduate only)

FR ____ JR ____

SO ____ SR X ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____

Internship ____

Independent Study ____

Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	OTS 401
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 will not be awarded to students who have credit for OTS 402.
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)			

Eastern Kentucky University
Department of Occupational Therapy
OTS 402S Practicum in OS IV: Advocacy and Research

Instructor: Dr. Colleen Schneck
Office: (859) 622.3300
E-mail: colleen.schneck@eku.edu

Catalog Description:

Pre-requisite: OTS 401. Participatory experiences in the application of advocacy, ethics and research to advance health and wellness. Course includes self-reflection and portfolio development.

Course Objectives:

Upon completion of the course, the learner will

1. Participate in the roles of leader, educator, advocate and researcher.
a. Explore community based options for service learning leadership initiative.
b. Discuss roles of engagement for service learning.

2. Demonstrate strategies to use resources and collaborate with persons, organizations, and populations.
a. explore community-based options for service learning initiative.

3. Participate in campus-community partnership for change.
a. Reflect on service learning components in the partnership.

4. Reflect on the ethics of community-based research and advocacy.
a. Student will participate in reflections using critical thinking skills, based upon the service learning experience.

5. Synthesize concepts of occupational sciene to inform research and advocacy activities.

6. Engage in the design of product which promote health and wellness.

7. Demonstrate competency in the integration of curricular themes through portfolio completion.

Required Texts:

Readings and other media as relevant to research and advocacy work

Course Requirements:

Blackboard Wiki		30%
Personal Page	10%	
Team Pages	10%	

Team Campus Interview Report	10%	
Community Engagement and Blogs (5)		30%
Project Mapping Products		25%
Abstract and Poster		15%
Portfolio		S/U

Summative portfolio is a *final* assessment of achievement of outcomes and sub-outcomes. A student must receive a satisfactory grade (70% or better) on the summative portfolio to pass OTS-402. If the course instructor determines a portfolio score to be less than satisfactory, two faculty assessors who teach in the Occupational Science Program will independently evaluate the portfolio. At least two of the three assessors must agree that the portfolio is unsatisfactory. If the portfolio is unsatisfactory, the student receives a failing grade in OTS-402 and cannot graduate from the Occupational Science Program until the whole course is successfully repeated.

All requirements must be completed to pass the course. Late assignments will have 10% deducted for each day past due.

Grading Practices:

90 - 100	A	70 - 79	C
80 - 89	B	60 - 69	D
59 and below	F		

Grades are available on the course Blackboard site.
Midterm grades are determined by participation and work completed by 3/6/08.
The last day to withdraw from the course is March 21, 2008.

Attendance:
Participation is essential to an experiential course. Each student is to notify the instructor prior to class when he or she will be absent due to illness. Not attending class, including community-based activities, will have a significant negative impact on your course grade.

Americans with Disabilities Act ADA 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 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 Service Building, by email at disserve@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 expected to abide by the EKU Academic Integrity Policy. A copy of the policy, including definitions, descriptions, and institutional procedures, is available http://www.academicaffairs.eku.edu/integrity/

De La Torre, Nicole

From: De La Torre, Nicole
Sent: Thursday, July 09, 2009 10:05 AM
To: Schneck, Colleen; O'brien, Shirley
Cc: Kasitz, Deanna
Subject: S Designation Course Approval

Good morning!

Your application for an "S" Designation for courses OTS 871 and OTS 402 has been approved by the Service-Learning Committee. I have mailed the signed application form to your mailboxes. Please move forward in your process to have this course approved by the department , college, and CAA. Let me know if you have any questions during this process.

Thank you!
Nicole

Nicole De La Torre
EKU VISTA
Ky Campus Compact
Service-Learning
Miller 205 (office)
Miller 106 (mail)
859/622-8980
Website: http://www.qep.eku.edu/
www.servicelearning.eku.edu

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College of Justice & Safety
A Program of Distinction
Office of the Dean
Phone: (859) 622-3565

354 Stratton Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
Fax: (859) 622-6561

TO: Council on Academic Affairs

From:

Dr. Allen Ault, Dean
College of Justice & Safety

DATE: March 4, 2010
RE: A genda Item

Please include the enclosed curriculum proposal on the agenda for the next meeting of the Council on Academic Affairs scheduled for March 18, 2010.

Department of Safety, Security & Emergency Management

Emergency Medical Care
New Course, EMC 105, Survey of Medical Terminology

Fire and Safety Engineering Technology
New Programs.

Fire Protection Administration (B.S.)
Fire, Protection, and Safety Engineering Technology (B.S)
Fire, Arson, and Explosion Investigation (B.S.)
Occupational Safety(B.S).

Program Suspended
Fire and Safety Engineering Technology Program

Program Revision
Minor in Fire and Safety Engineering Technology

New Courses
FSE 224, Human Behavior in Fire

Kentucky UNBRIDLED SPIRIT

Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution

FSE 260, Proving Criminal Acts
FSE280, Constitutional Criminal Procedure
FSE 330, Principles of Criminal Investigation
FSE 335, Engineering Mechanics
FSE 445, Advanced Structural Fire Protection
FSE 480 Industrial Fire Safety
FSE 481 Fire Protection Design
OSH 495 Senior Capstone

Homeland Security

Program Revisions
BS Homeland Security
Minor in Homeland Security
Certificate in Intelligence Studies

New Programs,
Certificate in Emergency Management
Certificate in Homeland Security
Minor in Emergency Management

New Courses
HLS 391, 402, 451, 491,495
Course Dropped, HLS 421

Editoral Changes
HLS 401 ~~Intelligence Analysis~~ , Renamed to Intelligence Process.,
HLS 461 ~~Disaster Recovery~~, Renamed Mitigation & Disaster Recovery

.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	EMC 105
	Course Dropped (Part II)	*Course Title (30 characters)	Survey of Medical Terminology
	New Program (Part III)	*Program Title	
	Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	Jan. 25, 2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	March 3, 2010	Approved x Disapproved ___	3/18/10
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 new course. It is requested that this new course (EMC 105) be cross-listed with CHS 105.

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

Fall 2010

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

B. The justification for this action: The Emergency Medical Care program has managed, revised and offered this survey course for over 15 years. Originally, the course prefix of CHS was well-suited for the program based upon the administrative structure at that time. However, the program has since relocated into the College of Justice and Safety and would like to more clearly identify this course with its current identity as it is marketed to on-line students. By allowing students to sign up for either course prefix (i.e., CHS or EMC), no curriculum changes will be required.

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

Personnel Impact:

This will not require any additional load since the course is currently being offered.

Operating Expenses Impact: There will be no expected expense.

Equipment/Physical Facility Needs: Classroom space (currently available) and internet support (also currently available).

Library Resources: No additional resources needed.

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.)

EMC 105 Survey of Medical Terminology.(1) A. Cross-listed with CHS 105. Independent study, modular design paced by class meetings includes work roots, prefixes, suffixes, and general medical terms. Credit will not be awarded to students who have previously taken CHS 105 and MAS 200.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
EMC	105	Fall 2010`	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
1	Lecture 1 Laboratory ____ Other x	Cip Code (first two digits only) 51

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

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	Credit will not be awarded to students who have previously taken CHS 105 and MAS 200.
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Fire Protection Administration (B.S.)
x	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved ____ Disapproved ____	DISCUSSION
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Create a degree in Fire Administration with 128 hours required which will replace the Fire Administration Option currently within the Fire and Safety Engineering Technology curriculum.

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

Fall 2010

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

Fall 2016

.

B. The justification for this action:

Attaining accreditation for the Fire Protection Engineering Technology and Industrial Safety portions of our programs through ABET (Accreditation Board for Engineering and Technology) will benefit the professional development of graduates. Currently the Fire and Safety Engineering Technology curriculum has four study options, Fire Administration, Fire Protection Engineering Technology, Fire, Arson, and Explosion Investigation and Industrial Safety and Risk Management. To obtain this accreditation, the plans of study that are now under a single degree must be separated into a single track to obtain the degree. Curriculum will remain constant for the newly developed degrees while offering the greatest flexibility for graduates. Continued accreditation of the Fire, Arson and Explosion Investigation curriculum will be sought under the International Fire Service Accreditation Congress (IFSAC).

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

Personnel Impact:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree thus, no new courses or additional faculty will be required for this change.

Operating Expenses Impact:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree thus, no new courses or additional faculty will be required for this change.

Equipment/Physical Facility Needs:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree thus, no new courses or additional faculty will be required for this change.

Library Resources:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree thus, no new courses or additional faculty will be required for this change.

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

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

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

New or Revised* Catalog Text

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

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

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

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

Fire Protection Administration (B.S.)

CIP Code : B43.0202

Major Requirements---------- 66 hours

Core Requirements FSE 101, FSE 120, FSE 200, FSE 221, FSE 305, FSE 320, OSH 361

3 hours from FSE, 349, FSE 201, FSE 223, FSE 225, FSE 230, FSE 300, FSE 322, FSE 350, FSE 355, FSE 360, FSE 365, FSE 375, OSH 390, FSE 400, FSE 425

Supporting Course Requirements ----------17 hours

CHE 101/107L, CHE 102, MAT 107, PSY 200, TRS 235

General Education Requirements---------- 36 hours

Standard General Education program, excluding Blocks II, VB, and VII (6 hours)

University Requirement---------- 1 hour

JSO 100

Free Electives---------- 0-8 hours

Total Curriculum Requirements…… 128 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Fire, Protection, and Safety Engineering Technology (B.S)
x	New Program (Part III)		(Major _X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved ____ Disapproved ____	DISCUSSION
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	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 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 degree in Fire Protection Engineering with 129 hours required which will replace the Fire Protection Engineering Technology Option currently within the Fire and Safety Engineering Technology curriculum.

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

Fall 2010

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

Fall 2016

B. The justification for this action:

Attaining accreditation for the Fire Protection Engineering Technology portion of our program through ABET (Accreditation Board for Engineering and Technology) will benefit the professional development of graduates. Currently the Fire and Safety Engineering Technology curriculum has four study options, Fire Administration, Fire Protection Engineering Technology, Fire, Arson, and Explosion Investigation and Industrial Safety and Risk Management. To obtain ABET accreditation, the plans of study that are now under a single degree must be separated into a single track to obtain the degree. Curriculum will remain constant for the newly developed degrees while offering the greatest flexibility for graduates.

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

Personnel Impact:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree thus, no new courses or additional faculty will be required for this change.

Operating Expenses Impact:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree thus, no new courses or additional faculty will be required for this change.

Equipment/Physical Facility Needs:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree thus, no new courses or additional faculty will be required for this change.

Library Resources:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree thus, no new courses or additional faculty will be required for this change.

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

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

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

New or Revised* Catalog Text

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

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

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

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

Fire, Protection, and Safety Engineering Technology (B.S.)
CIP CODE: B43.021

Major Requirements---------- 50 Hours

FSE101, FSE 120, FSE 200, FSE 221, FSE 224, FSE 300W, FSE 305, FSE 322, FSE 335,FSE 350, FSE 355, FSE 360, OSH 361, OSH 410, FSE 445, FSE 480, FSE 481

Supporting Courses - ---------- 34 Hours

CHE 111/115, CHE 112, MAT 124, MAT 224, PHY 201, PHY 202,PHY 221, PHY 375, TEC 190,

General Education – ----------39 Hours

Standard General Education Program, excluding course Block II, IVB, VII (QS)) and VIII (6 hours). Refer to Section Four of this catalog for details on the General Education and University Requirements.

University Requirement – ----------1 Hour

JSO 100

Total Curriculum Requirements- ----------124 Hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security, and Emergency Management
	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Fire, Arson, and Explosion Investigation (B.S.)
x	New Program (Part III)		(Major _X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved ____ Disapproved ____	DISCUSSION
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Create a degree in Fire, Arson, and Explosion Investigation with 125 hours required which will replace the Fire, Arson, and Explosion Investigation Option currently within the Fire and Safety Engineering Technology curriculum.

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

Fall 2010

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

Fall 2016

B. The justification for this action:

Attaining accreditation for the Fire Protection Engineering Technology and Industrial Safety portions of our programs through ABET (Accreditation Board for Engineering and Technology) will benefit the professional development of graduates. Currently the Fire and Safety Engineering Technology curriculum has four study options, Fire Administration, Fire Protection Engineering Technology, Fire, Arson, and Explosion Investigation and Industrial Safety and Risk Management. To obtain this accreditation, the plans of study that are now under a single degree must be separated into a single track to obtain the degree. Curriculum will remain constant for the newly developed degrees while offering the greatest flexibility for graduates. Continued accreditation of the Fire, Arson and Explosion Investigation curriculum will be sought under the International Fire Service Accreditation Congress (IFSAC).

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

Personnel Impact:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree thus, no new courses or additional faculty will be required for this change.

Operating Expenses Impact:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree thus, no new courses or additional faculty will be required for this change.

Equipment/Physical Facility Needs:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree thus, no new courses or additional faculty will be required for this change

Library Resources:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree thus, no new courses or additional faculty will be required for this change.

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

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

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

New or Revised* Catalog Text

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

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

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

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

Fire, Arson, Explosion Investigations (B.S.)

CIP Code: B 43.0299

Major Requirements---------- 68 hours

FSE 101, FSE 120, FSE 200, FSE 221, FSE 305, FSE 320, OSH 361,(3 hours from FSE 349), FSE 201, FSE 223, FSE 225, FSE 250,FSE 260, FSE 280, FSE 330, FSE 300W, FSE 350, FSE 355, FSE 370, FSE 380, FSE 450, FSE 495, FSE 499

Supporting Course Requirements----------17 Hours
CHE 101/107Lab & CHE 102, or CHE 111/115Lab & CHE 112/116LAB, FOR 301, MAT 107, PLS 375

General Education Requirements----------39 hours
Standard General Education program, excluding course Block II and Block VIII. Refer to Section Four of this catalog for details on the General Education and University Requirements.

University Requirements---------- 1 Hour
JSO 100

Total Curriculum Requirements ----------125 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Fire and Safety Engineering Technology
	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Occupational Safety (B.S.)
X	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved ____ Disapproved ____	DISCUSSION
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		Council on Postsecondary Edu.***	

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Create a degree in Occupational Safety with 128 hours required which will replace the Industrial Safety and Risk Management Option currently within the Fire and Safety Engineering Technology curriculum.

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

Fall 2010

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

Fall 2016

B. The justification for this action:

Attaining accreditation for the Fire Protection Engineering Technology and Industrial Safety portions of our programs through ABET (Accreditation Board for Engineering and Technology) will benefit the professional development of graduates. Currently the Fire and Safety Engineering Technology curriculum has four study options, Fire Administration, Fire Protection Engineering Technology, Fire, Arson, and Explosion Investigation and Industrial Safety and Risk Management. To obtain this accreditation, the plans of study that are now under a single degree must be separated into a single track to obtain the degree. Curriculum will remain constant for the newly developed degrees while offering the greatest flexibility for graduates. Continued accreditation of the Fire, Arson and Explosion Investigation curriculum will be sought under the International Fire Service Accreditation Congress (IFSAC).

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

Personnel Impact:

No new or additional faculty will be required for this change, as the curriculum is currently being taught as an option.

Operating Expenses Impact:

Because the current curriculum is being taught as an option, no new or additional expenses are anticipated.

Equipment/Physical Facility Needs:

No new or additional equipment or physical facilities are anticipated for this change.

Library Resources:

No new or additional library resources are anticipated for this change.

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

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

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

New or Revised* Catalog Text

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

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

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

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

Occupational Safety (B.S.)

CIP Code: 15.0703

Major Requirements..... 42 hours

OSH 200, 225, 305, 349, 361, 362, 366, 367, 379, 390, 410, 412, 492, 495.

Supporting Course Requirements..... 33 hours

FSE 101, 120, 221, 300W; APS 210; CHE 101/107 Lab or 111/115 Lab; EHS 340, 345; MAT 107; PHY 131.

General Education Requirements.....36 hours

Exclude blocks II and VIII (6 hours) for Occupational Safety. Refer to section four of this *Catalog* for details on the General Education and University Requirements.

University Requirement.....1 hour
JSO 100.

Free Electives..... 16 hours

Total Curriculum Requirements.....128 hours

NOTE: * A grade of "C" or higher must be earned in each OSH course for credit towards a B accalaureate Degree in Occupational Safety. Students will earn a minor in "Fire A and Safety Engineering Technology" based upon completion of this program.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
___	New Course (Parts II, IV)	College	Justice and Safety
___	Course Revision (Parts II, IV)	*Course Prefix & Number	
___	Hybrid Course ("S," "W")	*Course Title (30 characters)	
___	Course Dropped (Part II)	*Program Title	Fire and Safety Engineering Technology Program (BS)
___	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
___	Program Revision (Part III)		
x	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	3/2/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ___ **No** X		Council on Academic Affairs	
College Curriculum Committee	3/3/2010	Approved Disapproved	DISCUSSION
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		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.)

Suspend the Fire and Safety Engineering Technology program.

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

Fall 2010

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

Fall 2016

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B. The justification for this action:

Attaining accreditation for the Fire Protection Engineering Technology and Industrial Safety portions of our programs through ABET (Accreditation Board for Engineering and Technology) will benefit the professional development of graduates. Currently the Fire and Safety Engineering Technology curriculum has four study options, Fire Administration, Fire Protection Engineering Technology, Fire, Arson, and Explosion Investigation and Industrial Safety and Risk Management. To obtain this accreditation, the plans of study that are now under a single degree must be separated into a single track to obtain the degree. Curriculum will remain constant for the newly developed degrees while offering the greatest flexibility for graduates. Continued accreditation of the Fire, Arson and Explosion Investigation curriculum will be sought under the International Fire Service Accreditation Congress (IFSAC).

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

Personnel Impact:

Current curriculum includes courses for options within the Fire and Safety Engineering Technology Degree. Several new courses are required to meet the ABET accreditation CRITERIA. New faculty added to the FSE program in recent years can teach the new courses and the program is continuing to add appropriately credentialed adjunct faculty to help with existing and/or new courses.

Operating Expenses Impact:

The ABET accreditation of two of the new degrees will require some support to fund the accreditation process (application fees and site visits).

Equipment/Physical Facility Needs:

The four new degree curricula include many of the same courses for the options within the Fire and Safety Engineering Technology Degree thus, no new or additional faculty will be required for this change.

Library Resources:

The four new degree curricula include many of the same courses for the options within the Fire and Safety Engineering Technology Degree thus, very little additional library resources will be required.

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

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

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

New or Revised* Catalog Text

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

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

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

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

~~Fire and Safety Engineering Technology (B.S.)~~
~~CIP Code: B43.0201~~

~~Major Requirements.....45-61 hours~~
~~Core Requirements.....24 hours~~
~~FSE 101, 120, 200, 221, 305, 320, 361, three hours approved from 349.~~
~~Options (Select Only One)~~
~~Fire Protection Engineering Technology.....24 hours~~
~~FSE 201, 225, 300, 322, 355, 360, 366, 410.~~
~~Fire Protection Administration.....42 hours~~
~~FSE 201, 223, 225, 230, 300, 322, 350, 355, 360, 365, 375, 390, 400, 425.~~
~~Fire, Arson, and Explosion Investigation.....35 hours~~
~~FSE 201, 223, 225, 250, 300, 350, 355, 370, 380, 450, 495, 499 (2).~~
~~Industrial Safety and Risk Management.....30 hours~~
~~FSE 300, 362, 366, 367, 379, 390, 410, 412, 430, 492.~~
~~Supporting Course Requirements.....14-38 hours~~
~~Fire Protection Engineering Technology.....38 hours~~
~~CHE 101 & 107 Lab, CHE 102, EHS 340; MAT 107, 124, 224; PHY 201, 202, 375; TEC 190.CHE 101 & 107 Lab, CHE 102, EHS 340; MAT 107, 124,224; PHY 201, 202, 375; TEC 190.~~
~~Fire Protection Administration.....17 hours~~
~~CHE 101 & 107 Lab, CHE 102, MAT 107, PSY 200, TRS, 235.~~
~~Fire, Arson, and Explosion Investigation.....29 hours~~
~~CHE 101 & 107 Lab or 111/115 Lab, CHE 102 or 112/116, Lab, FOR 301; MAT 107; PLS 216, 316, 375, 416, 426.~~
~~Industrial Safety and Risk Management.....28 hours~~
~~A PS 210; BIO 171; CHE 101/107 Lab or 111/115 Lab; EHS 340, 345; INS 370, 378; MAT 107; PHE 320.~~
~~General Education Requirements.....33-39 hours~~
~~Standard General Education program, excluding the following per option:~~
~~Exclude blocks II, IVB, VII (QS) and VIII (6 hours) for Fire Protection Engineering Technology Option.~~
~~Exclude blocks II, VB, and VIII (6 hours) for Fire Protection Administration Option.~~
~~Exclelude blocks II and VIII (6 hours) for Fire, Arson, and Explosion Investigation and Industrial Safety and Risk Management Options.~~
~~Refer to Section Four of this *Catalog* for details on the General Education and University requirements.~~
~~University Requirement.....1 hour~~
~~JSO 100.~~
~~Free Electives.....0-8 hours~~
~~Total Curriculum Requirements.....128 hours~~
~~NOTE:~~ ~~The Fire Protection Engineering Technology and Fire Protection Administration options do not contain a sufficient number of upper division hours to satisfy university requirements. Students should select courses in general education requirements to satisfy upper division hours.~~

~~*A grade of "C" or higher must be earned in each FSE course for credit toward a Baccalaureate Degree in Fire and Safety Engineering Technology.~~

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security, and Emergency Management
	New Course (Parts II, IV)	College	College of Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Minor in fire and safety engineering technology
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor __X__; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	N/A
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved X Disapproved	3/18/10
General Education Committee*	N/A	Faculty Senate**	5/3/10
Teacher Education Committee*	N/A	Board of Regents**	6/7/10
		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 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 minor to reflect course prefix changes within the fire and safety curriculum.

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

Fall 2010

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

B. The justification for this action:

This clarifies and aligns the minor with the other Fire and Safety Engineering Technology curriculum changes

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

Personnel Impact:

N/a

Operating Expenses Impact:

N/a

Equipment/Physical Facility Needs:

N/a

Library Resources:

N/a

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

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

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

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

Minor in Fire and Safety Engineering Technology

The courses required to complete a minor in Fire and Safety Engineering Technology include:
FSE 120, FSE 225 or OSH ~~FSE~~ 362, and 12 hours of FSE or OSH electives. Nine hours must be upper division.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 224
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Human Behavior in Fire
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved ____ Disapproved ____	
General Education Committee*	N/A	Faculty Senate**	NA
Teacher Education Committee*	N/A	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 approve new FSE course- FSE 224 Human Behavior in Fire.

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

Fall 2010

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

B. The justification for this action:

This course examines considerations of human behavior when faced with emergency situations, predominately where fire conditions exist. Understanding how humans tend to behave when faced with such situations is critical to designing fire protection systems capable of mitigating injury and death. Students engaged in the Fire Protection Engineering Technology program will utilize this understanding throughout their careers and it is critical to gaining designation as a professional engineer.

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

Personnel Impact:

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

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

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

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

New or Revised* Catalog Text

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

FSE 224 Human Behavior In Fire.(3) Prerequisites: FSE 101 and FSE 120. Examine current and past research on human behavior, systems models, life safety education and building design to determine interactions emergency situations. Develop a best practice building life safety system.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	224	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 43

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

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	FSE 101 and FSE 120
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	Safety Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 260
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Proving Criminal Acts
	Course Dropped (Part II)	*Program Title	Fire, Arson and Explosion Investigation
	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved ____ Disapproved ____	
General Education Committee*	N/A	Faculty Senate**	NA
Teacher Education Committee*	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 EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To Approve new course for FSE – FSE 260 Proving Criminal Acts.

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

Fall 2010

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

B. The justification for this action: Providing our students with more relevant background instruction for legal understanding required for our major.

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

Personnel Impact:

Will require adjunct faculty.

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

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

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

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

New or Revised* Catalog Text

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

FSE 260 Proving Criminal Acts .(3) A study of crimes and the methodical steps in the investigation and proving of criminal acts. Explore defenses/legal remedies to enable the student to understand the obligations of managing an investigation.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	260	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 43

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

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

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

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 280
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Constitutional CriminalProcedure
	Course Dropped (Part II)	*Program Title	Fire, Arson and Explosion Investigation
	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	N/A
Is this a SACS Substantive Change? **Yes**** ☐ **No** ☒		Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved Disapproved	
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	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 EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To approve a new course for FSE- FSE 280 Constitutional Criminal Procedure.

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

Fall 2010

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

B. The justification for this action:

Fire / explosion investigators are charged with providing information sufficient to determine cause and responsibility of fires and explosions in criminal and civil court proceedings. This course provides requisite understanding of laws related to court proceedings to facilitate their work. Course work includes study of fourth, fifth and sixth amendment limitations on investigations, evidentiary value of artifacts, evidence preservation, evidence analysis, courtroom procedures, expert witness issues, and other contemporary issues related to fire, arson and explosion investigations.

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

Personnel Impact:

Will require adjunct faculty.

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

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

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

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

New or Revised* Catalog Text

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

FSE 280 Constitutional Criminal Procedure. (3) Examines the legal implications of obtaining evidence directly from the suspect. Fourth, Fifth, and Sixth Amendments, and rules of evidence are discussed as they relate to the investigation of criminal acts.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	280	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 43

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 330
	Hybrid Course ("S," "W")	*Course Title (30 characters)	PrinciplesCriminal Investigation
	Course Dropped (Part II)	*Program Title	Fire, Arson and Explosion Investigation
	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved ____ Disapproved ____	
General Education Committee*	N/A	Faculty Senate**	NA
Teacher Education Committee*	N/A	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 new course.

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

Fall 2010

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

B. The justification for this action:

This class will integrate management of technical details of complex investigation ancillary investigative efforts including witness interviews, evaluation of supporting and exculpatory evidence, and information sources beyond scenes or witnesses. Students who complete this course will demonstrate the ability to synthesis complex concepts and data into derivation of truth when assessing cases.

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

Personnel Impact:

Will require adjunct faculty.

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

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

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

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

New or Revised* Catalog Text

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

FSE 330 Principles of Criminal Investigation. (3) Prerequisites: FSE 300W, FSE 260, and FSE 280. A detailed study of the investigative procedure as it applies to fire, arson, explosion and other personal property crimes.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	330	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 43

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
L	3	n	FR ____ JR ____ SO ____ SR ____
			Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable
			Thesis ____
			Internship ____
			Independent Study ____
			Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FSE 300W, FSE 260, and FSE 280
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 335
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Engineering Mechanics
	Course Dropped (Part II)	*Program Title	Fire Protection and Safety Engineering Technology
	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved ____ Disapproved ____	
General Education Committee*	N/A	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 approve new FSE course- FSE 335 Engineering Mechanics.

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

Fall 2010

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

B. The justification for this action:

This course examines theories of mechanics and mechanical systems. Information is vital to understanding the basis for engineering needed to mitigate fire for life and building safety.

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

Personnel Impact:

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

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

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

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

New or Revised* Catalog Text

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

FSE 335 Engineering Mechanics (3). Prerequisites: CON 303 or PHY 221. Engineering mechanics and materials provide students with knowledge of structural mechanics and behavior of materials. Topics: elasticity, stress, strain, tension, compression, shear, beams, columns, moments of inertia, and centroids.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	335	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 43

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

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	CON 303 or PHY 221
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	Safety Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 445
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Advanced Structural Fire Protect
	Course Dropped (Part II)	*Program Title	Fire Protection and Safety Engineering Technology
	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved ____ Disapproved ____	
General Education Committee*	N/A	Faculty Senate**	NA
Teacher Education Committee*	N/A	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 approve a new FSE course- FSE 445 Advanced Structural Fire Protection.

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

Fall 2010

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

B. The justification for this action:

This course examines theories and methodologies utilized to engineer fire protection systems for structural members and systems. Currently education of Fire Protection Engineering Technology students does not include this information which is critical to their success in completion of certification testing.

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

Personnel Impact:

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

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

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

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

New or Revised* Catalog Text

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

FSE 445 Advanced Structural Fire Protection. (3) Prerequisite: FSE 335(C). Examines principles involved in structural fire protection: behavior of materials and design considerations for each material in regards to a structure's design under fire attack and resistive protection methods.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	445	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 43

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
L	3	N	FR ____ JR ____ SO ____ SR ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____
Internship ____
Independent Study ____
Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FSE 335
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	C

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	Safety Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 480
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Industrial Fire Safety
	Course Dropped (Part II)	*Program Title	Fire Protection and Safety Engineering Technology
	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved ____ Disapproved ____	
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	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 EKU's Office of Institutional Effectiveness.

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To approve new FSE, FSE 480 Industrial Fire Safety

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

Fall 2010

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

B. The justification for this action:

This course examines theories of mechanics and mechanical systems. Information is vital to understanding the basis for engineering needed to mitigate fire for life and building safety.

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

Personnel Impact:

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

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

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

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

New or Revised* Catalog Text

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

FSE 480 Industrial Fire Safety. (3) Prerequisites: FSE 101 and FSE 120. Fire scenario analyses for industrial installations using test data, loss experience and simplified theoretical modeling focusing on warehousing, storage of flammable liquids and safety of electrical equipment and computers.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	480	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 43

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

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FSE 101 and FSE 120
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	Safety Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	FSE 481
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Fire Protection Design
	Course Dropped (Part II)	*Program Title	Fire Protection and Safety Engineering Technology
	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved ____ Disapproved ____	
General Education Committee*	N/A	Faculty Senate**	NA
Teacher Education Committee*	N/A	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 approve a new FSE course- FSE 481 Fire Protection Design.

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

Fall 2010

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

B. The justification for this action:

Principles learned in previous courses are incorporated into design of fire protection for a building, structure or situation in this class. This course serves as an opportunity to assess student's ability to synthesize and apply complex concepts into a comprehensive project.

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

Personnel Impact:

Will require adjunct faculty who will be actively involved in design, construction and/or maintenance of complex facilities or projects.

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

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

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

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

New or Revised* Catalog Text

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

FSE 481 Fire Protection Design. (2). Comprehensive project emphasizing a team approach to the design process. Problem formulation; project management; drawings and specifications; cost estimating; and various project components.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FSE	481	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
2	Lecture 1 Laboratory 2 Other ____	Cip Code (first two digits only) 43

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
L	2	n

Class Restriction, if any: (undergraduate only)

FR ____ JR ____
SO ____ SR x ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____
Internship ____
Independent Study ____
Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	OSH 495
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Senior Capstone
	Course Dropped (Part II)	*Program Title	Occupational Safety
	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	03/02/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	03/03/2010	Approved ____ Disapproved ____	
General Education Committee*	N/A	Faculty Senate**	NA
Teacher Education Committee*	N/A	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.)

As the Occupational Safety Program will be seeking ABET accreditation in the future, a senior capstone course will be beneficial to document our students progress though their four years of education. **To approve a new OSH course- OSH 495 Senior Capstone.**

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

Fall 2010

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

B. The justification for this action:

This course would be a senior capstone class that has the potential to clarify the student's relationship to this discipline of occupational safety by solidifying their knowledge and opening new paths for the future. This course would examine real world situations through case study analysis, and consider scenarios that are presented to them which then require them to use and integrate materials from courses they have taken and then develop strategies and problem solving methods to solve the problem, formulate strategies to deal with future issues to eliminate future events, and control future accidents and injuries, as well as dealing with management issues and concerns.

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

Personnel Impact:

As this is an additional course to a current curriculum, no new faculty or personnel will be required and other courses are being dropped from the curriculum.

Operating Expenses Impact:

No new expenses are expected from this change.

Equipment/Physical Facility Needs:

No new equipment or facility needs are expected.

Library Resources:

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.)

OSH 495 Senior Capstone(3). Prerequisite: OSH 495(C). Students examine case studies, examine real life situations, combine knowledge they have gained from previous coursework, analyze and develop strategies, develop countermeasures, engage in strategic planning and policy development and training.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
OSH	495	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ____ Other ____	Cip Code (first two digits only) 43

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
L	3	N	FR ____ JR ____ SO ____ SR X

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____
Internship ____
Independent Study ____
Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	OSH 495
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	C

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	Safety, Security and Emergency Management
	New Course (Parts II, IV)	College	Justice and Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Bachelor's of Science in Homeland Security
	New Program (Part III)		(Major _X_, Option ___; Minor ___; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	February 15, 2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	3.3.2010	Approved X Disapproved ___	3/18/10
General Education Committee*		Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		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 the required major and supporting courses in the Bachelor's of Science in Homeland Security.

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: Not applicable

B. The justification for this action: The current bachelor's of Science in Homeland Security curriculum is in its third year. The program faculty has identified several gaps in the curriculum requiring a revision to major and supporting courses. Additionally, EKU is a charter member of the Homeland Security and Defense Education Consortium Association (HSDECA), and the attached revisions bring the EKU program into compliance with the HSDECA model Homeland Security curriculum recommendations. This is important as HSDECA will soon become the program certification/accreditation organization in Homeland Security.

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

Personnel Impact: None. Existing full-time faculty will teach new HLS courses. There are sufficient HLS adjunct faculty to backfill for existing full-time faculty teaching new HLS courses. All EKU departments contributing supporting courses have confirmed their abilities to participate.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

Homeland Security (B.S.)

CIP Code: 43.9999

Major Requirements.....~~33~~ 39 hours

HLS 101, 201, 225, 301, 321, ~~341~~, 391, 401, ~~421,~~ 441, 451, 461, 495 and 6 hours from HLS 341, 349, 402, 435, ~~441~~, 445, ~~or~~ 455, or 491.

Supporting Course Requirements.....~~12~~ 33 hours

APS 210, EMC 450, FSE 310, GEO 210 or GLY 302, GEO 353, HIS 203, MGT 301 or POL 370, PLS 375 or POL 415, POL 100 or 101, PSY 200 or 200W, STA 215 or 270 ~~; select one course from PLS 375 or POL 415.~~

General Education Requirements.....~~48~~ 33 hours

Standard General Education program excluding the following: blocks Va, Vb, Vc, VIIns, and VIIqs. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

University Requirement.....1 hour

JSO 100.

Free Electives.....~~26~~ 14 hours

Total.....120 hours

Summary of revised program and revised program student learning outcomes included at end of this submission.

BACHELOR OF SCIENCE DEGREE
HOMELAND SECURITY
Revised for Fall 2010

MAJOR REQUIREMENTS: (39 HOURS)

HLS 101	Introduction to Homeland Security
HLS 201	Emergency Management
HLS 225	Legal & Ethical Issues in Homeland Security
HLS 301	Critical Infrastructure Protection
HLS 321	Critical Problem Analysis
HLS 391	Vulnerability & Risk Assessment
HLS 401	Intelligence Process
HLS 441	HLS Technology
HLS 451	Disaster Preparedness & Response
HLS 461	Mitigation & Disaster Recovery
HLS 495	Homeland Security Colloquium

Select 6 hours from:

HLS 341	Cyber Security
HLS 349	HLS Cooperative Study
HLS 402	Counterintelligence
HLS 435	HLS Special Topics
HLS 445	HLS Field Experience
HLS 455	HLS Independent Study
HLS 491	Emergency Planning

SUPPORTING COURSE REQUIREMENTS: (33 HOURS)

APS 210	Physical Security
EMC 450	Disaster Medical Operations
FSE 310	WMD/Hazardous Materials
GEO 353	Geographic Information Systems

Select one course from:

POL 370	Introduction to Public Administration OR
MGT 301	Principles of Management

Select one course from:

PLS 375	Terrorism/Counterterrorism OR
POL 415	Terrorism and Political Violence

From General Education requirements:

HIS 203	American Civilization Since 1877 (Block Va)
PSY 200 or 200W	Introduction to Psychology (Block Vb)

Select one course from:

STA 215	Introduction to Statistical Reasoning (Block VII (qs)) OR
STA 270	Applied Statistics (Block VII (qs))

Select one course from:

POL 100	Principles of Politics and Government (Block Vc) OR
POL 101	Introduction to American Government (Block Vc)

Select one course from:

GLY 302	Earth Science (Block VII (ns)) OR
GEO 210	Introduction to Physical Geography (Block VII (ns))

GENERAL EDUCATION REQUIREMENTS: **(33 HOURS)**

(Complete Blocks I, II, III, IV, VI, VIII)

UNIVERSITY REQUIREMENT: **(1 HOUR)**

JSO 100

FREE ELECTIVES: (14 HOURS)

TOTAL MINIMUM CURRICULUM REQUIREMENTS: (120 HOURS)

BS in Homeland Security
Student Learning Outcomes

Students completing the BS in Homeland Security will be able to:

SLO 1: Explain, discuss, and apply clearly and accurately the key concepts and general theories, and demonstrate expertise, appropriate to the Homeland Security discipline in the following areas:

Strategic, Policy, Legal, Ethical and Administrative Issues

Critical Infrastructure and Key Resource Protection

Emergency Management

All Hazards Intelligence Support

SLO 2: Identify, collect, analyze, and evaluate relevant information to understand the context of essential questions and problems in the discipline.

SLO 3: Evaluate questions and problems in the discipline using creative and critical thinking approaches that identify and analyze underlying concepts, assumptions, inferences, and point of view of arguments, including assessing alternative answers and solutions while considering implications and consequences.

SLO 4: Communicate based on intellectual standards in presenting arguments clearly and logically using oral and written forms.

Measurement of student learning outcomes will be conducted through a student graduation survey and student performance in the new HLS 495 Homeland Security Colloquium (Capstone) course.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Minor in Homeland Security
	New Program (Part III)		(Major ___, Option ___; Minor __X__; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	February 15, 2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	3.3.2010	Approved x Disapproved ___	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		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 the Minor in Homeland Security to reflect the latest revisions to the BS in Homeland Security program course offerings.

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: Not applicable

B. The justification for this action: To update the Minor in Homeland Security to reflect the latest revisions to the BS in Homeland Security program course offerings.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

Minor in Homeland Security

A student may minor in Homeland Security by completing, with a grade of "C" or better, a total of 18 semester hours as follows: ~~HLS 101, 201, 225, 301; 3 hours from APS 210, FSE 310, or EMC 450; 3 hours from PLS 375 or POL 415.~~

Requirements:

HLS 101, HLS 201, HLS 225, HLS 301

Select 3 hours from: FSE 310, HLS 391, or HLS 401

Select 3 hours from: PLS 375 or POL 415

Total Curriculum Requirements: (18 hours)

See attached minor summary and student learning objectives.

MINOR IN
HOMELAND SECURITY

A student may minor in Homeland Security by completing, with a grade of "C" or better, a total of 18 semester hours as follows:

REQUIREMENTS: (18 HOURS)

HLS 101	Introduction to Homeland Security
HLS 201	Emergency Management
HLS 225	Legal & Ethical Issues in Homeland Security
HLS 301	Critical Infrastructure Protection
Select one course from:	
FSE 310	WMD/Hazardous Material OR
HLS 391	Vulnerability & Risk Assessment OR
HLS 401	Intelligence Process
Select one course from:	
PLS 375	Terrorism/Counterterrorism OR
POL 415	Terrorism and Political Violence

TOTAL CURRICULUM REQUIREMENTS: (18 HOURS)

Minor in Homeland Security
Student Learning Outcomes

Students completing the Minor in Homeland Security will be able to:

SLO 1: Explain, discuss, and apply clearly and accurately the key concepts and general theories appropriate to the general Homeland Security discipline.

SLO 2: Evaluate questions and problems in the discipline using creative and critical thinking approaches that identify and analyze underlying concepts, assumptions, inferences, and point of view of arguments, including assessing alternative answers and solutions while considering implications and consequences.

SLO 3: Communicate based on intellectual standards in presenting arguments clearly and logically using oral and written forms.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security, and Emergency Management
	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Certificate in Intelligence Studies (undergraduate)
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate __X__)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by: Inter-Departmental Committee	Date		Graduate Council*	Date
	February 15, 2010		NA	
Is this a SACS Substantive Change?	**Yes****	**No** X	Council on Academic Affairs	
College Curriculum Committee	3.3.2010		Approved x Disapproved	3/18/10
General Education Committee*	NA		Faculty Senate**	4/5/10
Teacher Education Committee*	NA		Board of Regents**	6/7/10
			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 the undergraduate Certificate in Intelligence Studies. To include new courses in the Certificate in Intelligence Studies. Courses include: HLS 402 Counterintelligence, CIS 320 Forensic Computing: Investigations and CIS 325 Forensic Computing: Acquisition and Analysis.

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: Not applicable

B. The justification for this action: To include new courses in the Certificate in Intelligence Studies. Courses include: HLS 402 Counterintelligence, CIS 320 Forensic Computing: Investigations and CIS 325 Forensic Computing: Acquisition and Analysis.

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

Personnel Impact: None. Courses are already offered.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

Note: Corrections made to certificate proposal as it is not yet in catalog. Certificate was approved by the Council on Academic Affairs November 19, 2009.

Intelligence Studies

This certificate prepares students for careers in the U.S. intelligence community at federal, state, local, and tribal levels. The certificate requires a grade of "C" or better in ~~includes~~ 15 hours of required courses and 9 hours within a single option. Prerequisites for the below certificate course options do not count toward the total curriculum requirements.

Requirements……..……..……..……15 hours
GEO 353, GEO 456, HLS 401.
Select 3 hours from:
CRJ 388, HLS 321, OR POL 280.
Select 3 hours from:
CRJ 400, FSE 200, STA 215, OR STA 270.

Options……..……..……9 hours
Select 9 hours from one Option:

Intelligence Analysis Option:
CIS 320, CIS 325, CRJ 403, GEO 553, GEO 556, STA 320, STA 375, OR STA 501.

Threat Specialist Option:
CRJ 403, GEO 553, HLS 402, PLS 375, POL 321, POL 325, OR POL 415.

Total Curriculum Requirements……..……..24 hours

See attached curriculum summary and student learning objectives.

Certificate in Intelligence Studies

This certificate prepares students for careers in the U.S. intelligence community at federal, state, local, and tribal levels. The certificate requires a grade of "C" or better in 15 hours of required courses and 9 hours within a single option. Prerequisites for the below certificate course options do not count toward the total curriculum requirements.

Requirements (15 hours):

HLS 401	Intelligence Process
GEO 353	Geographic Information Systems
GEO 456	Geographic Image Interpretation

Select 3 hours from:

CRJ 388	Criminal Justice Research
HLS 321	Critical Problem Analysis, or
POL 280	Research and Writing in Political Science

Select 3 hours from:

CRJ 400	Applied Criminal Justice Analysis
FSE 200	Applied Fire and Safety Analysis
STA 215	Introduction to Statistical Reasoning
STA 270	Applied Statistics

Options (9 hours):

Intelligence Analysis Option:

CIS 320	Forensic Computing: Investigations
CIS 325	Forensic Computing: Acquisition and Analysis
CRJ 403	Crime Mapping
GEO 553	Advanced Geographic Information Systems
GEO 556	Advanced Geographic Imagery
STA 320	Applied Statistics II
STA 375	Sampling Methods
STA 501	Non-Parametric Statistics

Threat Specialist Option:

CRJ 403	Crime Mapping
GEO 553	Advanced Geographic Information Systems
HLS 402	Counterintelligence
PLS 375	Terrorism/Counterterrorism
POL 321	American Foreign Policy
POL 325	International Security Affairs
POL 415	Terrorism and Political Violence

Total Curriculum Requirements: 24 hours

Certificate in Intelligence Studies
Student Learning Objectives

SLO1: Discuss the historical evolution of the U.S. intelligence community.

SLO2: Identify the agencies and departments that are members of the U.S. intelligence community.

SLO3: Assess the capabilities, functions, and roles of U.S. intelligence community members and their interface with various consumers, including the U.S. Congress.

SLO4: Explain the intelligence cycle, including each element of the process and participants' responsibilities.

SLO5: Explain the role of U.S. intelligence agencies in assessing and countering threats to U.S. and global security.

SLO6: Discuss the ethical challenges in conducting intelligence operations.

SLO7: Conduct basic applied research and provide professional analyses using critical and creative thinking in conjunction with qualitative and quantitative methods on issues critical to intelligence consumers.

SLO8: Complete intermediate-level professional analyses using critical and creative thinking in selected areas critical to intelligence consumers, based on student's certificate option selection.

SLO9: Appraise international and domestic security threats to the US using critical and creative thinking, based on student's certificate option selection.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Certificate in Emergency Management
X	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate __X__)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	February 15, 2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	3.3.2010	Approved ____ Disapproved ____	DISCUSSION
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		Council on Postsecondary Edu.***	

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

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

A. 1. Specific action requested: To create a university undergraduate Certificate in Emergency Management.

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: Not applicable

B. The justification for this action: We have received a number of inquiries about establishing a university undergraduate Certificate in Emergency Management. The inquiries indicate there is a population of persons already with degrees who desire instruction in Emergency Management in order to start enter a new career field. The Kentucky Division of Emergency Management is considering use of an EKU certificate as part of their statewide Emergency Management training and qualifications program.

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

Personnel Impact: None. Expected small increases (5-7 students a semester) in certificate courses can be accommodated by existing courses.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

Certificate in Emergency Management

Not available to BS in Homeland Security majors or minors.

Students may obtain a Certificate in Emergency Management by completing, with a grade of "C" or better, a total of 24 semester hours as follows:

Requirements: (12 hours)
GEO 353, HLS 201, HLS 451, HLS 461

Electives: (select 12 hours from)
APS 210, EMC 450, FSE 310, FSE 375, FSE 400, GEO 220, GEO 315, GEO 325, GEO 425, GEO 456, GEO 553, HLS 301, HLS 391, HLS 491, or select one course from GEO 210 or GLY 302

Total Curriculum Requirements: (24 hours)

Summary of revised program and student learning outcomes attached.

CERTIFICATE IN
EMERGENCY MANAGEMENT

Not available to BS in Homeland Security Majors or Minors

Students may obtain a Certificate in Emergency Management by completing, with a grade of "C" or better, a total of 24 semester hours as follows:

REQUIREMENTS: (12 HOURS)

GEO 353	Geographic Information Systems
HLS 201	Emergency Management
HLS 451	Disaster Preparedness & Response
HLS 461	Mitigation & Disaster Recovery

ELECTIVES: (12 HOURS)

Select 12 hours from:

APS 210	Physical Security
EMC 450	Disaster Medical Operations
FSE 310	WMD/Hazardous Materials
FSE 375	Emergency Service Resource Management
FSE 400	Advanced Emergency Services
GEO 220	Human Geography
GEO 315	Meteorology
GEO 325	Environmental Land Use Planning
GEO 425	Land Use Decisions and Controls
GEO 456	Geographic Image Interpretation
GEO 553	Advanced Geographic Information Systems
HLS 301	Critical Infrastructure Protection
HLS 391	Vulnerability & Risk Assessment
HLS 491	Emergency Planning
Or select one course from:	
GLY 302	Earth Science OR
GEO 210	Introduction to Physical Geography

TOTAL CURRICULUM REQUIREMENTS: (24 HOURS)

Certificate in Emergency Management
Student Learning Outcomes

Students completing the Certificate in Emergency Management will be able to:

SLO 1: Explain, discuss, and apply clearly and accurately the key concepts and general theories appropriate to the general Emergency Management discipline.

SLO 2: Evaluate questions and problems in the discipline using creative and critical thinking approaches that identify and analyze underlying concepts, assumptions, inferences, and point of view of arguments, including assessing alternative answers and solutions while considering implications and consequences.

SLO 3: Communicate based on intellectual standards in presenting arguments clearly and logically using oral and written forms.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Certificate in Homeland Security
X	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate __X__)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	February 15, 2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	3.3.2010	Approved ____ Disapproved ____	DISCUSSION
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		Council on Postsecondary Edu.***	

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

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

A. 1. Specific action requested: To create a university undergraduate Certificate in Homeland Security.

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: Not applicable

B. The justification for this action: We have received a number of inquiries about establishing a university undergraduate Certificate in Homeland Security. We have experienced a number of students who enrolled in the BS in Homeland Security major who already have bachelor's degrees. In these cases a certificate covering the highlights of the Homeland Security field would have been more appropriate.

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

Personnel Impact: None. Anticipated small enrollments (5-7 students each year) can be accommodated by existing teaching resources.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

Certificate in Homeland Security

Not available to BS in Homeland Security majors or minors.

Students may obtain a Certificate in Homeland Security by completing, with a grade of "C" or better, a total of 24 semester hours as follows:

Requirements: (18 hours)
HLS 101, HLS 201, HLS 225, HLS 301, HLS 401,
select one course from PLS 375 or POL 415

Electives: (select 6 hours from)
APS 210, FSE 310, HLS 341, HLS 391, HLS 441

Total Curriculum Requirements: (24 hours)

Summary of revised program and student learning outcomes attached.

CERTIFICATE IN HOMELAND SECURITY

Not available to BS in Homeland Security Majors or Minors

Students may obtain a Certificate in Homeland Security by completing, with a grade of "C" or better, a total of 24 semester hours as follows:

REQUIREMENTS: (18 HOURS)

HLS 101	Introduction to Homeland Security
HLS 201	Emergency Management
HLS 225	Legal & Ethical Issues in Homeland Security
HLS 301	Critical Infrastructure Protection
HLS 401	Intelligence Process

Select one course from:

PLS 375	Terrorism/Counterterrorism OR
POL 415	Terrorism and Political Violence

ELECTIVES: (6 HOURS)

Select 6 hours from:

APS 210	Physical Security
FSE 310	WMD/Hazardous Materials
HLS 341	Cyber Security
HLS 391	Vulnerability & Risk Assessment
HLS 441	HLS Technology

TOTAL CURRICULUM REQUIREMENTS: (24 HOURS)

Certificate in Homeland Security
Student Learning Outcomes

Students completing the Certificate in Homeland Security will be able to:

SLO 1: Explain, discuss, and apply clearly and accurately the key concepts and general theories appropriate to the general Homeland Security discipline.

SLO 2: Evaluate questions and problems in the discipline using creative and critical thinking approaches that identify and analyze underlying concepts, assumptions, inferences, and point of view of arguments, including assessing alternative answers and solutions while considering implications and consequences.

SLO 3: Communicate based on intellectual standards in presenting arguments clearly and logically using oral and written forms.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Minor in Emergency Management
X	New Program (Part III)		(Major ___, Option ___; Minor __X__; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	February 15, 2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	3.3.2010	Approved ____ Disapproved ____	DISCUSSION
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		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 establish an undergraduate Minor in Emergency Management.

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: Not applicable

B. The justification for this action: A number of students in the EKU Fire and Safety Engineering Technology program have shown interest in a Minor in Emergency Management.

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

Personnel Impact: None. Anticipated student enrollments (5-7 per year) can be absorbed into existing courses.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

Minor in Emergency Management

Not available to BS in Homeland Security majors. A student may minor in Emergency Management by completing, with a grade of "C" or better, a total of 18 semester hours as follows:

Requirements: (9 hours)

HLS 201, HLS 451, HLS 461

Electives: (select 9 hours from)

APS 210, EMC 450, FSE 310, FSE 375, FSE 400, GEO 353, GEO 456, GEO 553, HLS 391, HLS 491, or select one course from GLY 302 or GEO 210

Total Curriculum Requirements: (18 hours)

See attached minor summary and student learning objectives.

MINOR IN
EMERGENCY MANAGEMENT

Not available to BS in Homeland Security Majors

A student may minor in Emergency Management by completing, with a grade of "C" or better, a total of 18 semester hours as follows:

REQUIREMENTS: (9 HOURS)

HLS 201	Emergency Management
HLS 451	Disaster Preparedness & Response
HLS 461	Mitigation & Disaster Recovery

ELECTIVES: (9 HOURS)

Select 9 hours from:

APS 210	Physical Security
EMC 450	Disaster Medical Operations
FSE 310	WMD/Hazardous Materials
FSE 375	Emergency Service Resource Management
FSE 400	Advanced Emergency Services
GEO 353	Geographic Information Systems
GEO 456	Geographic Image Interpretation
GEO 553	Advanced Geographic Information Systems
HLS 391	Vulnerability & Risk Assessment
HLS 491	Emergency Planning
Or select one course from:	
GLY 302	Earth Science OR
GEO 210	Introduction to Physical Geography

TOTAL CURRICULUM REQUIREMENTS: (18 HOURS)

Minor in Emergency Management
Student Learning Outcomes

Students completing the Minor in Emergency Management will be able to:

SLO 1: Explain, discuss, and apply clearly and accurately the key concepts and general theories appropriate to the general Emergency Management discipline.

SLO 2: Evaluate questions and problems in the discipline using creative and critical thinking approaches that identify and analyze underlying concepts, assumptions, inferences, and point of view of arguments, including assessing alternative answers and solutions while considering implications and consequences.

SLO 3: Communicate based on intellectual standards in presenting arguments clearly and logically using oral and written forms.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 391
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Vulnerability & Risk Assessmt.
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	February 15, 2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	3.3.2010	Approved ____ Disapproved ____	
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		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 new course HLS 391 Vulnerability & Risk Assessment.

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: Not applicable

B. The justification for this action: Program faculty recommend an advanced technical course in vulnerability and risk assessment be added to the BS in Homeland Security program.

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

Personnel Impact: None. Senior faculty will teach new course. Have sufficient full-time and adjunct faculty to cover all program courses.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

HLS 391 Vulnerability & Risk Assessment. (3) A. History and process of vulnerability and risk assessment (VRA) as it relates to the protection of critical assets and infrastructure. Instruction in common VRA techniques used in both the public and private sectors.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	391	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM (old LPRV)

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture X Laboratory ____ Other ____	Cip Code (first two digits only) 43

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	3	N
B	3	N
W	3	N
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable
		Thesis ____
		Internship ____
		Independent Study ____
		Practicum ____

Class Restriction, if any: (undergraduate only)

FR ____ JR ____
SO ____ SR ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.(*Use Validation Tables.)

Eastern Kentucky University
Department of Safety, Security and Emergency Management
Syllabus for
HLS 391 Vulnerability & Risk Assessment
CRN #####
3 credit hours
Semester and Year

Professor's name (multiple)
Professor's Office #
Professor's Contact information
(Phone and email)

Catalogue Course Description: History and process of vulnerability and risk assessment (VRA) as it relates to the protection of critical assets and infrastructure. Instruction in common VRA techniques used in both the public and private sectors.

Texts:

Norman, T. L. (2009). *Risk Analysis and Security Countermeasure Selection.* Houston, TX: Protection Partners International.

CRS Report: The Department of Homeland Security's Risk Assessment Methodology: Evolution, Issues, and Options for Congress February 2, 2007

Student Learning Outcomes:
Upon completion of this course, the student will be able to:

1. Integrate critical and creative thinking skills into risk analysis.
2. Appraise and apply the five core principles of the risk analysis lifecycle.
3. Assess a completely adaptable graphic risk analysis tool applicable in public or private industries, and works with all DHS–approved methods.
4. Appraise the tools and insights needed to effectively analyze risks and secure facilities in a broad range of industries, including DHS designated critical infrastructure in the chemical, transportation, energy, telecommunications, and public health sectors.
5. Conduct assessments with industry best practice tools such as CARVER, API/NPRA, RAMCAP, and various Sandia methodologies.

Evaluation Methods:

Course Components	Points	Percentage of Final Grade
Discussion Exercises & Participation	20	20%
Assignments	20	20%
Quizzes	10	10%
Final Project	50	50%
TOTAL	**100**	**100%**

A = 90 - 100 points (90 – 100%)
B = 80 - 89 points (80 – 89%)
C = 70 - 79 points (70 – 79%)
D = 60 – 69 points (60 – 69%)
F = < 60 points (<60%)

Student Progress: In conjunction with the return of graded mid-term examinations, students will be provided a written summary of their progress in the first half of the course.

Attendance Policy: Students are required to attend all class periods unless formally excused by the instructor. Points will be deducted from the student's overall class totals for unexcused absences. All assignments will be submitted on original dates due unless a formal extension of the due date is authorized by the instructor. Late assignments are subject to point deductions for being late.

Last Date to Drop the Course:
Other important dates:
Course Begins:
Drop/Add Deadline:
Withdraw Period:
75 % Tuition Refund:
50% Tuition Refund:
25% Tuition Refund:
Course Ends:

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the

course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

Academic Integrity Statement: Students are advised that EKU's Academic Integrity policy will strictly be 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.

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Course Requirements:

Discussion Exercises & Participation (20%)

Each module contains graded Blackboard discussion board style exercises where you are asked to provide an original substantive response by a due date indicated in the Course Calendar tool. Quality responses evaluate the discussion topic critically; relate to the protection of critical infrastructure; demonstrate mastery of course vocabulary, and recognize related policy. In addition, responses should be well organized and carefully edited.

You are to also provide at least one substantive response to one other student's post (for each discussion exercise) by the due date indicated in Course Calendar tool. Substantive posts build on another's post by adding supportive evidence, identifying inconsistencies/gaps, or offering a counterpoint. All posting should be carefully edited and well organized.

Assignments (20%)

There are five graded individual assignments in the course. Each asks you to apply course materials and submit work by a due date indicated in the Course Calendar tool. Quality submissions will demonstrate knowledge of sectors, relate existing policies and procedures, and apply methods and tools to address particular critical infrastructure protection issues. You should also address any shortcomings you discover in your applications. All assignment submissions should be carefully edited and well organized.

Quizzes (10%)

There are four graded quizzes in the course. Each has an availability and due date indicated in the Course Calendar tool. The quizzes are designed to ensure you have grasped important

foundational information related to critical infrastructure protection, such as key vocabulary, related policies, and analysis tools.

Final Project (50%)

The final project is a synthesis of the individual course assignments demonstrated by completing the adaptable graphic risk analysis tool on a specific critical infrastructure sector. The sector can be either public or private or a combination both and will include completing a comprehensive vulnerability and risk assessment.

Course Outline:

Module 1: Risk Analysis— Risk Assessment Methodology: Evolution, Issues, and Options; The Basis for Appropriate and Economical Countermeasures

Module 2: Risk Analysis Basics and the Department of Homeland Security–Approved Risk Analysis Methods

Module 3: Risk Analysis Skills and Tools

Module 4: Critical Thinking and the Risk Analysis Process

Module 5: Asset Characterization and Identification

Module 6: Threat Analysis

Module 7: Estimating Probability

Module 8: Prioritizing Risk

Module 9: Security Policy and Countermeasure Goals

Module 10: Developing Effective Security Policies

Module 11: Countermeasure Goals and Strategies

Module 12: Types of Countermeasures

Module 13: Countermeasure Selection and Budgeting Tools

Module 14: Security Effectiveness Metrics

Module 15: Cost-Effectiveness Metrics

Module 16: Writing Effective Reports

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 402
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Counterintelligence
	Course Dropped (Part II)	*Program Title	Homeland Security
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	February 15, 2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	3.3.2010	Approved ___ Disapproved ___	
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		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 new course HLS 402 Counterintelligence.

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: Not applicable

B. The justification for this action: Program faculty recommend a major elective course in counterintelligence be added to the BS in Homeland Security program. Course will also be a supporting course in new Government Security (Security Operations) option in the BS in Asset Protection and Security program. Course will also be an elective in the Certificate in Intelligence Studies.

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

Personnel Impact: None. Senior faculty will teach new course. Have sufficient full-time and adjunct faculty to cover all program courses and meet enrollment demands.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

HLS 402 Counterintelligence. (3) A. History, structure and operations of the US counterintelligence community. Includes legal foundations of counterintelligence and critiques of recommended changes to the community.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	402	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM (old LPRV)

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture X Laboratory ____ Other ____	Cip Code (first two digits only) 43

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	3	N
B	3	N
W	3	N

Class Restriction, if any: (undergraduate only)

FR ____ JR ____

SO ____ SR ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____

Internship ____

Independent Study ____

Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.(*Use Validation Tables.)

Eastern Kentucky University
Department of Safety, Security and Emergency Management
Syllabus for
HLS 402 Counterintelligence
CRN #####
3 credit hours
Semester and Year

Professor's name (multiple)
Professor's Office #
Professor's Contact information
(Phone and email)

Catalogue Course Description: History, structure and operations of the US counterintelligence community. Includes legal foundations of counterintelligence and critiques of recommended changes to the community.

Texts:

Frank J. Rafalko (ed.), *American Revolution into the New Millennium* (Washington: Office of the National Counterintelligence Executive, 2004). (CD)

Michelle K. Van Cleave, *Counterintelligence and National Strategy*. (Washington: National Defense University Press, 2007).

Dycus, Berney, Banks, and Raven-Hansen, *National Security Law (3rd ed.)*, (New York: Aspen Publishers, 2002).

Student Learning Outcomes:
Upon completion of this course, the student will be able to:

1. Assess forces driving changes in the global environment.
2. Appraise challenges facing the US in the 21st century in both the public and private sectors.
3. Assess the history and structure of the US counterintelligence community.
4. Appraise the legal foundation for US counterintelligence operations.
5. Examine US counterintelligence operations through a series of case studies using a critical and creative thinking framework.
6. Critique the US counterintelligence community and recommendations for improvement that have been advanced.

Evaluation Methods:

1.	In-class Discussion Participation (100 each half semester)		200 points
2.	Critical Thinking Logic Paper		50 points
2.	Counterintelligence Briefing Papers (#1-8 @ 50, #9 @ 100 points)		500 points
3.	Mid-term Examination		200 points
4.	Completion of Counterintelligence Simulation		350 points
	Proposal	50 points	
	Threat/Risk Analysis	100 points	
	In-Class Presentation	100 points	
	Final Paper	100 points	
5.	Final Examination		200 points
		Total Points:	1500 points

Grading Scale:

A = 1350-1500 points 100-90%
B = 1200-1349 points 89-80%
C = 1050-1199 points 79-70%
D = 900-1049 points 69-60%
F = 899 or lesspoints < 60%

Student Progress: In conjunction with the return of graded mid-term examinations, students will be provided a written summary of their progress in the first half of the course.

Attendance Policy: Students are required to attend all class periods unless formally excused by the instructor. Points will be deducted from the student's overall class totals for unexcused absences. All assignments will be submitted on original dates due unless a formal extension of the due date is authorized by the instructor. Late assignments are subject to point deductions for being late.

Last Date to Drop the Course:
Other important dates:
Course Begins:
Drop/Add Deadline:

Withdraw Period:
75 % Tuition Refund:
50% Tuition Refund:
25% Tuition Refund:
Course Ends:

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

Academic Integrity Statement: Students are advised that EKU's Academic Integrity policy will strictly be 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.

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Course Requirements:

In-Class Discussion Participation (13.3%): A significant part of your grade in this course comes from the in-class discussions. You are expected to read assignment materials, take notes on the readings, and bring the reading notes to class and be prepared to discuss the material in class. Students will be selected at random in-class to summarize sections of the assigned readings. Your in-class discussion participation provides me an indication of your understanding of the course material.

Counterintelligence Briefing/Logic Papers (36.6%): Students will be required to complete nine (9) Counterintelligence Briefing Papers (3-4 pages double spaced each) and one Logic Paper (2-4 pages double-spaced), due at various times during the course**.** The Intelligence Briefing Papers place you in the role of a Counterintelligence Officer at a large government agency or private industry organization. The material for each paper should come from both the assigned readings and supporting outside research. The papers must follow APA Publication Manual guidelines and be free of typographical, spelling and grammatical errors. The Analytical

Writing Rubric will be used to evaluate these assignments. Briefing and logic papers are also used for group session discussions where the topic of each paper is investigated more in-depth.

Examinations (26.6%): There will be in-class mid-term and final examinations. The examinations will employ an essay format. Students will be able to use their textbooks, class reading notes, lecture notes, and class handouts on the examinations.

Group Project: Counterintelligence Plan (Simulation) (23.3%): Students will work in groups to develop a counterintelligence plan for a large government agency or private industry organization of the group's choice. The group will first develop a proposal for their selected agency or organization. The group will prepare a threat and risk analysis for the agency or organization. Finally, the group will prepare a counterintelligence simulation plan, which will be presented in class and in a final paper 20-25 pages in length. The individual assignments and final paper must follow APA Publication Manual guidelines and be free of typographical, spelling and grammatical errors. Each individual assignment will be evaluated based on the assignment quality and compliance with individual assignment's requirements. The Analytical Writing Rubric will be used to evaluate the assignment's quality.

Course Outline:

Week	Topic
1.	Global Environment: Power and Structure
2.	US Foreign Policy: Cold War and Post-Cold War
3.	US Challenges, Opportunities, Risks, and Threats
4.	History of CI in US
5.	Structure of CI Community
6.	Review/Mid-Term Examination
7.	Operations 1: Strategy
8.	Spring/Fall Break
9.	Operations 2: Identify, Assess, Neutralize, and Exploit

10. Operations 3: Economic Counterintelligence

11. Operations 4: Cyber Counterintelligence

12. Law and Policy

13. Critical Review

14. Presentations/Simulations

15. Presentations/Simulations

16. Final Examination

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 451
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Disaster Prepared & Response
	Course Dropped (Part II)	*Program Title	Homeland Security
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	February 15, 2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	3.3.2010	Approved ____ Disapproved ____	
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		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 new course HLS 451 Disaster Preparedness & Response.

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: Not applicable

B. The justification for this action: Program faculty recommend a new major course in disaster preparedness and response in the BS in Homeland Security program. Addition of this course ensures the emergency management cycle (mitigation, preparedness, response, recovery) is covered in BS core.

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

Personnel Impact: None. Senior faculty will teach new course. Have sufficient full-time and adjunct faculty to cover all program courses and meet enrollment demands.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

HLS 451 Disaster Preparedness & Response. (3) A. Concepts, theories, principles, programs and requirements of emergency preparedness, governmental planning, practice, exercises, hazard and risk assessment, and team building. Overview of the relationship of preparedness to response, emergency operations and incident command systems.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	451	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM (old LPRV)

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture X Laboratory ____ Other ____	Cip Code (first two digits only) 43

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	3	N
B	3	N
W	3	N

Class Restriction, if any: (undergraduate only)

FR ____ JR ____

SO ____ SR ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____

Internship ____

Independent Study ____

Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.(*Use Validation Tables.)

Eastern Kentucky University
Department of Safety, Security and Emergency Management
Syllabus for
HLS 451 Disaster Preparedness & Response
CRN #####
3 credit hours
Semester and Year

Professor's name (multiple)
Professor's Office #
Professor's Contact information
(Phone and email)

Catalogue Course Description: Concepts, theories, principles, programs and requirements of emergency preparedness, governmental planning, practice, exercises, hazard and risk assessment, and team building. Overview of the relationship of preparedness to response, emergency operations and incident command systems.

Texts:

Disaster Response: Principles of Preparation and Coordination, by Erik Auf der Heide, July 1989, Center of Excellence in Disaster Management and Humanitarian Assistance. (ADH). Available at no charge online at: http://orgmail2.coe-dmha.org/dr/flash.htm

Disaster Response and Recovery (Paperback), by David A. McEntire, Paperback: 498 pages , Publisher: Wiley; 2nd Revised edition (August 18, 2006) , ISBN-10: 0471789747, ISBN-13: 978-0471789741.

Student Learning Outcomes:
Upon completion of this course, the student will be able to:
1. Explain concepts, theories, principles, programs, and requirements of emergency preparedness and response.
2. Integrate critical and creative thinking frameworks into emergency preparedness and response activities.
3. Collaborate with the three levels of government (federal, state, local/tribal) in preparedness and response activities.
4. Plan and execute an emergency preparedness and response class exercise.

Evaluation Methods:

Points/Percentage of Course	Evaluation Type
100/10%	Mid-Term Exam
200/20%	Final Exam
150/15%	NIMS Course Completions
200/20%	Disaster Exercise, preparation and completion
200/20%	Quizzes (4 @ 50 ea)
150/15%	Class Participation, Class notes, as requested.

1000 Total Points

A = 900 - 1000 points (90 – 100%)
B = 800 - 899 points (80 – 89%)
C = 700 - 799 points (70 – 79%)
D = 600 – 699 points (60 – 69%)
F = < 600 points (<60%)

Student Progress: In conjunction with the return of graded mid-term examinations, students will be provided a written summary of their progress in the first half of the course.

Attendance Policy: Students are required to attend all class periods unless formally excused by the instructor. Points will be deducted from the student's overall class totals for unexcused absences. All assignments will be submitted on original dates due unless a formal extension of the due date is authorized by the instructor. Late assignments are subject to point deductions for being late.

Last Date to Drop the Course:
Other important dates:

Course Begins:
Drop/Add Deadline:
Withdraw Period:
75 % Tuition Refund:
50% Tuition Refund:
25% Tuition Refund:
Course Ends:

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

Academic Integrity Statement: Students are advised that EKU's Academic Integrity policy will strictly be 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.

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Course Requirements:

National Incident Management System (NIMS) Training:
Students are required during the first three weeks of this course to complete the following online courses. Each online course can typically take up to two hours to complete. Evidence of completion will be the printed online certificate and a copy of this must be provided to the instructor. The process for taking these three online courses will be explained in class. EACH ONLINE COURSE IS WORTH 50 POINTS, UPON COMPLETION.

1) Introduction to the Incident Command System (IS 100.a), introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).
http://training.fema.gov/EMIWeb/IS/IS100a.asp
2) ICS for Single Resources and Initial Action Incidents (IS-200.a) is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.
http://training.fema.gov/EMIWeb/IS/IS200a.asp
3) NIMS An Introduction (IS 700.a) introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.
http://training.fema.gov/EMIWeb/IS/is700a.asp

Other online courses related to NIMS are also available should a student wish to take additional courses. To see what courses are available, go to: http://training.fema.gov/IS/

Examinations: There will be two examinations, a mid-term (100 points) and a final examination (200 points). These examinations may be given in the classroom on dates/times to be provided in class.

MID-TERM EXAM: This exam may consist of a variety of types of questions, including multiple choice (or matching), short answer, and essay questions (value 100 points).

FINAL EXAMINATION: This exam may consist of multiple choice, matching, short answer questions, and/or essay (value 200 points).

Quizzes: There will be four quizzes taken in class. Each will be worth 50 points. Each will take about 20 minutes of class time. These will be based on course materials studied and/or lectured about during that three week period.

Disaster Exercise: Students will design and conduct an in-class disaster exercise incorporating critical and creative thinking methodologies. Preparations and related critical thinking activities will take-up parts of at least four weeks. Week Ten will be dedicated to the exercise. Guidance will be provided in class and posted online.

Course Outline:

Categories of Course Activities (apply to table below)	
1. Readings	4. In-Class Disaster Exercise
2. NIMS Training Courses	5. Quiz
3. Lectures and Participation	6. Exam

Weekly Learning Modules	**1**	**2**	**3**	**4**	**5**	**6**
Week 1: Overview: Course, Texts, Syllabus	✓	✓	✓			
Week 2: Knowing What to Expect: Hazards and Disasters	✓	✓	✓			
Week 3: Understanding the Actors: Roles and Responsibilities of Disaster Participants	✓	✓	✓		✓	
Week 4: Anticipating Human Behavior in Disasters	✓		✓			
Week 5: Approaching Response and Recovery Operations	✓		✓			
Week 6: Responding with Initial Measures	✓		✓	✓	✓	
Week 7: Caring for the Injured, Dead and Distraught	✓		✓	✓		✓
Week 8: Managing Public Relations, Donations and Volunteers	✓			✓		
Week 9: Spring/Fall Break						
Week 10: In-Class Disaster Exercise	✓			✓		
Week 11: The Paper-Plan Syndrome	✓		✓			
Week 12: Damage Assessment, Disaster Declarations, and Debris Removal	✓		✓		✓	
Week 13: Overcoming Typical Challenges: Other Anticipated Problems After Disaster	✓		✓			

Week 14: Harnessing Technology and Organization	✓		✓			
Week 15: Dealing With Future Disasters	✓		✓		✓	
Week 16: Promoting Disaster Resilience	✓		✓			
Week 17: Final Examination Week						✓

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 491
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Emergency Planning
	Course Dropped (Part II)	*Program Title	Homeland Security
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	February 15, 2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	3.3.2010	Approved ____ Disapproved ____	
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: To create new course HLS 491 Emergency Planning.

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: Not applicable

B. The justification for this action: Program faculty recommend a new major elective course in emergency planning in the BS in Homeland Security program. Course is based on a service learning approach and is used to synthesize other BS instruction in emergency management.

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

Personnel Impact: None. Senior faculty will teach new course. Have sufficient full-time and adjunct faculty to cover all program courses and meet enrollment demands.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

HLS 491 Emergency Planning. (3) A. Emergency planning requirements, methods and applications for all levels of government and business, including hazard mitigation and emergency operations planning; also considers planning for universities, colleges and secondary schools.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	491	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM (~~LPRV~~)

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture X Laboratory ____ Other ____	Cip Code (first two digits only) 43

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	3	N
B	3	N
W	3	N

Class Restriction, if any: (undergraduate only)

FR ____ JR ____

SO ____ SR ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____

Internship ____

Independent Study ____

Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.(*Use Validation Tables.)

Eastern Kentucky University
Department of Safety, Security and Emergency Management
Syllabus for
HLS 491 Emergency Planning
CRN #####
3 credit hours
Semester and Year

Professor's name (multiple)
Professor's Office #
Professor's Contact information
(Phone and email)

Catalogue Course Description: Emergency planning requirements, methods and applications for all levels of government and business, including hazard mitigation and emergency operations planning; also considers planning for universities, colleges and secondary schools.

Texts and Software:

Inspiration Software: Each student must purchase Inspiration Software from a vendor located through http://www.inspiration.com. Price about $60.00.

State Multi-Hazard Mitigation Planning Guidance (Mitigation Planning "Blue Book"): FEMA developed the State Mitigation Planning "Blue Book" to help States better understand the FEMA mitigation planning regulations cited in the Code of Federal Regulations (CFR) at Title 44, Chapter 1, Part 201 (44 CFR Part 201). http://www.fema.gov/library/viewRecord.do?id=3115

Comprehensive Preparedness Guide 101 - A Guide for All-Hazard Emergency Operations Planning: The FEMA Comprehensive Preparedness Guide. CPG 101 provides general guidelines on developing Emergency Operations Plans (EOPs). http://www.fema.gov/about/divisions/cpg.shtm

Comprehensive Preparedness Guide 301: Interim Emergency Management Planning Guide for Special Needs Planning: Federal Emergency Management Agency and DHS Office for Civil Rights and Civil Liberties. Version 1.0 (August 15, 2008): This guide is a tool for state, territorial, tribal, and local emergency managers to use in the development of emergency operations plans (EOPs) that are inclusive of the entire population of a jurisdiction of any size. It specifically provides recommendations for planning for special needs populations.
http://www.fema.gov/news/newsrelease.fema?id=45436

Student Learning Outcomes:
Upon completion of this course, the student will be able to:

1. Adapt planning concepts, theories, principles, and programs of governmental and corporate emergency management to the emergency planning process.
2. Formulate a framework for plan development through team building and coordination in a service-learning environment.

3. Integrate critical and creative thinking frameworks into emergency planning activities.
4. Appraise and apply the legal responsibilities of local, state and federal government agencies in all hazards planning.
5. Plan in a real world emergency management setting interacting with professional emergency managers and agency executives.

Evaluation Methods:

Points/Percentage of Course	**Evaluation Type**
100/10%	Mid-Term Exam
100/10%	Final Exam
200/20%	Home Work (4 @ 50 ea)
300/30%	Quizzes (6 @ 50 ea)
300/30%	Service Learning Project

1000 Points Total

A = 900 - 1000 points (90 – 100%)
B = 800 - 899 points (80 – 89%)
C = 700 - 799 points (70 – 79%)
D = 600 – 699 points (60 – 69%)
F = < 600 points (<60%)

Student Progress: In conjunction with the return of graded mid-term examinations, students will be provided a written summary of their progress in the first half of the course.

Attendance Policy: Students are required to attend all class periods unless formally excused by the instructor. Points will be deducted from the student's overall class totals for unexcused absences. All assignments will be submitted on original dates due unless a formal extension of the due date is authorized by the instructor. Late assignments are subject to point deductions for being late.

Last Date to Drop the Course:
Other important dates:
Course Begins:
Drop/Add Deadline:
Withdraw Period:
75 % Tuition Refund:
50% Tuition Refund:
25% Tuition Refund:

Course Ends:

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

Academic Integrity Statement: Students are advised that EKU's Academic Integrity policy will strictly be 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.

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Course Requirements:

Examinations: There will be two examinations, a mid-term (100 points) and a final examination (100 points). These examinations will be given in the classroom on dates/times provided in class.

MID-TERM EXAM: This will be a closed book exam and be taken in the classroom during a regularly scheduled class period. It may consist of a variety of types of questions, including multiple choice (or matching), short answer, and essay questions (value 100 points).

FINAL EXAMINATION: This may be, in part, an open book exam. It will consist of multiple choice, matching, short answer questions, and/or essay (value 100 points).

Homework Assignments: The details of homework assignments and the disaster exercise will be discussed in class. See Teaching Schedule for times. The value of each assignment is 50 points.

1) Assignment I: Each student will develop one disaster model for each hazard-disaster relationship, then assist in developing a synthesized/composite model.
2) Assignment II: Each student will develop one PowerPoint slide set, then assist in developing one synthesized/composite PowerPoint presentation.
3) Assignment III: Each student will prepare one Table Top exercise design and assist in developing one synthesized/composite Table Top exercise.
4) Assignment IV: Each student will participate in presenting the PowerPoints (verbal presentation) to the organization's staff.

Quizzes: There will be six quizzes taken in class, one each two weeks (approximate schedule). Each will be worth 50 points. Each will take about 20 minutes of class time. These will be based on course materials studied and/or lectured about during that two week period.

Service Learning Project: A service learning project with an emergency management agency/office will require students to provide a set of deliverables of benefit to that organization. This will be a significant class activity and be worth 300 points. Students will design and carry out the project as per class instructions. Guest lecturers will also instruct the students. The project will evolve and remain a work in progress. Students can have input into how the project will be conducted.

Approximately two-thirds of class time and homework time will be dedicated to the service learning project.

Deliverables are anticipated to include the following:

1. Disaster models – developed by the students for as many as three hazard-disaster relationships.
2. PowerPoint presentations (training modules) explaining how the organization can respond to emergency situations caused by the three sets of hazard-disaster relationships.
3. Designs for three sets of table top exercises based on the disaster models and training modules.

The students will provide professional emergency planners with presentations of the training modules, as well as the disaster models and table top exercise designs during the last week of class.

Course Outline:

Categories of Course Activities (apply to table below)	
1. Readings	4. Service-Learning Project
2. Lectures and Participation	5. Quiz
3. Assignments	6. Exam

Weekly Learning Modules	1	2	3	4	5	6
Week 1: Overview: Course, Texts, Syllabus	✓	✓				
Week 2: Preparedness/Response Planning Principles Service-Learning (S-L) Orientation	✓	✓				
Week 3: Roles and Responsibilities of Disaster Participants S-L Project Orientation and Onsite Study I and Team Organization	✓	✓	✓	✓	✓	
Week 4: Hazard Mitigation Planning Principles S-L Onsite Study II and Antecedent Conditions Evaluation Library Research and Bibliography Development	✓	✓		✓		
Week 5: Roles and Responsibilities of Mitigation Participants S-L Modeling Activity and Threat Conditions Evaluation Library Research and Bibliography Development	✓	✓	✓	✓		
Week 6: Special Needs Populations Considerations Team Model Presentations I - Antecedent Conditions	✓	✓		✓	✓	
Week 7: Review of CPG 101 Team Model Presentations II - Threat/Response Sequences	✓	✓	✓	✓		✓
Week 8: Review CPG 101 Team Model Presentations III - Special Needs Populations	✓	✓		✓		
Week 9: Spring/Fall Break						
Week 10: S-L Project – Teams Training PPT Development	✓			✓		

Week 11: S-L Project – Teams Training PPT Presentation	✓			✓		
Week 12: S-L Project – Teams Table Top Exercise Development	✓			✓	✓	
Week 13: S-L Project – Teams Table Top Exercise Presentations	✓			✓		
Week 14: S-L Project – Dress Rehearsal for Teams Final Presentations	✓			✓		
Week 15: S-L Project – Final Teams Project Presentations	✓			✓	✓	
Week 16: Submit Deliverables to Sponsor Agency/Organization	✓			✓		
Week 17: Final Examination Week						✓

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
X	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 495
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Homeland Security Colloquium
	Course Dropped (Part II)	*Program Title	Homeland Security
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	February 15, 2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	3.3.2010	Approved ___ Disapproved ___	
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: To create new course HLS 495 Homeland Security Colloquium (BS capstone course).

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: Not applicable

B. The justification for this action: Program faculty recommend a capstone course be added to the BS in Homeland Security program.

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

Personnel Impact: None. Senior faculty will teach new course. Have sufficient full-time and adjunct faculty to cover all program courses.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

HLS 495 Homeland Security Colloquium. (3) A. Prerequisite: HLS senior standing or departmental approval. Senior capstone course requiring synthesis and application of prior course work in homeland security. Students complete senior project within a strategic planning framework.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	495	Fall 2010	AS ____ JS X BT ____ EM ____ ED ____ PC ____ HS	SSEM (~~LPRV~~)

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture X Laboratory ____ Other ____	Cip Code (first two digits only) 43

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	3	N
B	3	N
W	3	N

Class Restriction, if any: (undergraduate only)
FR ____ JR ____
SO ____ SR X

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable
Thesis ____
Internship ____
Independent Study ____
Practicum ____

FOR BANNER USE ONLY
Date of data entry ____
Data entry person ____

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Eastern Kentucky University
Department of Safety, Security and Emergency Management
Syllabus for
HLS 495 Homeland Security Colloquium
CRN #####
3 credit hours
Semester and Year

Professor's name (multiple)
Professor's Office #
Professor's Contact information
(Phone and email)

Catalogue Course Description: Prerequisite: HLS senior standing or departmental approval. Senior capstone course requiring synthesis and application of prior course work in homeland security. Students complete senior project within a strategic planning framework.

Texts:

Bryson, J.M. (2004). *Strategic planning for public and nonprofit organizations, A guide to strengthening and sustaining organizational achievement* (3rd ed.). San Francisco, CA: Jossey-Bass.

Karsh, E., & Fox, A.S. (2009). *The only grant-writing book you'll ever need, Top grant writers and grant givers share their secrets* (3rd ed.). New York: Basic Books.

Student Learning Outcomes:
Upon completion of this course, the student will be able to:

1. Appraise the strategic change cycle approach.
2. Assess the components of strategic planning.
3. Integrate critical and creative thinking into strategic analysis techniques.
4. Outline strategic communication approaches to support strategic planning initiatives.
5. Incorporate leadership theories into personal and organizational situations.
6. Compose funding documents to support strategic planning initiatives.
7. Conduct an oral presentation of a strategic planning project.

Evaluation Methods:

1. In-Class Discussion Participation	200 points
2. Strategic Position Papers (6 @ 50 points)	300 points

3. Senior Project
    a. Strategic Project Proposal 50 points
    b. Strategic Project Analysis 100 points
    c. Funding Proposal 200 points
    d. In-class Presentation 50 points
    e. Final Project Paper 100 points

Total 1000 Points

Grading Scale:

A = 900-1000 points 100-90%
B = 800-899 points 89-80%
C = 700-799 points 79-70%
D = 600-699 points 69-60%
F = 599 or lesspoints < 60%

Student Progress: In conjunction with the return of graded mid-term examinations, students will be provided a written summary of their progress in the first half of the course.

Attendance Policy: Students are required to attend all class periods unless formally excused by the instructor. Points will be deducted from the student's overall class totals for unexcused absences. All assignments will be submitted on original dates due unless a formal extension of the due date is authorized by the instructor. Late assignments are subject to point deductions for being late.

Last Date to Drop the Course:
Other important dates:
Course Begins:
Drop/Add Deadline:
Withdraw Period:
75 % Tuition Refund:
50% Tuition Refund:
25% Tuition Refund:
Course Ends:

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student

Services Building Room 361 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 an alternative format.

Academic Integrity Statement: Students are advised that EKU's Academic Integrity policy will strictly be 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.

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Course Requirements:

In-Class Discussion Participation (20%): A significant part of your grade in this course comes from the in-class discussions. You are expected to read assignment materials, take notes on the readings, and bring the reading notes to class and be prepared to discuss the material in class. Students will be selected at random in-class to summarize sections of the assigned readings. Your in-class discussion participation provides me an indication of your understanding of the course material.

Strategic Position Papers (30%): Students will be required to complete six (6) Strategic Position Papers (3-4 pages double spaced each) due at various times during the course**.** The Strategic Position Papers place you in the role of a Planning Officer at a large government agency or private industry organization. The material for each paper should come from both the assigned readings and supporting outside research. The papers must follow APA Publication Manual guidelines and be free of typographical, spelling and grammatical errors. The Analytical Writing Rubric will be used to evaluate these assignments. Briefing papers are also used for group session discussions where the topic of each paper is investigated more in-depth.

Senior Project: Strategic Planning Project (50%): Students will complete a senior project organized around a strategic planning project of the student's choice in homeland security or emergency management. The senior project consists of a project proposal, strategic analysis, funding document development, in-class presentation, and a final paper. The final paper will be 25-30 pages (double-spaced) in length. The individual assignments and final paper must follow APA Publication Manual guidelines and be free of typographical, spelling and grammatical errors. Each individual assignment will be evaluated based on the Analytical Writing Rubric, plus the assignment's compliance with individual assignment's requirements.

Course Outline:

Week	Topic
1.	Introduction to Strategic Planning
2.	The Strategic Change Cycle
3.	Missions, Visions, Mandates
4.	Strategic Analysis, Part 1
5.	Strategic Analysis, Part 2
6.	Stakeholders and Networking
7.	Grant Funding, Part 1
8.	Spring/Fall Break
9.	Grant Funding, Part 2
10.	Situational Leadership
11.	Organizational Leadership
12.	Strategic Communications
13.	Guest Speakers
14.	Presentations
15.	Presentations
16.	Finals Week, Final Papers Due

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Safety, Security and Emergency Management
	New Course (Parts II, IV)	College	Justice & Safety
	Course Revision (Parts II, IV)	*Course Prefix & Number	HLS 421
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Prevention & Problem Solving
X	Course Dropped (Part II)	*Program Title	Homeland Security
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	February 15, 2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	3.3.2010	Approved x Disapproved ___	3/18/10
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 drop HLS 421 Prevention & Problem Solving.

A. 2. Effective date: Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: Not applicable

B. The justification for this action: Program faculty recommend cancellation of HLS 421 Prevention & Problem Solving as a course in the BS in Homeland Security program.

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

Personnel Impact: None.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

Course originally approved by CAA November 6, 2006.

~~HLS 421 Prevention & Problem Solving.~~
~~(3) A. Prerequisite: HLS 321 or Department Chair approval. Prevention and problem solving applied to terrorist acts and other types of risks, threats, and hazards. Opportunity reduction, situational prevention, and creative problem solving applied to different types of homeland security problems.~~

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

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

New or Revised* Program Text

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

Editorial Change - Curriculum Form

(Present only one curriculum editorial change per form)

(Complete only the section(s) applicable.)

Part I

Department Name	Safety, Security and Emergency Management
College	Justice & Safety
*Course Prefix & Number	HLS 401
*Course Title (30 characters)	Intelligence Process (ex-Intelligence Analysis)
*Program Title	
	(Major ___, Option ___; Minor ___; or Certificate ___)

*Provide only the information relevant to the proposal.

Original Proposal Approved by the Council on Academic Affairs on Date: November 6, 2006

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

A. 1. Specific action requested: Change the title of HLS 401 to Intelligence Process from Intelligence Analysis. Course, per course description, covers much more than analysis. Process is a better descriptor of course content.

A. 2. Effective date: Fall 2010

Part II. Recording Data for Revised Course

1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.

New or Revised* Catalog Text

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

HLS 401 Intelligence Process ~~Analysis~~. (3) A. Key questions facing the U.S. intelligence community and its role in homeland security, national defense, and international affairs, with a focus on policy, oversight and intelligence support. Collection, analysis, sharing and dissemination of information within and between local, state, and federal government agencies and the private sector.

Part III. Recording Data for Revised Program

1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.

New or Revised* Program

(*Use ~~strikeout~~ for deletions and underlines for additions.)

Part IV. Recording Data for a Revised Course (Record only **changed** course information.) ***Required***

Course prefix* (3 letters)	Course Number* (3 Digits)	Effective Term* (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	401	Fall 2010	AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS	

Credit Hrs.	Weekly Contact Hrs. Lecture ____ Laboratory ____ Other ____	Repeatable Maximum No. of Hrs. ____ 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 ____ SO ____ JR ____ SR ____	Major Restrictions, if any: FR ____ SO ____ JR ____ SR ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____
Internship ____
Independent Study ____
Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

Co-Requisites and Prerequisites

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

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

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

NOTE: Do not forward validation tables with curriculum form.

(**Use Validation Tables.)

Editorial Change - Curriculum Form

(Present only one curriculum editorial change per form)

(Complete only the section(s) applicable.)

Part I

Department Name	Safety, Security and Emergency Management
College	Justice & Safety
*Course Prefix & Number	HLS 461
*Course Title (30 characters)	Disaster Recovery
*Program Title	
	(Major ___, Option ___; Minor ___; or Certificate ___)

*Provide only the information relevant to the proposal.

Original Proposal Approved by the Council on Academic Affairs on Date: November 6, 2006

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

A. 1. Specific action requested: Change the title of HLS 461 to Mitigation & Disaster Recovery from Disaster Recovery. Mitigation name needs to be added to original course material to reflect course true content and to ensure BS curriculum, as reflected in course titles, covers all aspects of the Emergency Management cycle.

A. 2. Effective date: Fall 2010

Part II. Recording Data for Revised Course

1. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.

New or Revised* Catalog Text

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

HLS 461 Mitigation & Disaster Recovery. (3) A.

Recovery from disasters and other types of risks, threats, and hazards. Business and government ~~community,~~ mitigation activities, critical infrastructure restoration and disaster aid to individuals and communities. ~~and differential impacton low income and minority groups.~~

Part III. Recording Data for Revised Program

1. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.

New or Revised* Program

(*Use ~~strikeout~~ for deletions and underlines for additions.)

Part IV. Recording Data for a Revised Course (Record only **changed** course information.) ***Required***

Course prefix* (3 letters)	Course Number* (3 Digits)	Effective Term* (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	461	Fall 2010	AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS	

Credit Hrs.	Weekly Contact Hrs. Lecture ____ Laboratory ____ Other ____	Repeatable Maximum No. of Hrs. ____ 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 ____ SO ____ JR ____ SR ____	Major Restrictions, if any: FR ____ SO ____ JR ____ SR ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____
Internship ____
Independent Study ____
Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

Co-Requisites and Prerequisites

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

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

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

NOTE: Do not forward validation tables with curriculum form.

(**Use Validation Tables.)

EASTERN KENTUCKY UNIVERSITY
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TO: **Council on Academic Affairs**

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

Dr. John Wade, Dean
College of Arts and Sciences

DATE: **March 4, 2010**

SUBJECT: **Agenda items for 3-18-2010 Council on Academic Affairs Meeting**

The College of Arts and Sciences submits the following agenda items for consideration at the March 18, 2010 meeting of the Council on Academic Affairs.

AGENDA

Department of Anthropology, Sociology, & Social Work

Course Revision

ANT 360 (Mesoamerica before Cortez)- Change prerequisites
SOC 425 (World Systems Analysis) - Drop SOC 131 prerequisite for SOC 425
SWK 310 (Social Welfare) - Revise existing course to include "writing intensive" criteria

New Course

SWK 310W (Social Welfare)- Add new course
SOC 322 (Sociology of Mass Media) – Add new course
SOC 330S (Sociology of Migration) –Create service learning course

Department of Art & Design
New Course
DES 463 (Problems in Design) –Add new course to curriculum

Department of Chemistry
Course Revision
FOR 465 (Expert Witness Testimony)- To update the course description to reflect the current course content as well as add the statement needed with respect to the 'W' version of the course.

New Courses
CHE 385 (Chemical Literature) – Add course to curriculum
CHE 484 (Chemistry Colloquium) – Add course to curriculum
CHE 485 (Chemistry Seminar)- Add course to curriculum
FOR 465W (Expert Witness Testimony)-Add course to curriculum

Dropped Courses
CHE 480 (Seminar 1) –Replace with CHE 385
CHE 481 (Seminar II) – Replace with CHE 485

Program Revisions
Chemistry (B.A)- To update the Chemistry B.A. program to reflect recent course changes and update the General Education requirements.

Chemistry (B.S.) - Update the Chemistry B.S. program to reflect recent department course changes.

Department of Economics
Dropped Course
ECO 415 (American Economic History) – Drop Course

Program Revision
Globalization and International Affairs (B.A)- Reduce the number of hours for the BA degree in Globalization and International Affairs from 128 semester hours to 120 semester hours.

Department of English and Theatre
Course Revision
ENG 211 (Survey of World Literature I) - Prohibit students from receiving credit for both ENG 211 and the proposed ENG 211W course.
ENG 353 (English Literature II) - Modify course description to ensure that students do not receive credit for ENG 353 if they have credit for writing-intensive version (ENG 353W).

New Course

ENG 211W (Survey of World Literature I) - Offer a writing-intensive option to the existing English 211 course
ENG 353W (English Literature II) - Develop a writing-intensive version of ENG 353.

Program Revision
English (B.A.) - Removal of a block of "diversity" courses from the creative writing and technical writing emphases.. The courses include ENG 360 (Literatures of Africa), 361 (African-American Lit.), 362 (North American Native Lit.), 363 (Latin American/Latino Lit.), 364 (Women's Lit.), 365 (Appalachian Lit.), and 366 (Queer Theory and Literatures), removal of a three-hour theatre requirement from the creative writing and technical writing emphases of the English B.A. program.

Department of Foreign Languages & Humanities
Program Revision
Minor in Humanities- Reducing the overall required hours from 24 to 18 and changing the courses required for the minor.

Department of Government
Course Revision
POL 100 (Principles of Politics and Govt) -Change catalog description: Students cannot receive credit for both POL 100 and POL 100S.
New Course
POL 100S (Principles of Politics and Gov: S) – Add a course

Department of History
Dropped Courses
HIS 415 (American Economic History) –Drop course
HIS 450 (Senior Seminar in History) – Drop course
HIS 201 (Historical Research and Methods) – Drop course

New Courses
HIS 290 (Historical Research and Methods)-Add course to curriculum
HIS 450W (Senior Seminar in History) –Add course to curriculum

Program Revision
History (B.A.) non-teaching- Reflect the dropped courses (415 & 450) and the course changes (290 and 450W).

Department of Music
Course Revision
MUS 253 (Percussion Ensemble) - Add a 0 credit option for this course.
MUS 254 (Jazz Ensemble) - Add a 0 credit option for this course.
MUS 256 (Marching Band) - Add a 0 credit option for this course.
MUS 453 (Percussion Ensemble) - Add a 0 credit option for this course.
MUS 454 (Jazz Ensemble) - Add a 0 credit option for this course.

Department of Physics and Astronomy

New Course

PHY 129 (Success in College Physics) – Add course to curriculum

Department of Psychology

Course Revision

PSY 319 (Industrial/Organizational Psy.) - Course description to reflect that students may not receive credit for both PSY 319S and PSY 319.

PSY 401 (Senior Thesis) - Modify course description to ensure that students do not receive credit for PSY 401 if they have credit for writing-intensive version (PSY 401W).

New Course

PSY 319S (Industrial/Organizational Psy: Service Learning) – Add new course

PSY 401W (Senior Thesis) – Add new course

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	ANSW
	New Course (Parts II, IV)	College	A&S
X	Course Revision (Parts II, IV)	*Course Prefix & Number	ANT 360
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Mesoamerica Before Cortez
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/8/10	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved ___	3/18/10
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.)

Correct prerequisites.

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

Fall 2010

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

B. The justification for this action:

One "advised" prerequisite is dropped, while the other two become firm. This retains flexibility for students as they enroll, but also ensures sufficient exposure to anthropology.

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

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part 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.)

ANT 360 Mesoamerica Before Cortez. (3) A. Prerequisites: ANT 120 and 200~~, and 350 are advised before taking this course~~. The study of archaeological past, the colonial experience, and the contemporary reality of the Indians of Mesoamerica, focusing primarily on the ancient Maya.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
ANT	360	Fall 2010	AS X JS BT EM ED PC HS	ANSW

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

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*

Class Restriction, if any: (undergraduate only)

FR JR

SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis

Internship

Independent Study

Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ANT 120 and 200
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	ANSW
	New Course (Parts II, IV)	College	AAS
x	Course Revision (Parts II, IV)	*Course Prefix & Number	SOC 425
	Course Dropped (Part II)	*Course Title (30 characters)	World Systems Analysis
	New Program (Part III)	*Program Title	Sociology
	Program Revision (Part III)		(Major __x__, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	1/29/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** x		Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved ___	3/18/10
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 SOC 131 prerequisite for SOC 425.

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

Fall 2010

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

B. The justification for this action:

SOC 425 (World Systems Analysis) is now part of the major in Globalization studies. If SOC 131 were to remain a prerequisite for SOC 425, this would make it difficult for non-sociology and other students who have not taken SOC 131 to use SOC 425 for their major.

.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: Normal

Library Resources: Normal

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.)

SOC 425 World Systems Analysis. (3) A. ~~Prerequisite: SOC 131.~~ SOC 131 recommended. Political-economic institutions and the dynamics of class are examined from sociology of knowledge perspective, including classic theories, world-systems analysis, and cases from the contemporary period.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SOC	425	Fall 2010	AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS	

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

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

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	~~SOC 131~~
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	ANSW
	New Course (Parts II, IV)	College	Arts & Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	SWK310
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Introduction to Social Welfare
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee		Graduate Council*	
Is this a SACS Substantive Change? **Yes**** ☐ **No** ☒		Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved	3/18/10
General Education Committee*		Faculty Senate**	NA
Teacher Education Committee*		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 prohibit students from receiving credit for both SWK 310 and SWK 310W

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

Fall 2010

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

B. The justification for this action: The Social Work program is proposing a writing-intensive course, SWK 310W, but will retain the original, non-writing intensive SWK 310. The course description of the original course needs to make clear that credit will not be allowed for both SWK 310 and SWK 310W.

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

Personnel Impact: none

Operating Expenses Impact: none

Equipment/Physical Facility Needs: none

Library Resources: none

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

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

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

New or Revised* Catalog Text

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

SWK 310 Social Welfare Policy History. (3) I, II. Prerequisites: POL101. History of social welfare policy; its role and relationship with other social institutions; structure and function of U.S. system compared to other national systems; inequitable distribution of resources; and its contribution to a violent environment. Credit will not be awarded for both SWK 310 and 310W.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SWK	310		AS ____ JS ____ BT ____ EM ____ ED ____ PC ____ HS	

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

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

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
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.	Credit now allowed with SWK310W
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	ANSW
	New Course (Parts II, IV)	College	A&S
	Course Revision (Parts II, IV)	*Course Prefix & Number	SWK 310W
x	Hybrid Course ("S," "W")	*Course Title (30 characters)	Social Welfare Policy History
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	12/15/2009	Graduate Council*	
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved	3/18/10
General Education Committee*		Faculty Senate**	NA
Teacher Education Committee*		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 writing intensive course SWK 310W.

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

Fall 2010

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

B. The justification for this action:

In support of the university's QEP initiative and the development of our majors, we are creating this required writing intensive course variation of our existing SWK 310 course.

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

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part 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.)

SWK 310W Social Welfare Policy History. (3) I, II. Prerequisites: POL101 and ENG 102 or ENG 105(b) or HON 102. History of social welfare policy; its role and relationship with other social institutions, structures and function of U.S. system compared to other national systems; inequitable distribution of resources; and its contribution to an oppressive environment. Credit will not be awarded to students who have credit for SWK 310. Gen. Ed. VB

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SWK	310W	Fall 2010	AS X JS BT EM ED PC HS	ANSW

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory Other	Cip Code (first two digits only) 44

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR JR SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis
Internship
Independent Study
Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	POL101 and ENG 102 or ENG 105(b) or HON 102.
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 will not be allowed with SWK 310
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) X		VII (3)	VIII (3)
IC (3)				VC (3)			

EASTERN KENTUCKY UNIVERSITY
Department of Anthropology, Sociology, and Social Work
SWK 310W – SOCIAL WELFARE POLICY HISTORY
CRN #

3 credit hours **Semester 200_**
Instructor: _____ **Corbin / Manchester**
Day / Time

Office Phone:
Social Work Program 859-622-1645
e-mail:
Office Hours:

1. CATALOG COURSE DESCRIPTION

SWK 310W Social Welfare Policy History. (3) I, II. Prerequisites: Pol 101. History of U. S. social welfare policy and programs. Critical thinking and writing are an integral component of this course. Gen. Ed. VB

2. TEXT(S) AND OTHER REQUIRED READINGS

Jansson, B. (2009). *The reluctant welfare state: American social welfare policies: Past, present and future.* (6th ed.) Belmont, CA: Brooks/Cole.

Szuchman, L. T., & Thomlison, B. (2007). *Writing with style: APA style for social work.* (3rd ed.).Belmont, CA: Wadsworth/Thompson.

3. GENERAL EDUCATION GOALS

Students will be able to:

1. Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions. (Goal two)
2. Analyze the historical and social contexts of cultural, economic, political, religious, and scientific developments. (Goal three)
3. Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences. (Goal seven)
4. Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance. (Goal eight)

4. SOCIAL WORK DEFINITION

The Generalist Perspective: "The application of an eclectic knowledge base, professional values, and a wide range of skills to target systems of any size, for change within the context of four primary processes. First, generalist practice emphasizes client empowerment. Second, it involves working effectively within an organizational structure and doing so under supervision. Third, it requires the assumption of a wide range of professional roles. Fourth, generalist practice involves the application of critical thinking

skills to the planned change process" (Kirst-Ashman & Hull, 2006, p. 7).

Critical Thinking: The ability to use intellectual and affective processes, which evaluate statements, arguments, and experiences by judging the validity and/or worth of those statements, arguments, and experiences. Critical thinking entails the ability to carefully evaluate the validity of an assumption and even of a so-called "fact' (Kirst & Hull, 2002, p. 27). It "involves the careful examination and evaluation of beliefs and actions" (Gibbs & Gambrill, 1996, p. 3).

5. SOCIAL WORK PROGRAM OBJECTIVES

1. Apply critical thinking skills within the context of professional social work practice. (Program Goal: 4)
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly. (Program Goal: 2, 3)
3. Practice without discrimination and with respect, knowledge, and skills related to clients' age, class, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation. (Program Goal: 3, 4)
4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice. (Program Goal: 3, 4)
5. Understand and interpret the history of the social work profession and its contemporary structures and issues. (Program Goal: 1, 2)
6. Apply the knowledge and skills of generalist social work practice with systems of all sizes. (Program Goal: 1, 4)
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities. (Program Goal: 1, 4)
8. Analyze, formulate, and influence social policies. (Program Goal: 3, 4)
9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions. (Program Goal: 2, 3, 4)
10. Use communication skills differentially across client populations, colleagues, and communities. (Program Goal: 1, 3, 4)
11. Use supervision and consultation appropriate to social work practice. (Program Goal: 2, 3)
12. Function within the structure of organizations and service delivery systems and seek necessary organizational change. (Program Goal: 2, 3, 4)
13. To understand and analyze the impact of current social issues specific to the region and the larger society. (Program Goal: 1, 4)

6. COURSE OBJECTIVES

Each of the following course objectives is cross referenced to the applicable program objectives. Also listed with each objective are the class assignments or experiences designed to measure the students' achievement of the objective.

1. To learn the structure and function of the U.S. social welfare system and its relationship to other social institutions. (Program Objective: 5)
   [Outcome Measure--Response Papers]
2. To examine the various components of the social welfare system. (Program Objective: 6)
   [Outcome Measures—Assignments, Response Papers, Agency History Paper]
3. To explore the history of the development of social welfare. (Program Objective: 5)
   [Outcome Measure--Response Papers and Agency History Paper]
4. To compare the present U.S. social welfare system to social welfare systems in other countries. (Program Objective: 13)
   [Outcome Measure—Response Papers)
5. To examine social problems and life situations that give rise to the development of social welfare programs and services. (Program Objective: 13)
   [Outcome Measures--Response Papers, Target Population/Social Problems Paper, Assignments, and Agency History Paper]
6. To describe the network of social agencies and their relationship to one another. (Program Objective: 12)
   [Outcome Measures--Response Paper and Social Welfare Agency History Paper]
7. To explore the relationship between the development of the social work profession and the social welfare institution. (Program Objective: 5)
   [Outcome Measure— Response Papers, Social Welfare Agency History Paper and Assignments]
8. To analyze social service delivery and its alignment with social work values. (Program Objectives: 1, 2, 12)
   [Outcome Measures-- Response Papers and Social Welfare Agency History Paper]
9. To examine the impact of the social welfare system on the lives of oppressed people and populations-at-risk. (Program Objective: 4)
   Outcome Measures--[Response Papers, Target Population/Social Problems Paper, and Social Welfare Agency History Paper]
10. To analyze the impact of economic inequality on the functioning of a democratic society. (Program Objectives: 1, 4)
    [Outcome Measures--Response Papers, Target Population/Social Problems Paper, and Social Welfare Agency History Paper]
11. To examine the impact of social welfare policies and programs designed to address economic inequalities on populations-at-risk. (Program Objectives: 12, 13)
    [Outcome Measures—Response Papers, Target Population/Social Problems Paper, and Agency History Paper]
12. To analyze ways that inequitable distribution of income and resources contribute to situational, institutional, and cultural violence. (Program Objective: 4)
    [Outcome Measures--Response Papers, In-Class assignments, and Agency History Paper]

7. STUDENT LEARNING OUTCOMES

Each of the student learning outcomes below will be followed by the related course objective and its outcome measures. The student who successfully completes SWK 310 is expected to be able to:

1. To assess and demonstrate an understanding of the effects of poverty, unemployment, and discrimination on an individual and the family. (Course Objectives 1, 3, 5, 7, 9, 10, 11, 12)
2. To identify and discuss social insurance programs, their historical development, funding, strengths and weaknesses, and current concerns. (Course Objectives 1, 3, 4, 10 and 11)
3. To identify and analyze social assistance programs, various food programs, and housing programs. (Course objectives 2, 4, 8, 9, 10, and 11)
4. To identify and apply critical thinking to the prevailing attitudes toward social insurance and social assistance programs and the myths that have developed around them. (Course Objectives 1, 2, 3, 4, 5, 10 and 11)
5. To identify the role of government (local, state, and federal levels) in establishing and maintaining income, housing, employment, and anti-discrimination programs. (Course Objectives 1, 2, 3, 4, 5, 6, 7, 8, 10 and 11)
6. To appraise the strengths and limitations of the present income maintenance programs. (Course Objectives 1, 2, 3, 4, 5, 7, and 8)

8. DISABILITIES STATEMENT

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

9. ACADEMIC INTEGRITY STATEMENT

Students are advised that EKU's Academic Integrity policy will strictly be 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.

Violations of the NASW Code of Ethics is also considered a violation that may result in a failing grade or dismissal from the social work program.

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

10. ATTENDANCE POLICY

Students are expected to attend class regularly and participate in class discussions. In the case of absence the student is responsible for obtaining notes from a classmate and handouts from the Blackboard or the instructor. Attendance will be taken every class at the beginning of class. **A student is allowed up to 4absences, including excused and unexcused absences**. The first four absences will result in a 5 point deduction from the participation grade (worth 100 points.) After the third absence the student will receive a "0" for the participation grade.

11. GRADING AND EVALUATION

Students are encouraged to discuss grading procedures and individual progress with the instructor at anytime during the semester. Students are encouraged to make an appointment with instructor to have adequate time for discussion.

Written work students will be evaluated on accuracy, creativity, written and communication skills, and ability to integrate knowledge. **All written work must be turned in on time and at the beginning of the class session on the day it is due. This includes hard copies and electronic copies. All late work will be penalized 5 points per day from the day following requested submission.** The final course grade will be based on the following:

GRADING SCALE:

Response Papers	200	828 - 900	A
Blackboard/Class Assignments	100	738- 827	B
Social Welfare Agency	200	648 - 737	C
History Paper			
Presentation	100		
Target Population/Social	200	558 - 647	D
Problems Paper		557 or below	F
Class Participation	100		
Total	900 points possible		

12. STUDENT PROGRESS

Students will be informed of their mid-term grade at the mid-point of the semester as reflected by the score earned on Response Papers grade, In-Class Assignments, and Class Participation.

The last day to drop this course and receive a "W" for *withdrawal* is (Date 2009).

Writing Intensive Course Syllabus Statement: For the **Target Population and Social Problem Paper,** you must send an electronic copy to me at via Blackboard Message Center (time/date). (1) The document must be in Microsoft WORD; (2) You must include your ID number on the document. A copy of this document will be sent to a committee to evaluate the overall success of writing-

intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Very rarely, a paper may be printed to use for training purposes. When this occurs, the ID number is removed before printing.

13. ASSIGNMENTS

The assignments assist in student *comprehension, application and analysis*, as well as *interpretation and evaluation* of materials. Further, the assignments demonstrate an *integration* of the course material. The reading response papers will demonstrate student *comprehension* of the core concepts of the course. The two-part research paper on a historical social work agencies and social problems in the United States demonstrates *application and analysis* as well as *interpretation and evaluation.* Students also research and deliver a presentation on the historical social work agency and along with the social problems paper demonstrates *integration* of the course content.

Students will complete a **Minute Paper about the Paper** (a critique of their performance) to be attached to all written assignments and a **Presentation Self-Assessment** for all presentations. Copies are placed on Blackboard.

a. Reading Response Papers

The focus of this course is not solely to learn historical facts such as names, places, and dates. Rather, to explore and grapple with some of the key underlying ideological and philosophical issues which guided and shaped the historical development of social welfare and the social work profession. Therefore, the focus in this class will be to work in small and large groups discussing some of these issues, rather than exclusively lectures about the content of readings.

Therefore, students must read and become familiar with the assigned readings *prior to addressing the topic in the classroom.* To facilitate this, students must submit a 1-2 page **response to each assigned reading** at the beginning of each class period for which the reading is assigned. The response should be double-spaced, typed, with the students name, the date, the course, and the title or chapter of the reading on the cover page. The instructor will read the paper and provide feedback regarding written communication and level of analysis. The student will re-write the paper and submit it the following class. This is an opportunity to change the grade attached to the paper. All the response papers will be maintained in a notebook or folder. (No Minute Paper about the Paper is required for the Response Papers).

The **reading response paper** should include:

a. a one or two paragraph summary of the main points of the reading, and
b. your response and thoughts about the reading, raise any questions, gaps, inconsistencies, things you do not understand, agree or disagree with, contradictions, implications for social welfare or social work, connections to other ideas encountered in the course, etc.
c. At least one question or comment you would like addressed in the class session.

Grading reading responses will be evaluated on a scale of 0 – 2 in the following manner:

0. late, not done, or poor grasp of content and incomplete attempt to wrestle with the issues and implications of the material
1. partial grasp of content and superficial attempt to wrestle with the issues and implications of the material a solid grasp of content and a genuine and perceptive attempt to wrestle with the issues and implications of the material.
2. A grasp of the content and sufficient identification of the issues and implications of the material covered with a thoughtful analysis.

Since the focus of this learning is to understand and grapple with the historical issues and dilemmas, rather than memorizing facts, there will be no tests. Rather, the reading responses will constitute 22% of the course grade (the other 78% consisting of a target population and social welfare social problem paper, a historical agency research and presentation, a series of application assignments, and class participation).

b. Identification of Target Population/Social Problem Paper

Student will identify a population at risk and investigate a social problem that directly impacts this group. The **topic must be** approved by the instructor before beginning your paper. The paper should be four to five pages (not including cover and reference pages. It must follow APA Style guidelines. Use the following outline to write your paper. Each major section will be submitted in draft and feedback will be given to the student. The student is to re-write the paper and re-submit for grading.

Target Population and Social Problem Paper

A. Identify a population at risk.
B. State a social problem that affects this population.
    a. Define social justice.
    b. What are the social justice implications of this social problem?
C. Describe the problem using factual data and statistics.
    a. What are the nature, scope and magnitude of this problem?
    b. Who is specifically affected and how?
D. Importance for social work
    a. What effect does the problem have on the target population?
    b. How does this problem or its effects relate to social work values and ethics? c. Which of the core values speaks directly to this issue?
E. Name at least two people involved in addressing the social problem and explain their roles.

Target populations:

People of color
People with physical or cognitive disabilities
People with mental illness
Gays, lesbians, transgendered and bisexuals
Immigrants
Women
Children
The elderly
People living in poverty

Social Problems:

Aging/elder services	Foster Care	Racial/ethnic issues
Healthcare	Family violence	Crime/corrections
Civil rights	Child welfare	Adoption
Juvenile justice	Homelessness/housing	Gay Marriage
Mental health	Immigration	Workers' rights
Education (i.e., access to)	Welfare reform	
	Disability services	

Students are to upload their papers onto Blackboard. The instructor will review the papers and provide written feedback. Students will then revise and resubmit their papers for grading.

Note: For the **Target Population and Social Problem Paper** assignment X, you must send an electronic copy to me at my EKU email address by (time/date). (1) The document must be in Microsoft WORD; (2) You must include your ID number on the document. A copy of this document will be sent to a committee to evaluate the overall success of writing-intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Very rarely, a paper may be printed to use for training purposes. When this occurs, the ID number is removed before printing.

c. Social Welfare Agency History Paper and Presentation

Students will complete research and make a presentation to the class on a historical agency. This assignment is focused on the ***history, origins and development*** of a social welfare agency which has its roots in the late 19th Century (i.e. established in 1950). The research and presentation must follow this outline:

1. Origins:
    a. Who started the agency?
    b. What was its' original purpose?
    c. What services did it provide and to whom (target population)?
    d. What resources (funding, staffing, space, etc.) did it have?

2. How and why did the agency evolve to what it is today?
    a. How is the agency similar?
    b. How is it different? (i.e. has the target population changed?)
    c. What historical events influenced this evolution and development?

3. Evaluation and analysis.
    a. What are the strengths and weaknesses of the agency both at the beginning and now?
    b. How are these strengths and weaknesses shaped by its origins, history, development, and context?
    c. How does it relate to the social welfare of the nation?

d. What is the significance of the agency to the profession of social work?
e. summary of why the purpose the agency serves is important
f. What is the future prospect for resolving the social welfare issue?

Students should inform their discussion of these points with material and knowledge they have learned about the key events in social welfare history. For example, if their agency began in the 1930's how did the context of the depression shape the agency? The student must contact the agency by telephone, email, letter, or face-to-face visit and communicated with someone who has a long history (or knowledge of the agency's history). However, additional research on the agency's history, context, etc. must also be completed by the student. A draft of the paper is to be submitted prior to the due date. It will be reviewed by peers during an in-class review session and feedback provided by peers. The final paper is due at the time of the presentation.

A self-assessment of the written assignment and a peer review will be completed and attached to the paper when submitted to the instructor. The guidelines for the assessment and peer review are attached to the syllabus. All information regarding the subject matter and student performance is confidential.

Presentations are scheduled for (Dates) (see course calendar).

Guidelines for Papers and Presentations

- The PowerPoint Presentation must be interesting and engaging and a variety of approaches must be used to communicate findings. It should be 15 minutes long with up to 5 minutes for questions. Do not read to the class! Develop a 1-2 page outline of the presentation or copy of the PowerPoint presentation to upload on Blackboard the class session prior to the presenting.
- Each paper and presentation must include at least five references. Three of the sources MUST be scholarly journals that can be accessed in print form.
- The paper should follow APA Style Manual in format and when citing references. An abstract is NOT necessary.
- Be sure to address all sections of the paper and use headings based on the areas identified.
- The paper should have 12-point font, double-spaced (excluding the cover and reference pages)

d. Blackboard / In-Class and Homework Assignments

Throughout the course you will be given mini-assignments that should be submitted to Blackboard, to be completed in class, or as homework. All homework assignments will be reviewed by the instructor and feedback given. Students have the opportunity to revise the assignment once and return for review and if necessary re-grading.

14. *COURSE OUTLINE

DATE	TOPIC
Session 1	Introductions; Expectations; Review of Syllabus and course objectives Introduction to Social Welfare
Session 2	Chapter 1, Uneasy Relationship between clients, social workers, and the welfare state
Session 3	Chapter 2, Making the Welfare State More Humane
Session 4	Chapter 3, New Society in the Wilderness
Session 5	Chapter 4, 1789-1860
Session 6	Chapter 5, The Frontier, Civil War and Industrialization
Session 7	Chapter 6, Progressive Era and Social Reform **Target Group/Social Problems Paper Due**
Session 8	Chapter 7, The Great Depression and the New Deal
Session 9	**Library research session**
Session 10	-Chap. 8, Post New Deal, 1945-1968 The Great Society, Kennedy/Johnson years
Session 11	Chapter 9, The Paradoxical Era, Nixon and Carter years
Session 12	Chapter 10, Reagan/Bush 1 Era
Session 13	Chapter 11, 4/8 Clinton Years **Social Welfare History Presentations**
Session 14	Chapter 12, Bush 2 **Social Welfare History Presentations**
Session 15	**Social Welfare History Presentations** Chapters 13 Reluctant Welfare State? What Can We Do?
Session 16	Chapters 14, Future Professional Practice
Examination Period	

* The dates and topics are meant as a general guideline and may be adjusted as needed for the flow of the course and student needs.

15. BIBLIOGRAPHY

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DiNitto, D. M. (2007). *Social welfare: Politics and public policy* (6th ed.). Boston, MA: Allyn and Bacon.

Edwards, R. (Ed.). (2003). Encyclopedia *of Social Work, 2003 Supplement* (19th ed.). Washington, DC: NASW Press.

Kirst-Ashman, K. K., & Hull, G. H. Jr. (2006). *Understanding generalist practice* (5th ed.). Belmont, CA: Thomson Brooks/Cole.

National Association of Social Workers. (2005). *Social Work Speaks* (7th ed.). Washington, DC: NASW Press.

Piercy, M. (2005) *Sex Wars: A Novel of Gilded Age New York.* New York, NY: Harper.

Richmond, M. E. (1965). *Social Diagnosis*. New York, N : The Free Press.

Trattner, W. (1999). *From Poor Law to Welfare State: A History of Social Welfare in America* (6th ed.)

New York, NY: The Free Press.

Van Wormer, K. (2006) *Introduction to Social Welfare and Social Work: The U.S. in Global Perspective.* Belmont, CA: Wadsworth.

Watkins, S. A. (1990). The Mary Ellen Myth: Correcting Child Welfare History. *Social Work 35*(6), 500-03.

Zastrow, C. (2008). *Introduction to Social Work and Social Welfare.* (9th Ed.). Belmont, CA: Wadsworth.

SOME POLICY RELATED WEB SITES:

Alliance for Retired Americans, http://www.retiredamericans.org

National Archives and Records Administration. http://www.archives.gov/index.html Site with

information about National Archives and copies of historical documents.

National Center for Health Statistics. http://www.cdc.gov/nchs/index.htm Source of information about

America's health with national and state statistics.

National Committee to Preserve Social Security & Medicare, http://www.ncpssm.org

National Longitudinal Surveys Home Page. http://www.bls.gov/nls/ Surveys designed to gather information at multiple points in time on the labor market activities and other significant life events of several groups of men and women.

The Panel Study of Income Dynamics. http://psidonline.isr.umich.edu/ Longitudinal study of 80,000 US families since 1968. Economic, health and social data.

State Census Data Centers. http://www.census.gov/sdc/www/ Site to locate Census Bureau State Data Centers contact information.

U.S. Census Bureau Home Page. http://www.census.gov/

International Federation of Social Workers. http://www.ifsw.org/ Link to social work globally and to member organizations and colleagues in 77 countries.

Administration for Children and Families. http://www.acf.dhhs.gov/ Website of US Department of Health and Human Services Administration for Children and Families.

The Brookings Institute. http://www.brook.edu/ Research on economic, political, educational and many other topics.

The Electronic Policy Network. http://movingideas.org/ Source for progressive policy on the net.

Linkages. http://www.iisd.ca/ A multimedia resource for environment and development policy makers.

The Century Foundation. http://www.tcf.org/ Website that makes policy issue information available and has extensive use of the Internet, maintaining eight websites.

The Cato Institute. http://www.cato.org/

Contacting the Congress. http://www.visi.com/juan/congress/ How to get in touch with members of Congress.

FedWorld Information Network. http://www.fedworld.gov/ Links to wide variety of Federal websites.

Library of Congress. http://lcweb.loc.gov/ Official website of Library of Congress, links to variety of information.

US House of Representative Home Page http://www.house.gov/ How to get in touch with representatives, research bills and more.

The White House. http://www.whitehouse.gov/ Official website of the White House

The Social Work History Station.
http://www.idbsu.edu/socwork/dhuff/history/central/core.htm

USA in the 19th Century.
http://www.spartacus.schoolnet.co.uk/REVhistoryUSA19.htm

The History Place. http://www.historyplace.com/

Our Documents. http://www.ourdocuments.gov/index.php?flash=true&

Center on Budget and Policy Priorities. http://www.cbpp.org/pubs/povinc.htm

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Fax (859) 622-3156

Professor Norma Threadgill-Goodson
Department of Anthropology, Sociology, and, Social Work
Manchester Campus, Perkins 202
EKU

23 April 2009

Dear Norma:

I'm writing to let you know that the TCAC Advisory Board has approved your proposal for SWK 310W. We're very happy to be adding this course to those available to students. You are all set to go in offering the course as soon as it clears the College and other levels of approval. As you know, you need to initiate that approval path through your department channels.

Please remember to include on your syllabus this statement (filling in your own information, of course):

> "For assignment X, you must send an electronic copy to me at mary.doe@eku.edu by (time/date). (1) The document must be in Microsoft WORD; (2) You must include your ID number on the document. A copy of this document will be sent to a committee to evaluate the overall success of writing-intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Very rarely, a paper may be printed to use for training purposes. When this occurs, the ID number is removed before printing."

The assignment you ask to have submitted electronically should be the course's major writing assignment; you'll send it on to me (preferably, the whole class's papers on a CD), and it will be evaluated for assessment purposes. The first assessment will be held on July 13, and all TCAC faculty are welcome to participate.

With regard to your proposal, I wanted to note that, since this course has now been approved as a gen ed course, you will need to add the gen ed goals to your syllabus. The advisory board also wanted me to ask that, when you teach this course, you clarify on your syllabus how students will receive feedback from you on their major assignment.

I also want to mention that you are eligible for a course reduction (or the equivalent payment) the first time you teach the W class. When the course is in the schedule book for a given semester, let me know and I will start the paperwork for your payment. You are also eligible to apply for funds to be used in faculty development activities that will help you teaching writing-intensive courses better. If you want to use these funds, let me know and I will walk you through the process. These funds need to be used within a year from the date on this letter.

Thanks again for your hard work in making SWK 310W reality. We're looking forward to your AFA proposal. If there's anything I can do to help, please let me know.

Best regards,

Deborah Core
Director, TCAC
Professor of English

cc. Dr. Liz Throop
Dr. O. Bennett

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Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	ANSW
X	New Course (Parts II, IV)	College	A&S
	Course Revision (Parts II, IV)	*Course Prefix & Number	SOC 322
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Sociology of Mass Media
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	October 29, 2009	Graduate Council*	
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved	3/18/10
General Education Committee*		Faculty Senate**	NA
Teacher Education Committee*		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 a course that has been taught as a special topics course, Sociology of Mass Media

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

Fall, 2010

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

B. The justification for this action:

Mass Media is a core topic area of sociological analysis and would expand elective options available to majors

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

Personnel Impact: none- course has already been taught twice by Matthew Irvin as special topics course.

Operating Expenses Impact:

none

Equipment/Physical Facility Needs:

none

Library Resources:

Pertinent library texts and videos are in EKU's main library.

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.)

SOC 322 Sociology of Mass Media (3) A. Prerequisites: COM 200 or departmental approval required. Mass media as social structure and audience in interpretation of mass media is examined through sociological analysis of media ownership, media content, and audience characteristics.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SOC	322	Fall 2010	AS X JS BT EM ED PC HS	ANSW

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 3
3	Lecture 3 Laboratory Other	Cip Code (first two digits only) 43

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR JR SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis
Internship
Independent Study
Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	COM 200 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)			

Eastern Kentucky University
Department of Anthropology, Sociology and Social Work
Syllabus for SOC 322**,** Sociology of Mass Media**, CRN XXXXX**
3 credit hours
Fall, 2010

Dr Matthew Irvin
Office: Keith Room 108
Phone 859-622-2409
e-mail: matthew.irvin@eku.edu

Catalogue Description: Mass media as social structure and audience agency in interpretation of mass media is examined through analysis of media ownership, media content, and audience characteristics.

Required Texts: 1) *Media/Society: Industries, Images, and Audiences*. 3rd Edition. Croteau, ,David and William Hoynes.. Pine Forge Press. Thousand Oaks. 2003. 2) *Media Analysis Techniques* 2nd Edition .Arthur Asa Berger. Sage. New York. 1998.

Student Learning Outcomes. The successful student will:

- Define and describe the characteristics of media as a social institution
- Assess the effect of media technology as an agent of socialization (both primary and secondary).
- Assess the degree to which news and entertainment are separate media content and the extent to which these have converged.
- Analyze how news and entertainment function as instruments of authoritative power-, i.e. ideology formation. This will be accomplished by an identification and assessment of media control- who owns the media, and who decides what media content and technology will-and will not-be emphasized, and why.
- Describe and interpret the social construction of, and use of sentiment by media owners in generating salience in media content: i.e. the manufacture of fear, patriotic impulses, pride, and consumer desire.
- examine and distinguish between the delivery systems of mass media and media content
- Examine characteristics of work (the labor process) in mass media.
- Analyze the concept of the audience: the social construction of audiences; different theoretical approaches to the role of audience in relation to media, and the degree to which audience members- as reflexive actors-have the ability to resist media influence.
- Assess the comparative strengths and weaknesses of the cultural and critical perspectives in media analysis.
- Define and examine the function that media plays in maintaining an assumptive order that creates inequalities based on race, ethnicity, gender, social class, sexuality, religion, and national identity.
- Use critical and cultural approaches to conduct a focused content analysis of both print and electronic media.

Evaluation Methods: YOU WILL BE GRADED BASED ON THE FOLLOWING CRITERIA:
Detailed descriptions of assignments and tests follow in the section immediately following.

Test 1	25
Test 2	25
Test 3	25
Final Assignment	15 points
Video reaction papers	10 points

Total 100 points.

Grading scale:

A	**90-100**
B	**80-89**
C	**70-79**
D	**60-69**
F	**>60**

You must submit all tests, assignments, and material to me through the Blackboard site for this course. Your assignments, tests, and grading are as follows.

Assignments: Final Assignment 15 Points

You will have ONE FINAL ASSIGNMENT.

This assignment will be worth 20 points of your grade and is due, posted on Blackboard, on the last day of class (12: 05 AM, May 3rd). Details for this assignment will be posted on Blackboard under ASSIGNMENTS.

Assignments: Video Assessments. You will be watching a series of critical videos (this is, after all, a mass media class) . Guidelines for these assignments will be posted on Blackboard . Each video assessment is due by the test date following after the video: example: if you watch a video on January 29th, you would need to submit the video assessment for that video by Test One's scheduled time.

Tests. You will take three tests Each test is an essay test and will take 2 hours and 20 minutes. You will take tests on your own, over a two day time span, at a location of your choice, on a computer and submit them to me via Blackboard.

Student Progress: One third of students' grades will be available prior to midterm and last day to withdraw date.

Last Day To Withdraw: October 29th 2010 is the last day to withdraw from class with a grade of 'W'.

Attendance Policy:

Students are expected to attend class. If You Have More Than FOUR UNEXCUSED ABSENCES, your grade will drop BY ONE LETTER GRADE. If you miss more than seven classes and these are unexcused, then you will FAIL THE COURSE.

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by (4.1.4P Volume 4, Academic Affairs Chapter 1, Academic Practices Section 4, Course Syllabi)

email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.
Academic Integrity Statement: Students are advised that EKU's Academic Integrity policy will strictly be 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.
Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Course Outline:

Weeks 1-2
Part 1. Introduction. Media and the Social World. The importance of media. Mass media defined. . Print, sound, broadcast, and "new" media. Mass media and society. Structure, constraint, and agency in mass media: audience formation. **Course goals covered**: **an introduction to media as a social institution, media as agent of socialization; introduction to concept of audience; delivery systems (e.g. the technology of mass media). Readings.** Croteau and Hoynes: Chapter 1 p. 1 Media and the Social World.

Week 3 The Media Industry. Media Economics.
Who owns the media? Changing patterns of ownership. Conglomeration of media ownership. Constraint vs. agency. The role of advertising in mediating relations between media producers and consumers. **Course goals covered: an introduction to media ownership. The effect of advertising on media content. The scale of media ownership. An introduction to media's power and influence. Constraint vs. agency in social relations: content-the relationship between media producer, audience, and advertiser. Readings.** Croteau and Hoynes: Chapter 2. The Media Industry and the Social World. P 31

Week 4. Media Analysis Part 1. Media Analysis Techniques, Chapter 2 p. 37 Marxist Analysis.

Test: Topics One Through Four, Videos.
Your test will be posted and available on Blackboard during Week 6. You will have two hours and 20 minutes to complete your test, at a location of your choosing.

Week 5. Politics, Regulation and the Media.
The regulatory environment. Pirate radio. The Telecommunications Act of 1996. Small private radio. The FCC. The First Article of the Constitution and Freedom of the Press. Constraints via regulation on ownership and control of the media. The death of the Fairness Doctrine and the rise of talk radio. The history of regulating for diversity, morality, accuracy, and the 'national interest'. Media as lobbyist –how do media organize to create and channel an advantageous regulatory environment? Political donations by media to political campaigns. **Readings.** Croteau and Hoynes. Chapter 3. Political Influence on the Media. P 77.

Week 6. Media Analysis Techniques Part 2. Berger P.97. Sociological Analysis Techniques.

Week 7
Video: Bill Moyers: The Public Mind.
See attached video assessment guide under Assignments: Videos on Blackboard. Submit via Blackboard by Test 1

Week 8-9
Part 4 Media Organizations and Media Workers.
The limits of economic and political constraints on media work. The organization of media work in news environments-news routines, selecting front page stories. The definition and history of the concept of 'objectivity' in the news. Entertainment professions. Who makes pop stars? The decision making and production process.
Course goals: Constraint and agency in media *production. Social relations* between media producers. Who works in the media? Readings. Croteau and Hoynes- Chapter 4 Media Organizations and Professionals. P 121.

Week 10 Ideology.
Ideology defined. Dominant ideology. Media's role in ideological formation, maintenance, and amplification. News media and elites. Entertainment media and the construction of masculinity. Rap music-dominant resistance, response by dominant actors. Advertising. The rise of gendered radio. Marxist analysis. Cultural analysis. **Readings.** Croteau and Hoynes. Chapter 5. Media and Ideology p 159

Week 11 . Social Inequality and the Media.
Media content vs. real world. Race and media content: diversity, media roles, raced media images. Changing media roles for women, men. Sexuality and the media. Topics covered**:** Power and effect on race, ethnicity, gender, sexuality. Social relations: media production, ideology formation, stereotyping. **Readings.** Croteau and Hoynes, Chapter 6. Social Inequality and Media Representation p. 195

Video: Tough Guise.
See attached video assessment guide under Assignments: Videos on Blackboard. Submit via Blackboard by Test 1

Week 12 Audiences
Audiences
Audiences, politics, constraint and agency. Active audiences vs. passive audiences. The active audience. Agency and polysemy,. Decoding media and social position: gender, class and television; race, news and meaning making. How international audience views America through lens of American television programs. Audience defined. Active vs. passive models compared. Cultural vs. critical theoretical perspectives compared. Multiple readings of media 'texts'.
Readings. Croteau and Hoynes Chapter 7.

Week 13
Topic; Audiences part two. Media analysis methodology and methods.
Readings Croteau and Hoynes Chapter 8.

Week 14. Media Analysis. Media Analysis Techniques Part 3. Semiotic Analysis P 3.
Reality and Popular Culture: Semiotics and the Construction of Meaning.
Video Dreamworlds 3
Video assessment guide available online under Blackboard: Assignment: Video Guides. Submit via Blackboard by Test 2.

Week 14
Part 9. Media technology and social change.
'New' media technologies. The difference between content and delivery revisited. The digital divide. The social construction of media technologies. Emergent new interactive media. . Topics covered: differentiation of media technology, content-the recursive effects of the two on one another.

Readings. Croteau and Hoynes. Chapter 9. Media Technology and Social Change. P 299.

Week 15. Media Analysis. Media Analysis Techniques Part 2 Page 125 Applications

Week 16. Global media and the future**.**
Globalization and the global media industry. Transnational ownership of media conglomerates.
Readings. Croteau and Hoynes. Chapter 10. Media in a Changing Global Culture.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	ANSW
X	New Course (Parts II, IV)	College	Arts and Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	SOC 330S
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Sociology of Migration
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	1/29/10	Graduate Council*	
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved	3/18/10
General Education Committee*		Faculty Senate**	NA
Teacher Education Committee*		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 create a new service-learning-based course in the Sociology of Migration

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

Fall 2010

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

B. The justification for this action:

This course will combine an academic understanding of the issue of migration with a strong service learning component.

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

Personnel Impact: none. Dr Beth Underwood has taught this course as a special topics course in the department and has undergone EKU's service learning training.

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

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.)

SOC 330S Sociology of Migration. (3) 1. A. Prerequisites: SOC 131 strongly recommended. A sociological exploration of global migration including study of migrants, refugees, politics, laws, and the role of the global economy, informed through service-learning.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SOC	330S	Fall 2010	AS X JS BT EM ED PC HS	ANSW

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory Other	Cip Code (first two digits only) 43

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR JR SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis
Internship
Independent Study
Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

NOTE: Do not forward validation tables with curriculum form.

Eastern Kentucky University
Department of Anthropology, Sociology, and Social Work

SOC 330S: Sociology of Migration

3 credit hours Fall 2010 MWF

Dr. Beth Underwood
219 Keith Hall
859-622-1469
Email:
Elizabeth.Underwood@eku.edu
Office Hours:
TR 1:00 – 3:00
And by appointment

Catalog Course Description

SOC 330S Sociology of Migration. (3) Prerequisites: SOC 131 strongly recommended. A sociological exploration of global migration including study of migrants, refugees, politics, laws, and the role of the global economy, informed through service-learning.

Course Description:

Societies are transformed by population migrations. These transformations occur at local, national and global levels. This course will consider the transnational experiences of migrants and refugees, and provide an interdisciplinary perspective for examining the wide range of causes, consequences and contexts of contemporary migration.

We will examine the varied global processes that encourage cross-border mobility, including growing international exchanges of money and information; economic deprivation and socio-political conflict; and the varied networks which lower barriers to migration and communication. We will examine how each act of migration, and aggregate migration streams, contribute to transnationalized relations and identities.

Student Learning Outcomes:

Upon completion of this course, students will be able to:

- Identify migration origins, destinations and motivations.
- Recognize the complex causes and consequences of migration.
- Employ this knowledge in response to readings, interviews and engagement with immigrants.
- Critically analyze the relations between human rights, civil rights and national identity and economic interests.
- Appraise the changing role that migration plays in a growing transnational globalized world.

Required Readings:

There are four required books for this course, as well as a set of required articles that will be posted on Blackboard. The amount of reading for this course is demanding, about 70-100 pages per week, so you will want to schedule sufficient time to complete your readings for each week. I think you fill find these readings engaging, and expect you to follow the reading schedule closely.

Bowe, John. 2007. Nobodies: Modern American Slave Labor and the Dark Side of the New Global Economy. New York: Random House.

Barbara Ehrenreich and Arlie Hochschild. 2002. Global Woman: Nannies, Maids, & Sex Workers in the New Economy. New York: Henry Holt.

Courtney-Smith, Robert. 2006. Mexican New York: Transnational Lives of New Immigrants. Berkeley: University of California Press.

Fadiman, Anne, 1997. The Spirit Catches You and You Fall Down. Farrar, Straus & Giroux.

Further required readings for the course are available on Blackboard.

Structure of Activities:

Class sections will include lectures, films, and discussion. Additionally, as our service learning projects unfold, there will be days devoted to service learning activities. Those days will be determined as the semester progresses.

Service-Learning:

This course is a service-learning course. Service-learning is defined at EKU as "an experiential educational method in which students participate in an organized service activity meeting community needs and reflecting on the service activity in such a way as to develop critical thinking skills and develop an enhanced sense of civic responsibility."

In this course, students will work with Kentucky Refugee Ministries to provide assistance in housing set-up and acclimation for refugee families. Students will organize a drive for needed goods for the family, participate in setting up housing, meet the family at the airport, and visit with the family to help in the acclimation to their new environment. All students will complete a minimum of 15 hours of service over the course of the semester. Additionally, students will research the circumstances surrounding the refugee family for whom they are providing assistance, and present that research to the community. Students will also be required to write a reflection paper on their experiences with the refugee family.

Students are required to participate in assigned service-learning activities and meet all requirements for that participation which could include personal background checks, fingerprinting, additional training by host sites, etc. Students who have concerns over potential requirements should meet with the instructor immediately to discuss alternatives for course selection.

Evaluation Methods:
There are six required elements in this course on the basis of which your grade will be based.

1. Test 1 October 6 (20% of final grade)
2. Reflection and Analysis Papers on two of four of the assigned texts. You may choose which two of the four you complete (that is, you will complete two papers, 2-3 double spaced pages each, 10% each, 20% of final grade).
    - Nobodies, paper due September 15
    - Global Woman, paper due September 29
    - Mexican New York, paper due November 3
    - The Spirit Catches You and You Fall Down, paper due November 24
3. Contemporary migration/refugee research presentation (15% of final grade)
4. Contemporary migration/refugee reflection paper – due on or before December 8 (15% of final grade).
5. Final Exam – December 15 (30% of grade)

You are required to write well. It is not sufficient to include the correct factual material in your writing if it is not conveyed clearly. A report or assignment that has all the factual information correct yet is not written at an "A" level will not receive an A. This is a qualitative judgment on my part. This is an upper-level course, and you are too far along in your college career to not be writing well. If you would like comments from me on any of your assignments before their due dates, please contact me and we will make arrangements.

Student Progress: Your grades for exams and assignments will be posted on blackboard. In addition, Midterm grades will be viewable online on October 16th.

Attendance Policy: You are expected to attend class unless you have a valid university excuse. **Since this is a service-learning class, students cannot be excused from the assigned service times. The people we are serving depend upon your attendance. Students missing service assignments will fail the course unless extreme circumstances can be documented.**

Last Date to Drop the Course: End of Add/Drop period is August 30. Last day to withdraw from the class is October 30.

INTEGRITY: Students are advised that EKU's Academic Integrity policy will strictly be 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.

It is imperative that you do not plagiarize in this course (either intentionally, or unintentionally). Proper reference to sources and proper use of quotation marks is essential. I will provide guides on each assignment.

Other Expectations and Code of Conduct

- Students are expected to attend and participate, to read and reread assigned materials, to have assignments ready in a timely manner, and to engage seriously in the topics and discussions of this class.
- I expect you to arrive in class on time, turn off your cell-phone, stay awake in class, and leave private conversations outside the classroom. Laptops may be used in class for note-taking or other class related (and approved) activities only. If I find your use of the laptop distracting to me or to others in the class it will no longer be allowed.

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

OFFICIAL E-MAIL

An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Tentative Course and Reading Schedule for Sociology 330S -- Migration				
Date	Topic/theme	Readings		Dates & Deadlines
Aug 25	Migration			
Sep 1	Rights & Identities	Castles (BB)	Bowe, "Nobodies: Florida"	
Sep 8	Theories	Massey et al (BB)	Bowe, "Nobodies: Tulsa"	
Sep 15	Immigration Policies	Cornelius (BB)	Portes (BB)	Reflection Paper 1
Sep 22	Feminization of Migration	Global Woman: Ehrenreich & Hochschild (1), Sassen (254), Anderson (104), Zarembka (142)		
Sep 29	Family, love, sex & work	Global Woman: Hochschild (15), Parreñas (39), Bales (207), Brennan (154)		Reflection Paper 2
Oct 6		Test 1		
Oct 13	Fall Break			
Oct 20	Origins & Assimilation	Smith: Chapters 1-4		
Oct 27	Gender & Identity	Rich & Miranda (BB) Smith: Chapters 5-6		
Nov 3	Transnational life	Smith: Chapters 7-10		Reflection Paper 3
Nov 10	Refugees & Human rights	Fadiman: Chapters 1-8		
Nov 17	Forced Migration	Fadiman: Chapters 9-14		
Nov 24	Institutions	Fadiman: Chapters 15-19		Reflection Paper 4
Dec 1	New Destinations	Durand et al (BB)		
Dec 8	Course Wrap up			Reflection Due
Dec 15	Final Exam			

BB – article on Blackboard

Service Learning Course Application

Department submitting application Anthropology, Sociology and Social Work

Date of Submittal 1/26/2010

Name of faculty teaching this course Elizabeth Underwood

Email Elizabeth.Underwood@eku.edu Phone 859 622-1469

Course name and number Sociology of Migration SOC330S

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? 1

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

Kentucky Refugee Ministries and Maxwell Street Legal Aid meeting with directors of both

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

a minimum of 15 hours

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

Students will write a reflective essay on their service experience, integrating that experience with course materials

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:

Department Chair: Kelli Canean Date: 1/25/2010

Service-Learning Committee Approval: Approved ☒ Denied ☐ Date: 02-10-10

Signatures: J. Scott Townsend Lisa P Cox

Lisa Cox &/or Scott Townsend, EKU Service-Learning Committee Co-Chairs

Last updated: August 2008

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Art and Design
X	New Course (Parts II, IV)	College	Arts and Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	DES 463
	Course Dropped (Part II)	*Course Title (30 characters)	Problems in Design: _____ .
	New Program (Part III)	*Program Title	
	Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*~~Provide only~~ the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	3/1/2010	Approved x Disapproved ___	3/18/10
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 new course, DES 463 to curriculum

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

Fall 2010

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

NA

B. The justification for this action:

This course is an individualized instruction course in Design. The department of Art & Design offers an independent study in Art & Art History, therefore when students' work on design based projects they are assigned to independent study in ART The creation of DES 463 will aid students in allowing them to appropriately apply the earned credits to the program of study.

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

Personnel Impact:

NA

Operating Expenses Impact:

NA

Equipment/Physical Facility Needs:

NA

Library Resources:

NA

Part 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.)

DES 463 Problems in Design: ————. (3) I, II. Prerequisites: DES 354 and 451 or Department Approval. Individualized instruction in design builds on creative skills and techniques learned in prior design courses. This course stresses the development of a specialized study of techniques and concepts for a design portfolio. May be retaken with different topics to earn a maximum of nine hours.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
DES	463	FALL 2010	AS X JS BT EM ED PC HS	ARTD

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 9
3	Lecture Laboratory Other 5	Cip Code (first two digits only) 50

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

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	DES 354 and 451 or Departmental Approval
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

COURSE SYLLABUS – DES 463

DES 463, Problems in Design: _____. Three credit hours.

Prerequisites: DES 354 and 451 or Departmental approval.

Course Description:

Independent study in design builds on creative skills and techniques learned in prior design courses. This course stresses the development of a specialized study of techniques and concepts for a design portfolio.

Recommended Text:

To be assigned in accordance with the particular goals of the student. By the time the student has arrived at this advanced level it is expected that he or she will have acquired an appropriate personal library of Design resource materials.

Course Objectives:

- To isolate and refine the student's design objectives.
- Continue to develop technical skills; to increase knowledge of design history; to research and execute technical & conceptual competence into a cohesive body of work that will define a portfolio unique to the student.

Student Learning Outcomes

- Students will demonstrate how to isolate and refine design objectives.
- Students will continue to develop technical skills; to increase knowledge of design history; to research and execute technical & conceptual competence into a cohesive body of work that will define a portfolio unique to the student.

Course Outline:

The course outline and sequence of projects is determined each semester on the basis of student's design objectives. The instructor will set the outline and sequence after consultation with the student (s) and meet for discussion and review at least 4 times of ongoing work that will culminate into a portfolio of finished design projects. The course may have a research paper as a required component.

Course Calendar:

Will meet at least 4 times throughout the semester (see Independent Study form).

Course Requirements: Completion of **ALL** assignments for a passing grade. The student must provide him/herself with materials and equipment as directed by the instructor. Lab time outside of scheduled class meetings is required.

Evaluation:

Design projects will be evaluated by critique session. Students must participate in critiques and discuss general design and project principles, techniques and concepts. The project will be evaluated by both general design and specific project principles, techniques and concepts. Participation in research and the execution of the project will determine course grade. Final projects represent the culmination of project objectives. This project will be 50% of course grade with the remaining grade percentage determined from each schedule meeting to review progress of project.

Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

A	excellent work that serves as a benchmark for what can be achieved
B	Good work that exceeds the requirements of the assignment
C	Work that is acceptable and fulfills the assignment
D	Work that is of poor quality and/ or does not address the assignment but still deserves a credit.
F	A failing grade: also given for work not handed in by the deadline.

Attendance Policy:

The Art Department's attendance policy is in effect. Its major provision; 15% absences automatically results in an "F". You *are required* to attend all classes and to be on time. Late arrivals/early departures will count towards absences. Two lates equal one absence. Three absences may result in the dropping of half a letter grade; four absences may result in the dropping of one full letter grade; six or more absences (greater than 15% of the semester) are grounds for failure. *Please contact the instructor in case of extenuating circumstances for absences.*

Academic Integrity Policy:

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

Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by

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

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Chemistry
	New Course (Parts II, IV)	College	Arts and Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	FOR 465
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Expert Witness Testimony
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/10/10	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved ___	3/18/10
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 update the course description to reflect the current course content as well as add the statement needed with respect to the 'W' version of the course.

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

Fall 2010

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

B. The justification for this action:

An updated course description for students is needed for the catalog as well as distinguish between the non-W and W version of the course for credit.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

FOR 465 Expert Witness Testimony. (2) A. Prerequisite: FOR 411 with a "C" or better or departmental approval. Topics include the underlying theory and purpose for ~~ethical issues relating to~~ expert witness testimony, qualifications of scientific experts, ethical issues ~~elements of courtroom testimony~~ relating to expert witness testimony, and elements of expert witness discovery and courtroom testimony. Videotaping of testifying in mock testifying ~~courtroom~~ situations is also included. Credit will not be awarded for both FOR 465 and 465W. 4 Lab.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FOR	465	Fall 2010	AS X JS BT EM ED PC HS	CHEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only) 40

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*

Class Restriction, if any: (undergraduate only)

FR ____ JR ____
SO ____ SR ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____
Internship ____
Independent Study ____
Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

Course Prefix and No.	Credit not allowed with FOR 465W
Course Prefix and No.	
Course Prefix and No.	

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)

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Chemistry
x	New Course (Parts II, IV)	College	Arts & Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	CHE 385
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Chemical Literature
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/10/10	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ( ) **No** (x)	Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved	3/18/10
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 create a new course: CHE 385 Chemical Literature that will replace an existing course CHE 480

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

Fall 2010

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

B. The justification for this action:

A new series of seminar courses is being developed for chemistry majors. The current course that covers the aspects of chemical literature and data dissemination (CHE 480) does not cover technical writing, chemical safety, or ethics. The newly formed course will allow these items to be covered as well as allow students to attend seminars from guest scholars to learn about current chemical topics and methods for data disseminations. The course will be geared for second year students so they can be better prepared for additional undergraduate teaching laboratories and research.

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

Personnel Impact: The instructors for the current seminar course, CHE 480 that will be dropped, will teach this proposed course and will run concurrently with other proposed courses: CHE 484 and CHE 485.

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: Resources currently used for chemistry students in the current seminar course, CHE 480 that will be dropped, will be sufficient for this newly formed course.

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.)

CHE 385 Chemical Literature (2) I. Prerequisites: CHE 112(C). Course introduces professional tools and techniques necessary for scientists including chemical literature searching, methods for disseminating chemical data, chemical safety, and professional conduct. Credit will not be awarded for both CHE 385 and 480.

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)*
CHE	385	Fall 2010	AS x JS BT EM ED PC HS	CHEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
2	Lecture 2 Laboratory Other	Cip Code (first two digits only) 40

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	2	N	FR JR SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis
Internship
Independent Study
Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	CHE 112 (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.	Credit not allowed with CHE 480
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form. (*Use Validation Tables.)

DEPARTMENT OF CHEMISTRY
EASTERN KENTUCKY UNIVERSITY

CHE 385
Chemical Literature
2 Credit Hours

Dr. Darrin L. Smith
Office: Memorial Science 161B
Office Hrs: TBA
Phone: 859-622-8380
E-mail: darrin.smith@eku.edu

COURSE DESCRIPTION:

CHE 385 Chemical Literature (2) I. Prerequisites: CHE 112(C). Course introduces professional tools and techniques necessary for scientists including chemical literature searching, methods for disseminating chemical data, chemical safety, and professional conduct.

TEXT: No specific text. Any readings for the course will be supplied through Blackboard.

STUDENT LEARNING OUTCOMES:

Upon completion of the course work all students will be able to:

1. Demonstrate their ability to effectively utilize the Eastern Kentucky University library resources.
2. Compare, contrast, and evaluate the structure and content of published chemical information including online databases and the Internet.
3. Demonstrate familiarity with major chemical information reference tools (examples include 'Web of Science' (Science Citation Index) and 'STN on the Web' (Chemical Abstracts)).
4. Compare, contrast, and apply different methods for data dissemination including written manuscripts and posters along with oral presentations.
5. Provide clear concise written critiques of research presentations with respect to presentation style, multimedia, and content.
6. Demonstrate awareness for all forms of chemical safety as it applies in laboratories.
7. Demonstrate the ability to understand ethical issues that occur with chemical research.

COURSE OUTLINE: See supplied topical outline

COURSE REQUIREMENTS:

1. Library Assignments: During the semester, three assignments will be administered throughout the semester after sessions in the library and will be based on presented methods for literature searching.
2. Technical Writing Assignments: Four different assignments pertaining to technical writing and presentation preparations will be administered throughout the semester.
3. Seminar Journal: Multiple guest speakers will be presenting research to the department on Friday afternoons during the semester. Each student will be required to keep a journal of these seminars recording information about content and presentation methods.

ATTENDANCE POLICY: It is important that students attend all seminars and instructional presentations during the appointed course time. No allowances will be made for any absences and penalty points will be deducted from the overall course score as follows: 5 course points for each unexcused absence above 1. Excused absences must be approved prior to the missed class or by an appropriate note.

STUDENT PROGRESS: The electronic course management system Blackboard will be utilized for this course (website: http://learn.eku.edu). Assignments, handouts, and additional course materials will be available with Blackboard. Students can monitor their progress for the course as written assignments are returned and scores are posted through Blackboard.

EVALUATION METHOD: The evaluation for this course will be based on the student's performance on the written assignments and attendance/participation according to the following:

Library Assignments	30%
Writing Assignments	25%
Seminar Journal	25%
Attendance	20%
	100%

The following evaluation scale will be used for the course:

Letter Grade	Grade Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	< 60%

DISABILITY STATEMENT:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

ON-CAMPUS MEETINGS:

Students will meet on campus for lecture on the first floor of the Moore building.

ACADEMIC INTEGRITY:

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

Students have an affirmative obligation to review and comply with all standards articulated on the EKU Academic Integrity website, at www.academicintegrity.eku.edu. If a student is found to have committed any of the above offenses, s/he will receive a failing grade on the assignment or in the course, depending upon the seriousness of the offense, in accordance with University policy. The offense will be referred to the Academic Integrity Office for investigation and imposition of sanctions. Ignorance is no defense.

IMPORTANT DATES: (from the Colonel Compass)

August 30th	Last day to add or drop without a "W"; and last day to change from "Audit" or "Pass/Fail" to Letter Grade
September 11th	Last day to convert Letter Grade to "Audit" or "Pass/Fail"
October 30th	Last day to withdraw from a class

Tentative Lecture Schedule
CHE 385 – Chemical Literature
Fall 2010

Week	Wednesday	Friday*
1	Introduction	No Speaker
2	Chemical Safety	Seminar – TBA
3	Techniques for Information Searches	Seminar – TBA
4	Chemical Reference Books	Seminar – TBA
5	Library – Electronic Journals	Seminar – TBA
6	Library – Research Databases I	Seminar – TBA
7	Library – Research Databases II	Seminar – TBA
8	Technical Writing - Manuscripts	Seminar – TBA
9	Technical Writing - Citations	Seminar – TBA
10	Chemical Data Presentations I	Seminar – TBA
11	Chemical Data Presentations II	Seminar – TBA
12	Ethics in Chemistry I	Seminar – TBA
13	Thanksgiving Break – No Seminar	
14	Ethics in Chemistry II	Seminar – TBA
15	Course Review	Seminar – TBA
16	No Seminar	

*Seminar Journals will be required on Fridays

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Chemistry
x	New Course (Parts II, IV)	College	Arts & Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	CHE 484
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Chemistry Colloquium
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/10/10	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ( ) **No** (x)	Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved	3/18/10
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 create a new course: CHE 484 Chemistry Colloquium

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

Fall 2010

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

B. The justification for this action:

A new series of seminar courses is being developed for chemistry majors. Creating a colloquium course will allow students to come and learn about current topics in different fields of chemical research from visiting scholars. The course will also demonstrate to students what opportunities are available when considering employment / graduate studies.

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

Personnel Impact: A single instructor can manage this course that will run concurrently with newly formed CHE 385 and CHE 485 (avoiding multiple instructors and low enrollment courses)

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

CHE 484 Chemistry Colloquium (1) I, II. Prerequisites: CHE 325 and 362. Lectures and presentations of chemical information by local or visiting scholars currently involved in chemical research. One weekly meeting. Cannot be taken concurrent with CHE 485. May be retaken for a maximum of two hours.

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)*
CHE	484	Fall 2010	AS x JS BT EM ED PC HS	CHEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 2
1	Lecture 1 Laboratory Other	Cip Code (first two digits only) 40

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
Susan, Tina is creating a new schedule type for Colloquium.	1	N	FR JR X SO SR X

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
Thesis	Date of data entry
Internship	
Independent Study	Data entry person
Practicum	

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	CHE 325 and 362
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form. (*Use Validation Tables.)

DEPARTMENT OF CHEMISTRY
EASTERN KENTUCKY UNIVERSITY

CHE 484
Chemistry Colloquium
1 Credit Hour

Dr. Darrin L. Smith
Office: Memorial Science 161B
Office Hrs: TBA
Phone: 859-622-8380
E-mail: darrin.smith@eku.edu

COURSE DESCRIPTION:

CHE 484 Chemistry Colloquium (1) I, II. Prerequisites: CHE 325 and 362. Lectures and presentations of chemical information by local or visiting scholars currently involved in chemical research. One weekly meeting. Cannot be taken concurrent with CHE 485. May be retaken for a maximum of two hours.

TEXT: No specific text. Any readings for the course will be supplied through Blackboard.

STUDENT LEARNING OUTCOMES:

Upon completion of the course work all students will be able to:

1. Compare and contrast chemical content available in lectures and presentations from visiting research scholars with chemical theories and methodologies presented in academic courses.
2. Structure pertinent questions regarding the data presented from a scientific presentation.
3. Assess different social issues as it applies to chemical research.
4. Evaluate the different methods for data dissemination used in oral presentations.
5. Summarize research presentations using written critiques pertaining to content, presentation style, and multimedia use.

COURSE REQUIREMENTS:

1. Seminar Journal: During the course of the semester, multiple guest speakers will be presenting research to the department. Each student will be required to keep a journal of these seminars recording information about content and presentation methods.
2. Attendance: It is important that students attend all seminars and instructional presentations during the appointed course time. No allowances will be made for any absences and penalty points will be deducted from the overall course score as follows: 5 course points for each unexcused absence above 1. Excused absences must be approved prior to the missed class or by an appropriate note.
3. Participation: Students are expected to engage with discussions that occur following presentations. Students will need to formulate questions for presentations and required to ask at least 5 questions during the semester.

STUDENT PROGRESS: The electronic course management system Blackboard will be utilized for this course (website: http://learn.eku.edu). Quizzes or homework may be administered through Blackboard. Handouts or additional course materials for class will be available with Blackboard. Laboratory experiments will be available at least one week before

the experiment is performed in lab. Students will be able to monitor their progress in the course as written assignments are returned to them and all grades will be posted through Blackboard.

EVALUATION METHODS: The grading for this course will be based on the student's performance on the written assignments according to the following:

Seminar Journal	75%
Attendance / Participation	25%
	100%

This evaluation scale will be used:

Letter Grade	Grade Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	< 60%

DISABILITY STATEMENT:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

ON-CAMPUS MEETINGS:

Students will meet on campus for lecture on the first floor of the Moore building.

ACADEMIC INTEGRITY:

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

Students have an affirmative obligation to review and comply with all standards articulated on the EKU Academic Integrity website, at www.academicintegrity.eku.edu. If a student is found to have committed any of the above offenses, s/he will receive a failing grade on the assignment or in the course, depending upon the seriousness of the offense, in accordance with University policy. The offense will be referred to the Academic Integrity Office for investigation and imposition of sanctions. Ignorance is no defense.

IMPORTANT DATES: (from the Colonel Compass)

August 30th	Last day to add or drop without a "W"; and last day to change from "Audit" or "Pass/Fail" to Letter Grade
September 11th	Last day to convert Letter Grade to "Audit" or "Pass/Fail"
October 30th	Last day to withdraw from a class

Chemistry Seminar Schedule
CHE 484 – Chemistry Colloquium
Fridays, Fall 2010

Week	Speaker	Institution / Affiliation	Topic / Title
1	Course Instructor	Eastern Kentucky University Richmond, KY	Introduction
2	TBA	TBA	TBA
3	TBA	TBA	TBA
4	TBA	TBA	TBA
5	TBA	TBA	TBA
6	TBA	TBA	TBA
7	TBA	TBA	TBA
8	TBA	TBA	TBA
9	TBA	TBA	TBA
10	TBA	TBA	TBA
11	TBA	TBA	TBA
12	TBA	TBA	TBA
13	No Seminar	Either Thanksgiving Break	or Spring Break
14	TBA	TBA	TBA
15	TBA	TBA	TBA
16	TBA	TBA	TBA

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Chemistry
x	New Course (Parts II, IV)	College	Arts & Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	CHE 485
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Chemistry Seminar
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/10/10	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved	3/18/10
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 create a new course CHE 485 Chemistry Seminar

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

Fall 2010

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

B. The justification for this action:

A new series of seminar courses is being developed for chemistry majors. This new course would replace a current course (CHE 481) where the description states that students could give a chemistry seminar based on chemical literature. While students may still choose to do this, the course should also allow students that have performed research either on campus or at other institutions. The course will be geared as part of a culmination experience for students.

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

Personnel Impact: A single instructor can manage this course that will run concurrently with newly formed CHE 385 and CHE 484 (avoiding multiple instructors and low enrollment courses)

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: Would replace CHE 481 so no additional resources would be necessary

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.)

CHE 485 Chemistry Seminar. (1) I, II. Prerequisite: CHE 362 (C) and 385 (C). Presentation of specific chemical research from recent literature and/or performed experimentation to members of the chemistry faculty and departmental majors. One weekly meeting. Cannot be taken concurrent with CHE 484. Credit will not be awarded for both CHE 481 and 485.

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)*
CHE	485	Fall 2010	AS x JS BT EM ED PC HS	CHEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
1	Lecture 1 Laboratory Other	Cip Code (first two digits only) 40

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	1	N	FR JR x SO SR x

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis
Internship
Independent Study
Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	CHE 362 (C) and 385 (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.	Credit now allowed with CHE 481
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form. (*Use Validation Tables.)

DEPARTMENT OF CHEMISTRY
EASTERN KENTUCKY UNIVERSITY

CHE 485
Chemistry Seminar
1 Credit Hour

Dr. Darrin L. Smith
Office: Memorial Science 161B
Office Hrs: TBA
Phone: 859-622-8380
E-mail: darrin.smith@eku.edu

COURSE DESCRIPTION:

CHE 485 Chemistry Seminar. (1) I, II. Prerequisite: CHE 362 and 385. Presentation of specific chemical research from recent literature and/or performed experimentation to members of the chemistry faculty and departmental majors. One weekly meeting. Cannot be taken concurrent with CHE 484. Credit will not be awarded for both CHE 481 and 485.

TEXT: No specific text. Any readings for the course will be supplied through Blackboard.

STUDENT LEARNING OUTCOMES:

Upon completion of the course work all students will be able to:

1. Compare, contrast, and apply methods of data dissemination to prepare an effective oral presentation.
2. Create an individual presentation on chemical research while utilizing the Eastern Kentucky University library resources.
3. Explain a specific area of chemical research with a previously prepared presentation to peers and faculty advisors in the department.
4. Demonstrate the ability to introduce visiting speakers and/or invited guests

COURSE OUTLINE: See supplied topical outline at the end of syllabus

COURSE REQUIREMENTS:

1. Seminar Presentation: Seminars must be 35 to 45 minutes in length. Do not exceed these guidelines either on the long or short side!! Seminars of only 15 to 25 minutes in length are unacceptable, as are those of 50 to 60 minutes. Five (5) percentage points will be deducted from the course grade for each 5-minute block outside of this range. Written student and faculty evaluations of a seminar preparation and delivery of the seminar will be given and collected following the seminar. Submitted evaluations will assist in assessing the scored for the presentation.
2. Host Performance: Duties of host include preparation of physical facilities (equipment for visual aids, extension cords, spare lights, chalk, etc.) and managing the seminar (welcome, introduction of speaker, conducting question session, thanking speaker and audience, etc.). Refreshments are not a host duty.
3. Listening Duties: To measure being an effective listener, each student will be required to keep a seminar journal of other presented seminars by recording information about content and delivery.

STUDENT PROGRESS: The electronic course management system Blackboard will be utilized for this course (website: http://learn.eku.edu). Quizzes or homework may be administered through Blackboard. Handouts or additional course materials for class will be available with Blackboard. Laboratory experiments will be available at least one week before the experiment is performed in lab. Students will be able to monitor their progress in the course as written assignments are returned to them and all grades will be posted through Blackboard.

ATTENDANCE POLICY: It is important that students attend all seminars and instructional presentations during the appointed course time. No allowances will be made for any absences and penalty points will be deducted from the overall course score as follows: 5 course points for each unexcused absence above 1. Excused absences must be approved prior to the missed class or by an appropriate note.

EVALUATION METHODS: The grading for this course will be based on the student's performance on the written assignments according to the following:

Speaker Performance	50%
Host Performance	10%
Seminar Journal	15%
Attendance	25%
	100%

The following grading scale will be used for this course:

Letter Grade	Grade Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	< 60%

DISABILITY STATEMENT:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

ON-CAMPUS MEETINGS:

Students will meet on campus for lecture on the first floor of the Moore building.

OFFICIAL E-MAIL:

An official EKU e-mail is established for each registered student, each faculty, and each staff member. All university communications sent via e-mail will be sent to EKU e-mail addresses.

ACADEMIC INTEGRITY:

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

Students have an affirmative obligation to review and comply with all standards articulated on the EKU Academic Integrity website, at www.academicintegrity.eku.edu. If a student is found to have committed any of the above offenses, s/he will receive a failing grade on the assignment or in the course, depending upon the seriousness of the offense, in accordance with University policy. The offense will be referred to the Academic Integrity Office for investigation and imposition of sanctions. Ignorance is no defense.

IMPORTANT DATES: (from the Colonel Compass)

August 30th	Last day to add or drop without a "W"; and last day to change from "Audit" or "Pass/Fail" to Letter Grade
September 11th	Last day to convert Letter Grade to "Audit" or "Pass/Fail"
October 30th	Last day to withdraw from a class

Tentative Lecture Schedule
CHE 485 – Chemistry Seminar
Fridays, Fall 2010

Week	Speaker	Institution / Affiliation	Topic / Title
1	Course Instructor	Eastern Kentucky University Richmond, KY	Introduction
2	TBA	TBA	TBA
3	TBA	TBA	TBA
4	TBA	TBA	TBA
5	TBA	TBA	TBA
6	TBA	TBA	TBA
7	TBA	TBA	TBA
8	TBA	TBA	TBA
9	TBA	TBA	TBA
10	TBA	TBA	TBA
11	TBA	TBA	TBA
12	TBA	TBA	TBA
13	No Seminar	Either Thanksgiving Break	or Spring Break
14	TBA	TBA	TBA
15	TBA	TBA	TBA
16	TBA	TBA	TBA

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Chemistry
	New Course (Parts II, IV)	College	Arts and Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	FOR 465W
X	Hybrid Course ("S," "W")	*Course Title (30 characters)	Expert Witness Testimony
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/10/10	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee		Approved X Disapproved ___	3/18/10
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 create a FOR 465 course that incorporates substantive writing assignments and is designated as an approved writing intensive course

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

Fall 2010

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

B. The justification for this action:

Allow forensic science students to enroll in a writing intensive course. The expert witness testimony course is an appropriate course to be converted to a "W" course and meets the requirements set forth by the Thinking and Communicating Across the Curriculum Advisory (TCAC) Board.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

FOR 465W Expert Witness Testimony. (2) A. Prerequisites: ENG 102 or ENG 105 or HON 102 and FOR 411(C) or departmental approval. Topics include the underlying theory and purpose for expert witness testimony, qualifications of scientific experts, ethical issues relating to expert witness testimony, and elements of expert witness discovery and courtroom testimony. Videotaping of testifying in mock testifying situations is also included. Credit will not be awarded for both FOR 465W and 465. 4 Lab.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FOR	465W	Fall 2010	AS X JS BT EM ED PC HS	CHEM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
2	Lecture Laboratory 4 Other	Cip Code (first two digits only) 40

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
~~0~~ 1	4	N	FR JR SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis
Internship
Independent Study
Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	ENG 102 or ENG 105 or HON 102 and FOR 411 (C) 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.	Credit now allowed with FOR 465
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

FOR 465W (CRN#####) –Expert Witness Testimony
(Chemistry Department – Forensic Science Program)

INSTRUCTORS:
Dr. Diane Vance Office: Memorial Science 280
Phone: (859) 622-2908 Email: diane.vance@eku.edu

Prof. Lynnette Noblitt Office: McCreary 124
Phone: (859) 622-1025 Email: lynnette.noblitt@eku.edu

I. Course Information

Course Name:	FOR 465, Expert Witness Testimony; 2 hour lecture
Pre-/ co-requisites:	Completion of FOR 411 with a minimum grade of C
Time:	Tuesday – Thursday 12:30 – 2:30 p.m. Moore 103 *(See schedule for details.)*
Text:	None Blackboard external links and library references will be provided

II. Course Description

Topics include the underlying theory and purpose for expert witness testimony, qualification of scientific experts, ethical issues relating to expert witness testimony and other activities, and elements of expert witness discovery and courtroom testimony. Videotaping of testifying in mock testifying situations is also included.

III. Student Learning Outcomes

a.) Students will understand concepts related to the role of expert witnesses in the civil and criminal court system.
b.) Students will apply applicable case law related to expert witnesses to hypothetical legal and scientific situations to predict how courts would be have in the situation, including possible consequences of expert witness choices.
c.) Students will critically analyze the current protections of the civil and criminal court systems that relate to expert witnesses from multiple points of view, including the role of pleadings, discovery, expert reports, direct examination, and cross examination. Students will identify the purposes of such protections and interpret the resulting judicial solutions.
d.) Students will evaluate scientific data, perform appropriate calculations, and reaching conclusions that are appropriate both scientifically and technologically.
e.) Students will create documents and oral performances that convey scientific messages that lead to appropriate legal testimony and conclusions.
f.) Students will communicate in both written and oral form in an appropriate manner for an expert witness testifying in a courtroom.

IV. Course Requirements and Grades

The student's grade for the course will be determined from performance on written exams, testimony, and written commentary on testimony. Both course instructors will review and evaluate student performance on oral testimony using a specific rubric which will be given to students before the testimony sessions. Rubric ratings, along with written comments, will be given to students after each testimony session. Questions posed to the students are individualized, based on the student performance and statements from the previous testimony session(s). Students also are given a movie file of their testimony, and each student reviews his or her performance and rates him or herself.

Other students in the testimony sessions also rate student performance. Peer ratings are returned to the student but do not enter into the grade assignment.

Written assignments are reviewed by both instructors for correct writing style, ability to convey information in an organized and understandable way, and technical correctness.

The final grade will be determined on the following basis:

90 to 100 = A
80 to 89 = B
70 to 79 = C
69 to 60 = D
less than 60 = F

Components of the Grade:

Mid-term essay exam *	10%
Final essay exam	10%
Expert Witness Report	10%
Amended Expert Witness Report	10%
Class Participation	10%
Videotaped Student Sessions:	
Deposition	10%
Direct	20%
Cross	20%

*Results of this examination will be available to students prior to the mid-point of the semester.

V. Use of *Blackboard* course management program

Students will be expected to regularly access the Blackboard site for this course. The site will have course announcements, course documents, links to recommended reading, and homework problems. The discussion board area will also be available for students to communicate with each other on questions and topics of general interest to the course

V. Attendance

Students are expected to attend all lectures and the taping sessions for which they are scheduled. If a student misses a lecture, the student is still responsible for any information from that lecture. S/he should get notes from a classmate. If a student misses a testimony or exam session and there is a documented excuse, the student can make the session up at a time mutually agreeable to him/her and the instructor. If there is no documented excuse, students will receive no credit for assignment.

VI. Testimony Sessions and Grading

The student testimony sessions will be videotaped. There will be 3 testimony sessions:

Depositions [Dates]
Direct [Dates]
Cross [Dates]

There will be 8 students in each of these sessions. You only need to attend the session you are scheduled for. This schedule will be given out early in the semester.

Instructors will grade student testimony sessions using a communications rubric. Students will also evaluate peers that testify in their testimony group using an abbreviated communications rubric. Ten percent of the student's grade for a testimony assignment will be based upon successful peer-

evaluation. Students will also review videotapes of each testimony assignment and perform formal self-assessment of each performance. The self-assessment will apply the rubric to the performance and summarize reflections for improvement in a one-page written document. Ten percent of the student's grade for a testimony assignment will be based upon successful self-evaluation.

For the Expert Witness report, you will need to send an electronic copy to me at (professor email) by (time/date). The document must be in Microsoft WORD. You must include your ID number on the document. A copy of this document will be sent to a committee to evaluate the overall success of writing-intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Very rarely, a paper may be printed to use for training purposes. When this occurs, the ID number is removed before printing.

VI. Scenario

Students will be given a case scenario and data about evidence collected as part of the case. This will be given to students well in advance of testifying. Students will need to choose an area of expertise. The possible areas of expertise will be given to students during the second week of class.

VII. Academic honesty and student behavior

Students are advised that EKU'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.

VIII. Important Course Dates:

[Date] last day to drop a course without a "W" appearing on your transcript
[Date] mid-term grades available
[Date] last day to withdraw from a course with a "W"

IX. Disability Statement:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

Schedule

Week	Topic of Lecture and Class Discussion
1	Course and Student Introductions (Brief Oral Presentation)
1	Overview of the Litigation Processes and The Role of the Expert Witness
2	Overview of the Litigation Processes and The Role of the Expert Witness
2	Dangers of and Protections from Expert Witnesses and Oral Presentation on Policies
3	Overview of Cases Affecting Expert Witnessing
3	The Impact of *Daubert* & Progeny and Oral Presentation on *Daubert* Hypotheticals
4	The Pre-Trial Process and Oral Presentation on Federal Rules
4	Expert Witness Reports (Assignment handed out)
5	Depositions Lecture and Video
5	Expert Report Working Session
6	Deposition Working Session **(Expert Report Due)**
6	**Student Testimony Sessions: Depositions (8 students)**
7	**Student Testimony Sessions: Depositions (8 students)**
7	**Student Testimony Sessions: Depositions (8 students)**
8	Deposition Review
8	**Midterm Exam**
9	Direct Examination Lecture
9	Mock Trial Videos
10	Direct Examination Working Session **(Amended Expert Witness Report Due)**
10	**Student Testimony Sessions: Direct Testimony (8 students)**
11	**Student Testimony Sessions: Direct Testimony (8 students)**
11	**Student Testimony Sessions: Direct Testimony (8 students)**
12	Direct Review
12	Cross Examination Lecture and Video
13	Cross Examination Working Session
13	**Student Testimony Sessions: Cross Examination (8 students)**
14	**Student Testimony Sessions: Cross Examination (8 students)**
14	**Student Testimony Sessions: Cross Examination (8 students)**
15	Cross Examination Review
15	Course Evaluation and Review
16	**Final Exam**

Professor Lynnette Noblitt
Department of Government
EKU CAMPUS

14 May 2009

Dear Lynnette:

I'm writing to let you know that the TCAC Advisory Board has approved your proposal for FOR 465W. We're very happy to be adding this course. As you know, you'll need to move your proposal through the rest of the approval process, department to college: it will then be taken to the CAA for final approval.

When you teach this course, please remember to include on your syllabus this statement (filling in your own information, of course):

> "For assignment X, you must send an electronic copy to me at mary.doe@eku.edu by (time/date). (1) The document must be in Microsoft WORD; (2) You must include your ID number on the document. A copy of this document will be sent to a committee to evaluate the overall success of writing-intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Very rarely, a paper may be printed to use for training purposes. When this occurs, the ID number is removed before printing."

The assignment you ask to have submitted electronically should be the course's major writing assignment; you'll send it on to me (preferably, the whole class's papers on a CD), and it will be evaluated for assessment purposes. An assessment session will be held this year on July 13; if you are interested in being part of this process, just let me know and I'll send you details.

I also want to mention that you are eligible for a course reduction (or the equivalent payment) the first time you teach the W class. When the course is in the schedule book for a given semester, let me know and I will start the paperwork for your payment. You are also eligible to apply for funds to be used in faculty development activities that will help you teaching writing-intensive courses better. If you want to use these funds, let me know and I will walk you through the process. These funds need to be used within a year from the date on this letter.

Thanks again for your hard work in making FOR 465W a reality. If there's anything I can do to help, please let me know.

Best regards,

Deborah Core
Director, TCAC
Professor of English

cc. Dr. O. Bennett
Dr. Sara Ziegler

Professor Lynnette Noblitt
Department of Government
EKU CAMPUS

14 May 2009

Dear Lynnette:

I'm writing to let you know that the TCAC Advisory Board has approved your proposal for FOR 465W. We're very happy to be adding this course. As you know, you'll need to move your proposal through the rest of the approval process, department to college: it will then be taken to the CAA for final approval.

When you teach this course, please remember to include on your syllabus this statement (filling in your own information, of course):

> "For assignment X, you must send an electronic copy to me at mary.doe@eku.edu by (time/date). (1) The document must be in Microsoft WORD; (2) You must include your ID number on the document. A copy of this document will be sent to a committee to evaluate the overall success of writing-intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Very rarely, a paper may be printed to use for training purposes. When this occurs, the ID number is removed before printing."

The assignment you ask to have submitted electronically should be the course's major writing assignment; you'll send it on to me (preferably, the whole class's papers on a CD), and it will be evaluated for assessment purposes. An assessment session will be held this year on July 13; if you are interested in being part of this process, just let me know and I'll send you details.

I also want to mention that you are eligible for a course reduction (or the equivalent payment) the first time you teach the W class. When the course is in the schedule book for a given semester, let me know and I will start the paperwork for your payment. You are also eligible to apply for funds to be used in faculty development activities that will help you teaching writing-intensive courses better. If you want to use these funds, let me know and I will walk you through the process. These funds need to be used within a year from the date on this letter.

Thanks again for your hard work in making FOR 465W a reality. If there's anything I can do to help, please let me know.

Best regards,

Deborah Core
Director, TCAC
Professor of English

cc. Dr. O. Bennett
Dr. Sara Ziegler

Curriculum Change Form
Course Drop

Department Name	Chemistry
College	Arts and Sciences

Proposal Approved by:

	Date		Date
Departmental Committee:	02/10/10	Graduate Council*	NA
College Curriculum Committee:		Council on Academic Affairs	
General Education Committee*:	NA	Approved x Disapproved ___	3/18/10
Teacher Education Committee*	NA		

*If Applicable (Type NA if not applicable.)

Completion of A and B is required:

A. Effective date: (Example: Fall 2009)

Fall 2010

B. The justification for this action: (course no longer taught/comment if other)

To drop current chemistry courses that are being replaced with new proposed chemistry courses.

List all courses to be dropped

Prefix	Number	Title	Comments:
CHE	480	Seminar I	Replace with CHE 385
CHE	481	Seminar II	Replace with CHE 485

For Registrar Office Use Only: Date: Initial:

Copy Sent to: Graduate Council

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

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

Proposal Approved by:	Date		Date
Departmental Committee	02/10/10	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee		Approved X Disapproved ___	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*		Board of Regents**	6/7/10
		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 update the Chemistry B.A. program to reflect recent course changes and update the General Education requirements.

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

Fall 2010

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

B. The justification for this action:

The Chemistry B.A. program is being updated to be current with curriculum changes in the department that have occurred as well as the General Education 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 II. Recording Data for New, Revised, or Dropped Course

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

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

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

Chemistry (B.A.)
CIP Code: 40.0501
Major Requirements……..……33-34 ~~30-31~~ hours
CHE 111, 111L, 112, 112L or 112HL, 325, 361, 362, 361L, 362L, 385, 470, 484 plus six hours of upper division chemistry electives (which may include FOR 411).
Supporting Course Requirements……14-55 hours
Chemistry Option……..……14 hours
MAT 124*; PHY 131 or 201; PHY 132 or 202.
Chemistry Teaching Option:……..…….54-55 hours**
MAT 124*; PHY 131 or 201; PHY 132 or 202; BIO 100 or 121; CSC 104 or CIS 212; EDF 103, 203, 319, 413; SED 401; ESE 490, 499, 561; GLY 302.
General Education Requirements……..……30-36 hours
Standard General Education program, excluding blocks II, IVA, IVB, VII (QS) and VIII (6 hours) (Teaching Option) or blocks II, IVB, and VIII (6 hours) (Chemistry Option). ~~II, IVB, and VIII (6 hours).~~
Refer to Section Four of this *Catalog* for details on the General Education and University requirements.
University Requirement……..……1 hour
A SO 100.
Free Electives……..…….8-44 ~~5-47~~ hours
Total Curriculum Requirements……..……...128 hours

* A preparatory course in mathematics (MAT 109) may be required before admission to MAT 124.
**Following this curriculum and passing the appropriate standardized teacher exams will lead to certification to teach chemistry at the secondary education level.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

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

Proposal Approved by:	Date		Date
Departmental Committee	02/10/10	Graduate Council*	
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee		Approved [X] Disapproved [ ]	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To update the Chemistry B.S. program to reflect recent department course changes.

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

Fall 2010

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

B. The justification for this action:

The Chemistry B.S. program is being updated to be current with curriculum changes in the department that have occurred.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

Chemistry (B.S.)
CIP Code: 40.0501
Major Requirements.....43-47 ~~41-45~~ hours
Chemistry Core.....32-33 ~~28-29~~ hours
CHE 111, 111L, 112, 112L or 112HL, 325, 361, 362, 361L, 362L, 385, 484, 485, 574, 575, 473 and must include one of the following options:
Options**
Biochemistry.....11 ~~13~~ hours
CHE ~~480, 481~~, 525, 530, 531, 532.
Chemistry.....14 ~~16~~ hours
CHE ~~480, 481~~, 515, 525, 530, 550. For the program to be approved by the ACS, the student must elect six additional hours of advanced chemistry courses.
Supporting Course Requirements.....22-34 hours
Biochemistry.....34 hours
BIO 121; 131 or 141; 315 or 320; MAT 124*, 224, 225, PHY 201, 202.
Chemistry.....22 hours
MAT 124*, 224, 225, PHY 201, 202. A year of foreign language is recommended.
General Education Requirements.....30-33 hours
Standard General Education program, excluding blocks II, IVB, VII (QS), and VIII (6 hours) (chemistry) or course blocks II, IVA, IVB, VII (QS), and VIII (6 hours) (biochemistry). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.
University Requirement.....1 hour
ASO 100.
Free Electives.....19-26 ~~22-27~~ hours
Total Curriculum Requirements.....128 hours
* A preparatory course in mathematics (MAT 109) may be required before admission to calculus.
** CHE 349 or 349 A-N

Curriculum Change Form
Course Drop

Department Name	Economics
College A&S	

Proposal Approved by: Date

Departmental Committee: 2/8/10

College Curriculum Committee: _____

General Education Committee*: NA

Teacher Education Committee* NA

*If Applicable (Type NA if not applicable.)

Graduate Council* ____ Date

Council on Academic Affairs _____

Approved x Disapproved ___ 3/18/10

Completion of A and B is required:

A. Effective date: (Example: Fall 2009)

Fall 2010

B. The justification for this action: (course no longer taught/comment if other)

Course is cross-listed with HIS 415 and is being dropped by the History Department

List all courses to be dropped

Prefix	Number	Title	Comments:
ECO	415	American Economic History	

For Registrar Office Use Only: Date: Initial:

Copy Sent to: Graduate Council _____ _____

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Economics
	New Course (Parts II, IV)	College	AS
	Course Revision (Parts II, IV)	*Course Prefix & Number	NA
	Hybrid Course ("S," "W")	*Course Title (30 characters)	NA
	Course Dropped (Part II)	*Program Title	Globalization and International Affairs
	New Program (Part III)		(Major _X__, Option ___; Minor ___; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	12/7/2009	Graduate Council*	
Is this a SACS Substantive Change?	**Yes**** [ ] **No** [X]	Council on Academic Affairs	
College Curriculum Committee		Approved [X] Disapproved [ ]	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		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 reduce the number of hours for the BA degree in Globalization and International Affairs from 128 semester hours to 120 semester hours by reducing Free Electives.

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

Fall 2010.

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

B. The justification for this action:

Proposed change will make the major more competitive within Kentucky and will benefit students in completing their degree in a timely manner.

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

Personnel Impact: No direct impact. If the credit hour reduction attracts more students, the enrollment increase could increase class sizes. Some increase can be accommodated with current staffing.

Operating Expenses Impact: No impact.

Equipment/Physical Facility Needs: No impact.

Library Resources: No impact.

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

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

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

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

Globalization and International Affairs (B.A.)

CIP Code: 30.2001

Major Requirements……42 hours

A minimum grade of "C" is required in all courses counted toward the major.

Foundation courses……...…15 hours

Complete 15 hours from the following list, including 9 hours from group (a) and 6 hours from group (b).

(a) ANT 120 or 200 (choose one), ECO 231, GEO 200, POL 212

(b) Up to six hours of one foreign language
Up to six hours of EKU-approved Study Abroad courses
Up to three hours from one of the following courses:
FCC 210, FCC 220, FCC 222, FCC 226, FCC227

Core courses……..…...……...…12 hours

ECO 394, GEO 322, HIS 347, POL 220.

Elective courses……...…12 hours

Choose four courses from the following list, with no more than two having the same course prefix.
ANT 499, ECO 340, ECO 395, GEO 322, GEO 330, GEO 347, HIS 320, HIS 346, HIS 350, HIS 365, HIS 375, HIS 378, HIS 380, HIS 384, HIS 386, HIS 434, HIS 474, HIS 475, HUM 360, POL 310, POL 315, POL 316, POL 321, POL 325, POL 327, POL 410, POL 415, POL 421, POL 451, POL 499, POL 517, POL 525, SOC 425, plus (with prior approval) various "special topics" and seminar courses offered by individual departments.

Capstone course…..……...…3 hours

GLO 490, Globalization Senior Seminar.

Supporting Course Requirements…...……....…9 hours

MAT 107 or higher (General Education Area II or VII-QS).
HIS 247 (General Education Area V-A).
ECO 230 (General Education Area V-B).

General Education Requirements…...…….....39 hours

Standard General Education program excluding block II or VII-QS; block V-A; and block V-B. Refer to Section Four of this Catalog for details on the General Education and University requirements.

University Requirement…...…….....…1 hour

ASO 100.

Free Electives…...……~~37~~ 29 hours

Total Curriculum Requirements……...~~128~~ 120 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	English & Theatre
	New Course (Parts II, IV)	College	Arts & Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	ENG 211
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Survey of World Literature I
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	10/5/09	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved ___	3/18/10
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 prohibit students from receiving credit for both ENG 211 and the proposed ENG 211W course.

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

Fall 2010

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

B. The justification for this action: The Department of English & Theatre has proposed a writing-intensive course, ENG 211W, but will retain the original, non-writing-intensive ENG 211. The course description of the original course needs to make clear that credit will not be allowed for both ENG 211 and ENG 211W.

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

Personnel Impact: None.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: None.

Library Resources: None.

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

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

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

New or Revised* Catalog Text

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

ENG 211 Survey of World Literature I. (3) I, II. Prerequisite: ENG 102 or 105 (B) or HON 102. Selected readings from masterpieces of world literature from ancient times through the Renassiance. Gen. Ed. IIIB or VII (AH). Credit not awarded for students with credit for ENG 211W.

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)*
ENG	211	Fall 2010	AS X JS BT EM ED PC HS	ENTH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only) 23

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR JR SO SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
			Date of data entry
		Thesis	
		Internship	Data entry person
		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.	Credit not allowed with ENG 211W
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	English & Theatre
	New Course (Parts II, IV)	College	Arts & Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	ENG 353
	Hybrid Course ("S," "W")	*Course Title (30 characters)	English Literature II
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/7/2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved ___	3/18/10
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.)

Modify course description to ensure that students do not receive credit for ENG 353 if they have credit for writing-intensive version (ENG 353W).

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

Fall 2010

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

B. The justification for this action:

The department would like to keep some non-writing intensive sections of ENG 353, so this revision is necessary to ensure students do not receive credit for ENG 353 if they have credit for writing-intensive version (ENG 353W).

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

Personnel Impact: none

Operating Expenses Impact: none

Equipment/Physical Facility Needs: no additional needs

Library Resources: no additional needs

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.)

ENG 353: English Literature II. (3) I, II. Prerequisite: ENG 102 or 105(B) or HON 102. A study of selected works by representative authors reflecting the chronological development of English literature from the Romantic period to the present. Credit will not be awarded for both ENG 353 and ENG 353W.

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)*
ENG	353	Fall 2010	AS X JS BT EM ED PC HS	ENTH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only) 23

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR JR SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis
Internship
Independent Study
Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	ENG 102 or 105(B) or HON 102
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 ENG 353W
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	English & Theatre
	New Course (Parts II, IV)	College	Arts & Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	ENG 211W
X	Hybrid Course ("S," "W")	*Course Title (30 characters)	Survey of World Literature I
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	10/5/09	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved	3/18/10
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 offer a writing-intensive option to the existing English 211 course.

A. 2. Effective date: (Example: Fall 2001) Spring 2010

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

B. The justification for this action: This course will help to fill the ongoing need for more writing intensive courses across the curriculum.

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

Personnel Impact: None.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: None.

Library Resources: None.

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

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

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

ENG 211W Survey of World Literature I. (3) I, II. Prerequisite: ENG 102 or 105 (B) or HON 102. Selected readings from masterpieces of world literature from ancient times through the Renassiance. Gen. Ed. IIIB or VII (AH). Credit not awarded for students with credit for ENG 211.

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)*
ENG	211W	Fall 2010	AS X JS BT EM ED PC HS	ENTH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory Other	Cip Code (first two digits only) 23

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	3	N

Class Restriction, if any: (undergraduate only)

FR JR

SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis

Internship

Independent Study

Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ENG 102 or 105 (B) or HON 102
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 ENG 211
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Revised syllabus received 3/23/10

Departement of English and Theatre
ENG 211 – Survey of World Literature I
3 Credit Hours
CRN: -----

Course Description: Prerequisites: ENG 101 and 102 (or 105). Selected readings from masterpieces of world literature from ancient times through the Renaissance. Gen. Ed. Block III.

Textbooks: Lawall, Sarah and Maynard Mack, eds. *The Norton Anthology of World Literature*. 2nd ed. 3 vols. New York, London: W.W. Norton & Co., 2002.

General Education Goals:
Students will be able to:

- Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions. (Goal two)
- Analyze the values, cultural context, and aesthetic qualities of artistic, literary, philosophic, and/or religious works. (Goal six)
- Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences. (Goal seven)
- Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance. (Goal eight)

Course-Specific Learning Objectives for Humanities courses (IIIB):

1. Students will demonstrate their analytical writing skills.
2. Students will demonstrate their literary reading skills.
3. Students will critically discuss the literary ideas and/or cultural values of a representative body of creative works, comprised of Western and non-Western poetry, fiction, non-fiction, and drama.

Student Learning Outcomes (ENG 211):

1) Students will identify and comprehend key passages in a variety of pre-seventeenth century literary texts.
2) Students will formulate written responses to literary texts in received standard English.
3) Students will analyze key concepts and features of a variety of pre-seventeeth century literary texts.
4) Students will connect concepts from a variety of pre-seventeenth century literary texts which originate from different periods and cultures.

Student Learning Outcomes (Writing Intensive Course):

1) Students will demonstrate a writing process that produces effective documents appropriate to course level.
2) Students will recognize effective writing strategies.

Evaluation Methods (see "Course Requirements" for details of each assignment):

1) Class Participation (75 points)
2) Online Reading Quizzes (5 points, 175 points total)
3) Discussion Board Postings (30 points each; 270 points total)

4) Summary Paper (50 points)
5) Analytical Paper (150 points)
6) Synthesis Paper (200)
7) "Mid-Term" Essay Exam (100 points)
8) Final Essay Exam (200 points)

1220 points total

Grading Scale:
A: 90% - 100%

B: 80%-89.99%

C: 70% - 79.99%

D: 60% - 69.99%

F: 0% - 59.99%

Student Progress:
All students can find their current grade in the course in the "gradebook" tab of Blackboard at any time.

Any student may also ask to see their current grade via e-mail at any point.

Attendance Policy:
Failure is mandatory for students who are absent from more than 10% of the regularly scheduled class meetings. **10% ABSENCES FOR THIS CLASS AMOUNTS TO FIVE (5) CLASS PERIODS!** Absences which are "excused" simply allow students to make up whatever work they missed; they still count toward your total of two absences. Students who arrive late for class will be counted as ½ absent; students who leave class before it is dismissed will be counted as absent for the entire period. For the entire text of attendance policy, see: http://www.english.eku.edu/attendance_policy.doc

THE LAST DAY TO WITHDRAW FROM THIS COURSE IS FRIDAY, MARCH 26.

Students with Disabilities:
If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

Academic Integrity:
Academic integrity necessitates that all coursework that you share in a public context is entirely your own production and that, if it is NOT, you will credit the producers of the original work. Conversely, academic *dishonesty* consists of reading someone else's exam

answers, plagiarizing material in a class paper, or generally trying to pass off someone else's work as one's own. To see the most current policy on academic integrity, please refer to www.academicaffairs.eku.edu/integrity. TO SUMMARIZE THE POLICY, THE FIRST INSTANCE OF ACADEMIC DISHONESTY WILL RESULT IN A GRADE OF *ZERO* FOR THE ASSIGNEMNT; THE SECOND INSTANCE WILL RESULT IN A FAILING GRADE FOR THE CLASS AND POSSIBLE DISMISSAL FROM THE UNIVERSITY.

Course Requirements:

Applied to Mid-term Grade:

1) Class Participation (75 points) – This can take on many forms, including but not limited to participation in class discussion, appearance at office hours, and overall evidence of engagement with class material.
2) Online Reading Quizzes (5 points, 175 points total) – A new quiz will be given for each reading. Questions will usually be multiple choice, but may be fill-in-the-blank or short answer. The quizzes are available under the "Assignments" tab on Blackboard. **Note that quizzes should be completed before you come to class.**
3) Discussion Board Postings (30 points each; 270 points total) – These online writing exercises will require you to write a **paragraph** (**300 words**) about the assigned reading on a discussion board on Blackboard. You will then have to *respond* to the postings of at least one of your group's members with *another* **paragraph (300 words)**. Each group will have to do this twice over the course of the semester. Postings that are too short or that do not address the prompts, and *responses* that are too short or do not address other posts, will have points deducted.
4) Summary Paper (50 points) – This **2-3 PAGE** paper will ask you to summarize the plot of *Gilgamesh* succinctly and accurately. You will have to choose one particular emphasis (provided in a prompt) to guide the editorial decisions of your summary. Grading criteria will include: accuracy of summary, argumentative structure, textual evidence, mechanics.
5) Analytical Paper (150 points) — This **4-5 PAGE** paper will require you to perform an interpretive analysis of one text by using *literary* and/or *historical* elements of the text that we will discuss in class. It will be due **WEDNESDAY, FEBRUARY 18.** It will be graded based on four criteria: conceptual focus, argumentative structure, textual evidence, and mechanics. More will be said on this paper, and the grading criteria, in a handout.
6) "Mid-Term" Essay Exam (100 points) – This two hour-long, in-class essay exam will consist of two parts: part one will ask you to formulate an answer to a specific question about one of the texts we have read in class; part two will ask you to compare two or more texts. The test will be given shortly before the mid-term break on **WEDNESDAY, MARCH 4**. It will be graded based on three criteria: precision, structure, and comprehension. More will be said on this exam, and its grading criteria, in a study guide.

Applied to Final Grade:

7) Comparative Paper (200) – This **5-6 PAGE** paper will require you to compare the literary and/or historical elements of **TWO** texts that we have read in class. It will

be due **WEDNESDAY, APRIL 29.** It will be graded according to four criteria: conceptual focus, argumentative structure, textual evidence, and mechanics. More will be said on this paper, and the grading criteria, in a handout.

8) Final Essay Exam (200 points) – This two hour-long essay exam will consist of three parts: part one will ask you to compare two texts from the first half of the semester; part two will ask you to compare two texts from the second half of the semester; part three will ask you to discuss a text from late in the semester. The test will be given on **WEDNESDAY, MAY 6.** More will be said on this exam, and its grading criteria, in a study guide.

Course Outline:

January M 11 – Introduction, "Writing About the Past"
W 13 – "The Invention of Writing," A3-6; *Gilgamesh*, A10-24; **Quiz 1; Group 1 Discussion Board**
F 15 – *Gilgamesh*, A24-40; **Quiz 2; Group 2 Discussion Board**

Section One – Reading the Past
M 18 – NO CLASS – MARTIN LUTHER KING, JR. DAY
W 20 – Genesis (The Creation to the Origin of Languages), A52-63; **Quiz 2; SUMMARY PAPER DUE**
F 22 – "Ancient Greece," A105-111; *Oedipus the King*, A612-630; **Quiz 3; Group 3 Discussion Board**

M 25 - *Oedipus the King,* A630-658; **Quiz 4; Group 4 Discussion Board**
W 27 – "India's Heroic Age," A881-886; *The Mahabharata*, Bk. 1, A953-966; **Quiz 5; Group 1 Discussion Board**
F 29 – *The Bhagavad-Gita*, A1010-1028; **Quiz 6; Group 2 Discussion Board**

February M 1 – "The Roman Empire," A1041-1043; *The Aeneid*, Bk. I, A1052-1063; **Quiz 7; Group 3 Discussion Board**
W 3 – *The Aeneid,* Bk. II, A1063-1085; **Quiz 8; Group 4 Discussion Board**
F 5 – *The Aeneid*, Bk. IV, A1085-1106; **Quiz 9; Group 1 Discussion Board**

M 8 – *The Aeneid* Bk. VI, A1106-1125; **Quiz 10; Group 2 Discussion Board**
W 10 – *The Aeneid*, Bks. VIII and XII, A1125-1133; **Quiz 11; Group 3 Discussion Board**
F 12 – "Roman Empire to Christian Europe," B1201-1202; Luke and Matthew, B1206-1214; **Quiz 12; Group 4 Discussion Board**

M 15 – Luke and Mark, B1214-1221; **Quiz 13; Group 1 Discussion Board**
W 17 – "China's Middle Period," B1353-1357; T'ao Ch'ien, B1358-1369; **Quiz 14; Group 2 Discussion Board**
F 19 – Li Po, 1379-1384; **Quiz 15; Group 3 Discussion Board**

Section Two – Interpreting the Past
M 22 – "The Rise of Islam," B1419-1423; "The Biography of the Prophet," B1460-1476; **Quiz 16; Group 4 Discussion Board**
W 24 –The Koran, B1446-1460; **Quiz 17; Group 1 Discussion Board**
F 26 – **MID-TERM EXAM**

March M 1 – "Formation of a Western Lit.," B1621-1623; *Lanval* and *Laustic*, B1767-1776; **Quiz 18; Group 2 Discussion Board**
W 3 – Medieval Lyrics, B1783-1825; **Quiz 19; Analytical Paper Rough Draft Due; Group 3 Discussion Board**
F 5 – Analytical Paper Rough Draft Workshop

M 8-F12 – NO CLASS – SPRING BREAK

M 15 –*Beowulf*, B1626-1650; **Quiz 20; Group 4 Discussion Board**
W 17 – *Beowulf*, B1650-1681; **Quiz 21; Group 1 Discussion Board**
F 19 – *Beowulf*, B1681-1702; **Quiz 22; ANALYTICAL PAPER DUE**

M 22 – *The Inferno*, Cantos I-VI, B1826-1854; **Quiz 23; Group 2 Discussion Board**
W 24 – *The Inferno*, Cantos VII-XVII, B1854-1885; **Quiz 24**; **Group 3 Discussion Board**
F 26 – *The* Inferno, Cantos XVII-XXXIV, B1885-1942; **Quiz 25; Group 4 Discussion Board**

Section Three – Integrating Past and Present
M 29 – *Canterbury Tales*, General Prologue, B2045-2067; **Quiz 26; Group 1 Discussion Board**
W 31 – *Canterbury Tales*, Miller's Prologue and Tale, B2067-2082; **Quiz 27**; **Group 2 Discussion Board**
April F 2 – *Canterbury Tales*, Wife of Bath's Prologue and Tale, B2082-2106; **Quiz 28; Group 3 Discussion Board**

M 5 – "Golden Age of Japanese Culture," B2143-2145; *Tale of Genji*, Chap.2, B2174-2204; **Quiz 29; Group 4 Discussion Board**
W 7 – Tale *of Genji*, Chap. 12, B2224-2243; **Quiz 30; Group 1 Discussion Board**
F 9 – *Tale of Genji*, Chaps.13 & 25, B2243-2261; **Quiz 31; Group 2 Discussion Board**

M 12 – *Tale of Genji,* Chap. 25, B2261-2270; **Quiz 32; Comparative Paper Rough Draft Due; Group 3 Discussion Board**
W 14 – Comparative Paper Rough Draft Workshop
F 16 – "Renaissance in Europe," C2465-2472; *Hamlet*, Act I, C2821-2849; **Quiz 33; Group 4 Discussion Board**

M 19 – *Hamlet*, Act II, C2850-2865; **Quiz 34; Group 1 Discussion Board**
W 21 - *Hamlet*, Act III, C2866-2886; **Quiz 35; Group 2 Discussion Board**
F 23 - *Hamlet*, Acts IV&V, C2886-2918; **COMPARATIVE PAPER DUE**

M 26 – Popol Vuh, Parts 1 & 2 C3076-3084; **Make-up Quiz; Group 3 Discussion Board**
W 28 – Popol Vuh, Parts 3, 4, & 5, C3084-3092; **Group 4 Discussion Board**
F 30 – Review for Final

THE FINAL EXAM FOR THIS CLASS IS: MONDAY, MAY 3, 1PM-3PM

EASTERN KENTUCKY UNIVERSITY
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College of Arts and Sciences
Department of English and Theatre
(859) 622-5861
www.english.eku.edu

467 Case Annex
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
FAX: (859) 622-3156

07 December 2009

Dr. Jerry Nachtwey
Department of English and Theatre
EKU CAMPUS

Dear Jerry:

I'm writing to let you know that the TCAC Advisory Board has approved your proposal for ENG 211W. We are very happy to be adding this course to the general-education offerings in the writing-intensive program.

The next step is to get the W course approved by your Department curriculum committee, and then on to the College committee. You and your department will need to decide whether you intend to drop the old 211 and add the new writing-intensive version in its place, or keep both the old one and the new one. I'm copying this letter to Dr. Jim Keller, so that he will know officially that your course is approved at the TCAC level and can help you in moving it on to the next level.

When you teach ENG 211W, please remember to include on your syllabus this statement (filling in your own information, of course):

> "For assignment X, you must send an electronic copy to me at mary.doe@eku.edu by (time/date). (1) The document must be in Microsoft WORD; (2) You must include your ID number on the document. A copy of this document will be sent to a committee to evaluate the overall success of writing-intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Very rarely, a paper may be printed to use for training purposes. When this occurs, the ID number is removed before printing."

The assignment you ask to have submitted electronically should be the course's major writing assignment; you'll send it on to me (preferably, the whole class's papers on a CD), and it will be evaluated for assessment purposes. The particulars of the assessment process will be announced early in Spring '10. Basically, it will be a day-long session in the summer. All "W" faculty will be invited to attend, and those who attend will receive a stipend.

Thanks again for your hard work in making your new course a reality. If there's anything I can do to help, please let me know.

Best regards,

Deborah Core
Director, TCAC Program

Cc: Dr. James Keller
Dr. Onda Bennett

Kentucky
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Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	English & Theatre
	New Course (Parts II, IV)	College	Arts & Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	ENG 353W
X	Hybrid Course ("S," "W")	*Course Title (30 characters)	English Literature II
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/7/2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved ___	3/18/10
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 develop a writing-intensive version of ENG 353.

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

Fall 2010

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

B. The justification for this action:

To provide a writing-intensive option of this required course for English majors.

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

Personnel Impact: none

Operating Expenses Impact: none

Equipment/Physical Facility Needs: no additional needs

Library Resources: no additional needs

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.)

ENG 353W: English Literature II. (3) I, II. Prerequisite: ENG 102 or 105(B) or HON 102. A study of selected works by representative authors reflecting the chronological development of English literature from the Romantic period to the present. Credit will not be awarded for both ENG 353W and ENG 353.

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
ENG	353W	Fall 2010	AS X JS BT EM ED PC HS	ENTH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory Other	Cip Code (first two digits only) 23

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	3	N

Class Restriction, if any: (undergraduate only)

FR SO JR SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis
Internship
Independent Study
Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ENG 102 or 105 or HON 102

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 ENG 353
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Eastern Kentucky University
Department of English and Theatre
ENG 353W: Survey of English Literature II (Writing Intensive), CRN 00000 (3 credit hours)
Time, Place
Fall 2010

Instructor:	Dr. Susan Kroeg	**E-mail:**	susan.kroeg@eku.edu
Office:	Case Annex 484	**Office phone:**	622-2282 (also voice mail)
Office hours:	TBA		
Blackboard:	http://learn.eku.edu (for safe assignments, file exchange/peer review, web links, grades, etc.)		

A note on e-mail communication: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address. I try to respond to e-mail within 24 hours. Please remember to check your e-mail for a response. E-mail messages should be written with an eye to their audience, your instructor (i.e., professional and respectful, proofread, signed, etc.). I will also communicate with the class through Blackboard.

COURSE DESCRIPTION AND STUDENT LEARNING OUTCOMES

Catalog course description: A study of selected works by representative authors reflecting the chronological development of English literature from the Romantic period to the present. Credit will not be awarded to students who have credit for ENG 353. Prerequisite: ENG 102 or 105 or HON 102.

Student Learning Outcomes for Upper-Level Literature Courses in the Department of English & Theatre:

1. Students will apply knowledge of literary contexts appropriate to the course content and level.
2. Students will demonstrate an understanding of literary devices by analyzing their use in texts appropriate to the course content and level.
3. Students will compose discipline-appropriate texts.
4. Students will learn to identify, describe, and employ multiple critical/interpretive approaches to literary texts appropriate to the course content and level.

Student Learning Outcomes for Writing Intensive Courses

1. Students will demonstrate a writing process that produces effective documents appropriate to course level.
2. Students will recognize effective writing strategies.

Course Specific Description and Student Learning Outcomes:
The purpose of this course is to introduce you to some of the most important and influential works of British literature written and published during three distinctive eras: the Romantic period (1780-1830), the Victorian period (1830-1901), and the twentieth century. We will consider the historical and cultural contexts in which these works were created, the impact of individual writers, and the relationships between texts within and among these eras. As with any survey course, we will only be able to scratch the surface, but I hope to spark a lifelong interest in this body of literature as your understanding and appreciation of it increases. Expect a lot of reading; in keeping with EKU's policy for upper-level courses, you should expect to spend a minimum of *nine* hours a week studying and preparing for this class.

By the end of the semester, you should

- Understand the chronological development of British literature as portrayed through conventional literary periods.
- Recognize major literary figures of the British canon.
- Recognize the significant contributions of non-canonical writers.
- Demonstrate the ability to connect texts through formal literary elements, cultural contexts, and critical and theoretical constructs.
- Demonstrate the ability to write critically and persuasively in essay form about literature.

COURSE REQUIREMENTS AND GRADING

Required Texts (always bring the day's assigned reading to class with you)

The Longman Anthology of British Literature, 4th edition, volumes 2A, 2B, and 2C (Pearson, 2010)

Examinations (30% of final grade; 10% each)

There will be three exams, one covering each of the three chronological divisions of the course: the Romantic period, the Victorian period, and the twentieth century. The format will be short answer and essay.

Papers (50% of final grade)

You will write three short papers (3-4 pages or 1,000-1,200 words each), one for each of the three sub-divisions of the course. Papers A and B are each worth 15% of your final grade; paper C is worth 20%. More details and specific assignments are provided on a separate handout.

Daily In-Class Writing (10% of final grade)

For each day's reading assignment, three or four study questions will be posted on Blackboard. At the beginning of each class, I will choose one of that day's study questions, and you will write in response to it. These in-class writings will be collected and evaluated as either "satisfactory" or "unsatisfactory." Satisfactory work will show critical thinking and engagement with the readings, will respond directly to the day's prompt, and will be clearly/ coherently written and legible. To earn an A on this assignment, 90% of the daily writings must be graded "satisfactory"; 80% "satisfactory" for a B; etc. You must be in class on time to complete the assignment, but you may miss up to three in-class writings without penalty.

Participation (10% of final grade)

We learn the most about literature when we come prepared to share our thoughts and questions about what we have read with one another. Therefore, regular and thoughtful participation in large- and small-group discussions and other class activities is expected of all students. Negative participation (disruptive or disrespectful behavior, coming late or leaving early, texting, etc.) will have a negative effect on your grade. Students will also participate in peer review of one another's papers, using file exchange in Blackboard.

Attendance

I will take attendance at each class meeting. Excessive absences (more than three classes) will result in a substantially lowered final grade; absences in excess of three weeks (equivalent to six classes) will result in failure of the course.

Specifications for written work

All out-of-class written work must be typed, according to the following guidelines: MLA style (parenthetical citations), double-spaced, 1" margins on all sides, 10-12 point font, clear and easy to read print. Proofread your work; mechanical and grammatical errors (including misspellings and typos) inhibit clarity and will result in a lower grade. **Late papers** will be penalized 5% (for example, from 90% to 85%) for each day late, including weekends but not school holidays. Assignments will not be accepted after three days following the due date.

Students are advised that EKU's Academic Integrity policy will strictly be 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. **Plagiarism** is the act of presenting another's words or ideas as your own, without acknowledging the source. Work that has been plagiarized, in whole or in part, will be given a grade of F (0 points) and I will report you to the Academic Integrity Coordinator. To guard against academic dishonesty, all essays must be submitted via Blackboard's Safe Assignment feature.

For all paper assignments, you must send an electronic copy to me at susan.kroeg@eku.edu by (time/date). (1) The document must be in Microsoft WORD; (2) You must include your ID number on the document. A copy of this document will be sent to a committee to evaluate the overall success of writing-intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Very rarely, a paper may be printed to use for training purposes. When this occurs, the ID number is removed before printing.

Grades
Grades will be posted to Blackboard as I complete them. Your midterm grade will be based on exam 1 and paper A. Midterm grades should be available on EKU Direct after <date>. The last date to drop the course is <date>.

Grading scale:

A	90-100	B	80-89.9	C	70-79.9	D	60-69.9	F	0-59.9

Disability Statement
If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361, 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 an alternative format.

CLASS SCHEDULE

(subject to change if circumstances necessitate)

Please note: to ensure improved comprehension of the material, read the biographical introduction to each author's work, the period introduction for each volume, and the explanatory footnotes to the texts.

A: The Romantics and Their Contemporaries

8/25 course introduction; Robinson, "January, 1795" [A: 268-69]
8/27 Romantic geographies: Gilpin, from *Three Essays on Picturesque Beauty* [40-46]; Baillie, "London" [362-63]; Wordsworth, "Composed upon Westminster Bridge" [451-52]; Burns, "Scots, wha hae wi' Wallace bled" [377]; Moore, "The harp that once through Tara's halls" [383-84]

9/1 Perspectives: *The Rights of Man and the Revolution Controversy*
(Burke, from *Reflections on the Revolution in France* [103-12]; Wollstonecraft, from *A Vindication of the Rights of Men* [113-20]; Paine, from *The Rights of Man* [122-28])
9/3 Blake, selections from *Songs of Innocence and Experience* ("The Lamb" [159-60]; "The Tyger" [177-78]; "The Chimney Sweeper" [161-62,174]; "Holy Thursday" [164, 170-71]; "London" [179])

9/8 Wordsworth, "We are seven" [391-93]; "Lines written a few miles above Tintern Abbey" [404-408]; from Preface to *Lyrical Ballads* [408-20]
9/10 Wordsworth, "Nutting" [425-27]; "I wandered lonely as a Cloud" [526]; *Ode: Intimations of Immortality* [527-33]

9/15 Coleridge, "The Eolian Harp," "This Lime-Tree Bower My Prison," "Frost at Midnight," [572-77]; "Dejection: An Ode" [619-23]
9/17 Shelley, "To Wordsworth [816-17]; "Ozymandias" [823]; "Sonnet: England in 1819" [824]; "Ode to the West Wind" [835-37]

9/22 Keats, "When I have fears" [955]; "La Belle Dame" [946-49]; "Ode on a Grecian Urn" [955-57]; "Ode to a Nightingale" [953-55]; "Ode on Melancholy" [959-60]; **paper A due**
9/24 **exam #1**

B: The Victorian Age

9/29 Carlyle, from *Past and Present* [B: 1125-36]
10/1 Tennyson, selections from *In Memoriam A.H.H.* [1260-91: sections 1, 5-6, 13, 28, 30, 54-56, 78, 96, 104-106, epilogue]

10/6 R. Browning, "My Last Duchess," "Fra Lippo Lippi," "Andrea del Sarto" [1415-16, 1433-42, 1445-51]
10/8 Mill, from *The Subjection of Women* [1176-86] and Perspectives: *Victorian Ladies and Gentlemen*

(Ellis, from *The Women of England* [1632-35]; Newman, from *The Idea of a University* [1638-39]; Norton, from *A Letter to the Queen* [1640-42]; Hughes, from *Tom Brown's School Days* [1647-49]); **revision of paper A due**

10/13 **Fall Break—no class**
10/15 Rosetti, *Goblin Market* [1731-44] and Perspectives: *Imagining Childhood* (Introduction [1819-23]; from *Moral Verses* [1826-29]; Lear, selected limericks [1830-32]; Stevenson, from *A Child's Garden of Verses* [1841-45]; Belloc, from *The Bad Child's Book of Beasts* and *Cautionary Tales for Children* [1845-48])

10/20 Stevenson, *The Strange Case of Dr. Jekyll and Mr. Hyde* [1939-77]
10/22 Stevenson, *The Strange Case of Dr. Jekyll and Mr. Hyde*

10/27 Wilde, *The Importance of Being Earnest* [2003-43]
10/29 Wilde, *The Importance of Being Earnest*; **paper B due**

11/3 **exam #2**

C: The Twentieth Century

11/5 Conrad, *Heart of Darkness* [C: 2140-96]

11/10 Conrad, *Heart of Darkness*;
11/12 Perspectives: *The Great War: Confronting the Modern*
(Brooke, "The Soldier" [2343]; Sassoon, "Glory of Women" [2343-44]; Hamilton, "Non-Combatant" [2373-74]; Owen, "Disabled," "Dulce Et Decorum Est" [2347-49])

11/17 Yeats, "The Lake Isle of Innisfree," "The Wild Swans at Coole," "Easter 1916," "The Second Coming," "Crazy Jane Talks with the Bishop" [2393-94, 2396, 2397-99, 2414]; **revision of paper B due**
11/19 Eliot, *The Waste Land* and "Tradition and the Individual Talent" [2518-33, 2544-48]

11/24 Woolf, *Mrs. Dalloway* [2556-2655]
11/26 **Thanksgiving break—no class**

12/1 Woolf, *Mrs. Dalloway*
12/3 Woolf, *Mrs. Dalloway*

12/8 postwar poets (Auden, "Musée des Beaux Arts" [2903-4]; Smith, "How Cruel Is the Story of Eve" [2917-18]; Larkin, "Talking in Bed" [2922]; Hughes, "Theology" [2925])
12/10 Kureishi, *My Beautiful Laundrette* [2942-88]; **paper C and reflection due**

12/15 **exam #3 (**during final exam period)

Professor Susan Kroeg
Department of English and Theatre
Case 467
EKU CAMPUS

4 February 2010

Dear Susan:

I'm writing to let you know that the TCAC Advisory Board has approved your proposal for ENG 353W. We're very happy to be adding this course to writing-intensive roster. You are set to go in offering the courses as soon as they clear the appropriate levels of approval. As you know, you need to initiate that approval path.

Because these courses are part of the TCAC program, they will need to be part of its assessment process. This means two things. First, we ask that for each course, the syllabus would include a statement like the following:

> "For assignment X, you must send an electronic copy to me at mary.doe@eku.edu by (time/date). (1) The document must be in Microsoft WORD; (2) You must include your ID number on the document. A copy of this document will be sent to a committee to evaluate the overall success of writing-intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Very rarely, a paper may be printed to use for training purposes. When this occurs, the ID number is removed before printing."

When the papers are gathered electronically, the instructor(s) can copy them to a CD and send it to me. Second, all instructors of writing-intensive courses will be invited to participate in a yearly holistic scoring of sample papers from all writing-intensive classes. A stipend will be paid to those who participate in this event.

In addition to the Student Learning Outcomes that you and your department have chosen for this course, the syllabus also needs to include the SLOs for the writing-intensive courses. There are two:

1. "Students will demonstrate a writing process that produces effective documents appropriate to course level"
2. "Students will recognize effective writing strategies."

Thanks again for your hard work in making this course a reality. We are delighted to have you as part of the TCAC community. If there's anything I can do to help, please let me know.

Best regards,

Deborah Core
Director, TCAC
Professor of English

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

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

Proposal Approved by:	Date		Date
Departmental Committee	1/11/10	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒ XX	Council on Academic Affairs	
College Curriculum Committee		Approved X Disapproved ___	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		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.)

Removal of both: 1) a block of "diversity" courses and 2) a three-hour theatre requirement from the creative writing and technical writing emphases of the English B.A. program. The "diversity" courses include ENG 360 (Literatures of Africa), 361 (African-American Lit.), 362 (North American Native Lit.), 363 (Latin American/Latino Lit.), 364 (Women's Lit.), 365 (Appalachian Lit.), and 366 (Queer Theory and Literatures).

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

Fall 2010

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

NA

B. The justification for this action:

Both the diversity requirement and the theatre requirement were only intended to be added to the English literature emphasis, but a clerical error applied it to the technical writing and creative writing emphases as well.

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

Personnel Impact: none anticipated

Operating Expenses Impact: none anticipated

Equipment/Physical Facility Needs: no additional needs

Library Resources: current holdings

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

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

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

English (B.A.)

Major Requirements ..... 43-57 hours
Core ..... 10 hours
ENG 301, 302**, 474, 499.
Options
Literature Emphasis ..... 33 hours
ENG 350, 351, 352, 353, 410; three hours from one of the following courses:
ENG 360, 361, 362, 363, 364, 365, or 366; three hours from one of the following courses:
THE 100, 110, 135, 150, 220, 320, 390, 391, 430;
and a minimum of 15 additional upper division literature hours, three of which must be in British literature and three in American literature, nine of the hours must be at the 400 and 500 level.
Creative Writing Emphasis ..... 30 ~~33~~ hours
ENG 350, 351, 352, 353, 410, 490; ~~three hours from one of the following courses: ENG 360, 361, 362, 363, 364, 365, or 366; and; three hours from one of the following courses: THE 100, 110, 135, 150, 220, 320, 390, 391, 430~~ ;a minimum of 12 additional hours selected from the following: ENG 306, 406, 407, 408, 409, 420, 502, 503, 504, or one course, for which prerequisites have been met, from the Technical Writing Emphasis.
Technical Writing Emphasis ..... 30 ~~33~~ hours
ENG 350, 351, 352, 353, 410~~; three hours from one of the following courses: ENG 360, 361, 362, 363, 364, 365, or 366; three hours from one of the following courses: THE 100, 110, 135, 150, 220, 320, 390, 391, 430~~ and a minimum of 15 hours to include ENG 300, 400, 420, 491 and three hours selected from ENG 306, 406, 409, 500, 502, 510.
Theatre Emphasis .....47 hours
ENG 335, 430, and THE 110, 135, 150, 200, 210, 220, 235; 285 or 385; THE 300; three hours from THE 310, 311 or 320; THE 341, 390, 391, and 130/330 (4).
Supporting Course Requirements
Literature Emphasis ..... 12 hours
Six hours of a particular foreign language* or American Sign Language and six hours from the following with no more than three hours from any one group: CMS 210, 300, 310; HIS 336, 340, 345, 346; THE 390, 391; CIS 212 or CSC 104.
Creative Writing Emphasis ..... 12 hours
Six hours of a particular foreign language* or American Sign Language and six hours from the following with no more than three semester hours from any one group: CMS 320, 350; COM 201, JOU 305, 307; CIS 212 or CSC 104.
Technical Writing Emphasis ..... 18 hours
Six hours of a particular foreign language* or American Sign Language and twelve hours from the courses below: CCT 290, 302, 570; ART 152, BEM 375; CIS 212 or CSC 104; COM 320A (one credit), 320B, 320C, 320D, 320E, 320F, 320G, 320H, and 320I; TEC 255, 355; CMS 250, 300, 320, 350; CSC 160, 177, 190; GCM 211, 212, 217, 316, 317.
General Education Requirements ..... 42-48 hours
Standard General Education program excluding block VIII (6 hours) for the Literature Emphasis, Creative Writing Emphasis, or Technical Writing Emphasis. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.
University Requirement ..... 1 hour
ASO 100.
Free Electives ..... 27-33 hours
Total Curriculum Requirements ..... 128 hours
* 3-6 hours may be waived for high school foreign language study. For details, see Foreign Language Placement and Waiver Guidelines.
**Should be taken before enrolling in upper level literature courses (with the exception of ENG 350, 351, 352, 353, and 499).

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Foreign Languages & Humanities
	New Course (Parts II, IV)	College	Arts & Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Minor in Humanities
	New Program (Part III)		(Major ___, Option ___; Minor __X__; or Certificate ___)
x	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	10/28/2009	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ( ) **No** (x)		Council on Academic Affairs	
College Curriculum Committee	3/1/2010	Approved X Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		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.)

Reducing the overall required hours from 24 to 18 and changing the courses required for the minor.

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

Fall 2010

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

B. The justification for this action:

Reduce the number of required hours to complete in due time. Raise the academic bar for the minor by requiring HUM 302 and two upper division HUM courses. Make the requirements for the minor more flexible for students. Change the required courses for the minor to make it more in-line with the requirements for the humanities major in the event that students wish to transition to the major.

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

Personnel Impact: NA

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

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

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

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

New or Revised* Catalog Text

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

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

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

New or Revised* Program Text

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

~~**Minor in Humanities**~~

~~A student may minor in humanities by completing the following courses: HUM 124; 226 or 228; 300 or 395; three hours of foreign culture and civilization (FCC) or REL 301; three hours of upper-division art history; three hours from ENG 335, THE 390, 391, or 430; MUS 272, 371, or 372; PHE 200* or three hours of upper-division philosophy (PHI). When the major and the minor require the same courses, three hours may be waived from the minor upon the recommendation of the Chair of the Department of Foreign Languages and Humanities.~~

~~**Students who plan to teach humanities in the public schools should select this course.*~~

Minor in Humanities:

A student may minor in humanities by completing the following courses: HUM 302; six hours from HUM 300, 320, 330, 340, 350, or 360; nine hours from ARH 390, 391, ENG 334, 335, 337, 340, 345, 350, 351, 352, 353, 374,375, FCC 220, 222, 226, 227, HIS 336, 337, 339, 341, 342, 343, 344, 347, MUH 371, 372, PHE 200*, PHI 300, 310, 320, 330, 332, 342, THE 390, 391, or REL 301.

**Students who plan to teach humanities in the public schools should select this course.*

Total Curriculum Requirements……..18 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Government
	New Course (Parts II, IV)	College	Arts & Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	POL 100
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Principles of Politics of Govt
	Course Dropped (Part II)	*Program Title	NA
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	1/29/2010		Date
Departmental Committee		Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved ___	3/18/10
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

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

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

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To change catalog description: Students cannot receive credit for both POL 100 and POL 100S.

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

Fall 2010

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

NA

B. The justification for this action:

Avoid course credit for S and non-S versions of the same course.

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

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

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

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

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

POL 100 Principles of Politics and Government. (3) I, II. An introductory social science course focusing on the political and governmental aspects of societies. Does not count toward political science major requirements. Credit will not be awarded to students who have credit for POL 100S. Gen. Ed. VB, VC, or VII (SBS).

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
POL	100	Fall 2010	AS X JS BT EM ED PC HS	GOVN

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only) 42

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

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	Credit not allowed with POL 100S.
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Government
	New Course (Parts II, IV)	College	Arts and Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	POL 100S
X	Hybrid Course ("S," "W")	*Course Title (30 characters)	Principles of Politics and Govt
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	1/29/2009	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved ___	3/18/10
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:

Create a POL 100S course. Course is similar to POL 100 but incorporates a service learning component.

A. 2. Effective date: Fall 2010

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

B. The justification for this action:

Courses with substantive service learning requirements can be identified with an S following the course number. This course meets the requirements set forth by the Service Learning Committee and an approval letter from the Committee is attached.

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

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

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

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

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

New or Revised* Catalog Text

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

POL 100S Principles of Politics and Government. (3) I, II. An introductory social science course focusing on the political and governmental aspects of societies, enhanced with a service-learning component. Does not count toward the political science major requirements. Credit will not be awarded to students who have credit for POL 100. Gen. Ed. VB, VC, or VII (SBS).

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

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

New or Revised* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
POL	100S	Fall 2010	AS X JS BT EM ED PC HS	GOVN

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. 0
3	Lecture 3 Laboratory Other	Cip Code (first two digits only) 42

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	3	N

Class Restriction, if any: (undergraduate only)

FR JR

SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis

Internship

Independent Study

Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	Credit not allowed with POL 100.
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) X		VII (3) X	VIII (3)
IC (3)				VC (3) X			

Department of Government
POL 100S: Principles and Politics of Government (Service Learning)
CRN XXXXX
3 credit hours
Spring 2011, TR XXX, Combs 114

Professor: Joe Gershtenson
Office: Miller 202 Office Hours: TR XXX, and by appointment
Office Phone: (859) 622-2606 E-mail: joe.gershtenson@eku.edu

Catalog Description of Course:
An introductory social science course focusing on the political and governmental aspects of societies enhanced with a service-learning component. Does not count toward political science major requirements. Credit will not be awarded to students who have credit for POL 100. Gen. Ed. VB, VC, or VII (SBS)

Required Text:
Shively, W. Phillips. 2011. *Power and Choice: An Introduction to Political Science, Twelfth Edition.* New York: McGraw-Hill. ISBN: 978-0-07-337903-6
In addition to the required book, there may be other readings assigned during the course and information on such readings will be given during the course as necessary.

Student Learning Outcomes: As part of the General Education Program of Eastern Kentucky University, this course is designed such that upon successful completion, students will be able to:

- Use appropriate methods of critical thinking and quantitative reasoning to examine issues and to identify solutions. (Goal two)
- Analyze the social and behavioral influences that explain how people relate to each other, to institutions, and to communities. (Goal four)
- Distinguish the methods that underlie the search for knowledge in the arts, humanities, natural sciences, history, and social and behavioral sciences. (Goal seven)
- Integrate knowledge that will deepen their understanding of, and will inform their own choices about, issues of personal and public importance. (Goal eight)

In addition to General Education learning outcomes, the course involves political science learning outcomes. Specifically, having taken POL 100, students will be able to:

- Comprehend important concepts and theories in the study of politics.
- Explain and evaluate institutions and processes of political systems.
- Apply concepts and theories to specific political problems.
- Demonstrate a basic understanding of the methods commonly used in the discipline.
- Integrate information, perspectives, and principles relevant to politics in oral and/or written communication.

Evaluation Methods: This course uses a variety of techniques to assess students' mastery of learning outcomes. The relative weight of each method is outlined below.

- Exams. Exams assess student progress on all of the learning outcomes.
- Homeworks. Homework assignments will be used to assess comprehension of concepts and theories, application of those concepts and theories, integration of information, and written communication.
- Service-Learning Project. The project, which has several components as described below, will be used to assess critical thinking, analysis of social and behavioral influences, application of concepts and theories, integration of knowledge, and written communication.
- Participation. Students are expected to participate in class and participation will be used to assess comprehension of material and oral communication.

Student Progress: Students will be assigned a mid-term grade, as required by University policy for undergraduate classes. Students will have several graded assignments (including a minimum of one homework and one exam) prior to mid-point of the course. Grades on assignments will be posted in the Gradebook on Blackboard. In addition to grades, Blackboard will be used for announcements, for posting (and submitting) assignments, etc. So, students should make a habit of checking the site regularly

Last Date to Drop the Course: Consult the *Colonel's Compass* at http://www.eku.edu/compass/.

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Course Requirements:
Attendance and Participation (including **Attendance Policy**)*:* Class attendance and participation is required. Students are expected to complete assigned readings before class. Absences will be excused in the event of sickness and death of a family member upon the provision of written documentation. Students should notify me of their expected absence the day of class or before if possible. Make-up exams and late homework assignments (although see policy below for homeworks with posted answer keys) will ONLY be accepted if the student has an excused absence. Please do not come to class if you plan to talk, text, sleep, read outside material, play games on your laptop, etc. Please turn off your cell phones or switch them to 'vibrate' if you are expecting an important call. I will ask any student not abiding by these policies to politely excuse themselves from the class, and mark him/her absent from class for the day. There is no penalty for missing three or fewer class sessions during the semester. Students missing between four and six class sessions will have 10 points deducted from their final total for the class. Students missing more than six class sessions will receive a failing grade for the course. Arriving at class late and leaving early will both count as half an absence. Since this is a service-learning class, students cannot be excused from the assigned service times. The people we are serving depend upon your attendance. Students missing service assignments will fail the course unless extreme circumstances can be documented.

Service-Learning: This course is a service-learning course. Service-learning is defined at EKU as "an experiential educational method in which students participate in an organized service activity meeting community needs and reflecting on the service activity in such a way as to develop critical thinking skills and develop an enhanced sense of civic responsibility." In this course, students will work with the Foothills Community Action Partnership in one of the Partnership's service areas. Among services in which the Partnership is involved are Head Start, the Youth Investment Program, Liberty Place Recovery Center for Women, and a Community Food and Nutrition program. The exact service in which students participate will be determined by student interest and Foothills Community Action Partnership needs. All students will complete a minimum of 15 hours of service during the semester. In addition to the service hours with Foothills Community Action Partnership, the community service project involves completion of a "preflection" assignment, a service journal, and a reflection assignment. Each of these assignments are designed to encourage students to make connections between the academic content of the course from the textbook and lecture and the experiential educational activity. **Students are required to participate in assigned service-learning activities and meet all requirements for that participation which could include personal background checks, fingerprinting, additional training by host sites, etc. Students who have concerns over potential requirements should meet with the instructor immediately to discuss alternatives for course selection.**

Homework: There will be several homework assignments in the course that will typically involve the completion of small research projects, outside readings, and/or simulations, and the writing of a short paper. Homework assignments will be submitted via Safe Assignment (a plagiarism detection tool) on Blackboard and must be submitted by the beginning of specified class meetings. Late homeworks will NOT be accepted (since students will be given the assignments with enough "lead time" to allow for unforeseen circumstances).

Exams: There will be a total of three exams covering the assigned material. The exams will have a variety of types of items including (but not limited to) multiple choice, identification, and short essay. Exams constitute 65% of your final grade.

Grading Summary:

Exam 1:	20%	Exam 2:	20%
Exam 3:	20%	Homework:	15%
Service Project:	25%		

Final Grade Calculation:

exam 1 score (as percentage) * .2	+
exam 2 score (as percentage) * .2	+
exam 3 score (as percentage) * .2	+
average homework grade (as percentage) * .15	+
service project score (as percentage) * .25	-
penalty (if any) for absences	
	=

numerical value on 0-100 point scale

Grades will be assigned according to the following 10% scale (and subject to the attendance provisions outlined in this syllabus):

90-100	A
80-89	B
70-79	C
60-69	D
below 60	F

Accommodation of Disabilities: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

The Department of Government is located in McCreary Hall and my office is located in Miller Hall. Both are historic buildings on campus that are not handicapped accessible. Alternative meeting locations are available for those students who are unable to access the building. Please notify me of your need and I will arrange an alternative meeting location.

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 www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Course Outline (Note that additional readings may be announced during the semester and changes to the schedule may at times be necessary): All reading assignments are to be completed BEFORE the class meeting. Students should bring their book to each class meeting.

Week 1 **The Idea of Politics and the Notion of Service**
Readings: Shively Chapter 1
To be determined (service)

Week 2 **Political Philosophy, Ideology and the State**
Readings: Shively Chapters 2, 3

Week 3 **Public Policy**
Readings: Shively Chapters 4, 5

Week 4 **Justice and Effectiveness**
Readings: Shively Chapter 6

Week 5 **Review and Exam #1**
Readings: To be determined

Week 6 **Types of Political Regimes**
Readings: Shively Chapter 7

Week 7 **Legitimacy, Political Culture, and Socialization**
Readings: Shively Chapter 8

Week 8 **Constitutions**
Readings: Shively Chapter 9

Week 9 **Elections**
Readings: Shively Chapter 10

Week 10 **Political Parties and Interest Groups**
Readings: Shively Chapters 11, 12

Week 11 **Review and Exam #2**
Readings: To be determined

Week 12 **Parliamentary Democracies**
Readings: Shively Chapter 14

Week 13 **Presidential Democracies**
Readings: Shively Chapter 15

Week 14 **The Bureaucracy and the Judiciary**
Readings: Shively Chapters 16, 17

Week 15 **International Politics**
Readings: Shively Chapter 18

Week 16 **Service Reflections and Review**
Readings: To be determined

May ? **Exam #3**

Service Learning Course Application

Department submitting application Government

Date of Submittal 1/26/2010

Name of faculty teaching this course Joseph (Joe) Gershtenson

Email joe.gershtenson@eku.edu Phone 622-2606

Course name and number POL 100S: Principles & Politics of Govt

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? approximately 3

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

Foothills Community Action Partnership. The Partnership is a community action agency with ongoing needs. Specific needs will be determined by Partnership

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

a minimum of fifteen

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

A "preflection" on notions about service, expectations, & hopes; a journal logging service activities & reactions; a reflection paper relating service experience to course academic content

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:

Department Chair: [signature] Date: 1/26/2010

Service-Learning Committee Approval: Approved ☒ Denied ☐ Date: 02-10-10

Signatures: [signature] [signature]

Lisa Cox &/or Scott Townsend, EKU Service-Learning Committee Co-Chairs

Curriculum Change Form
Course Drop

Department Name	History
College A&S	Arts and Sciences

Proposal Approved by: Date

Departmental Committee: ___1/29/10_____

College Curriculum Committee: _____

General Education Committee*: ___NA_____

Teacher Education Committee* ___NA_____

*If Applicable (Type NA if not applicable.)

Graduate Council* _NA___ Date

Council on Academic Affairs _____

Approved ___x__ Disapproved ___ 3/18/10

Completion of A and B is required:

A. Effective date: (Example: Fall 2009)

Fall 2010

B. The justification for this action: (course no longer taught/comment if other)

HIS 415 will no longer be taught. HIS 450 will be replaced by HIS 450W. HIS 201 will be replaced by HIS 290.

List all courses to be dropped

Prefix	Number	Title	Comments:
HIS	415	American Economic History	
HIS	450	Senior Seminar in History	
HIS	201	Historical Research and Methods	

For Registrar Office Use Only: Date: Initial:

Copy Sent to: Graduate Council _____ _____

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	History
X	New Course (Parts II, IV)	College	Arts and Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	HIS 290
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Historical Research & Methods
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	1/29/10	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved ___	3/18/10
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.)

This new course will replace HIS 201, also titled, "Historical Research and Methods."

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

Fall 2010

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

B. The justification for this action:

It is expected that replacing HIS 201 with HIS 290, a course with a higher number, will eliminate the common student misperception that this is an easy course. The elimination of this misperception will make it easier for both students and advisors outside of the department to recognize the level of this course that is a requirement for History majors.

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

Personnel Impact:

NA

Operating Expenses Impact:

NA

Equipment/Physical Facility Needs:

NA

Library Resources:

NA

Part 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.)

HIS 290 Historical Research and Methods. (3) I,II. HIS majors only. A comprehensive introduction to historical research, writing, and methodologies. Credit not awarded for both HIS 201 and HIS 290.

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)*
HIS	290	Fall 2010	AS X JS BT EM ED PC HS	HIST

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory Other	Cip Code (first two digits only) 54

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 HIS majors only

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
Thesis	Date of data entry
Internship	
Independent Study	Data entry person
Practicum	

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

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	Credit not allowed with HIS 201
Course Prefix and No.	
Course Prefix and No.	

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

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

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

HIS 290: HISTORICAL RESEARCH & METHODS
(3 credit hrs.)
Spring 2011
Section 1 (CRN XXXXX), MWF 9:05 – 9:55 a.m., Combs 411
Section 2 (CRN XXXXX), MWF 10:10 – 11:00 a.m., Combs 411

Instructor:	Dr. John S. Lowry	Office:	Keith 328
Department:	History	Office Hrs:	MF 2:30-3:15, T 9-11, W 2:30 – 4, or by appointment
E-mail:	*john.lowry@eku.edu*	Telephone:	x2-1376

Inclement Weather Schedule: If the university president declares an "alternative schedule" day (often mistakenly referred to as "two-hour delay"):
Section 1 (CRN XXXXX), MWF 9:05 – 9:55 a.m, will switch to 10:50 – 11:30 a.m.
Section 2 (CRN XXXXX), MWF 10:10 – 11:00 a.m., will switch to 11:40 a.m. – 12:20 p.m.

COURSE DESCRIPTION & INTENDED AUDIENCE

HIS 290 Historical Research and Methods. (3) I, II. Formerly H IS 201. History a nd History/Teaching majors only. A comprehensive introduction to historical research, writing and methodologies. Credit not awarded for both HIS 201 and HIS 290.

Students w hose g raduation r equirements f all und er t he 200 4–2006 c atalog or a later catalog are required to take this course for the B.A. in History or in History/Teaching. Any student who declared his/her major in History prior to Fall 2004 should speak with his/her adviser before registering for this course.

STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Describe the skills and expectations required within the discipline of history.
- Analyze primary and secondary source materials in context.
- Exhibit basic familiarity with traditional and online research resources.
- Demonstrate the basic skills needed to research and write a term paper in history, complete with proper citations.
- Integrate historical research into an organized argumentative essay.
- Relate major historiographical schools of thought.
- Edit and proof-read more effectively.

STATEMENT CONCERNING STUDENTS WITH DISABILITIES

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

ACADEMIC INTEGRITY

Students are advised that EKU'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.

DUPLICATION WARNING: Please also be aware that under no circumstances will a paper be accepted for credit in HIS 290 that you have submitted for credit in another course. Although there is no problem with writing a paper on a topic related to one you have previously written, the paper for this course must nevertheless be substantially different in content.

MIDTERM GRADES, STUDENT PROGRESS & DROP POLICY

Midterm Grades will be posted by March 5 and visible on EKUDirect by March 6. Students will receive written feedback concerning their progress in this course prior to midterm grade postings via five short assignments and a proofreading quiz. According to the official EKU academic calendar, the last day to withdraw from this class without academic penalty is March 19. (Students who withdraw by this date will receive a "W" on their transcripts.)

ATTENDANCE POLICY

Roll will be taken at each class meeting. Students' class participation grade will suffer from unexcused absences, and students with poor attendance may **automatically fail** (see below). Students are responsible for securing written and duly signed medical or other university-recognized excuses for their absences (personal illness/injury, illness/injury of a student's dependent, medical emergency involving an immediate family member, death in the family, or participation in a university-sponsored competition necessitating travel). Students are also responsible for material missed even if the absence is excused.

ATHLETES, ETC.: **If you will need to be absent from class meetings for participation in away games or similar university-recognized events, please speak to me during the first three weeks of the semester.** Please bring to that conversation a copy of your away-game schedule or similar event schedule issued by the relevant university department. Absences for participation in away games are excused but count toward your excused absence limit under the **Automatic Failure Policy** (see below).

PEOPLE OF FAITH: **If you will need to be absent from a class meeting for the purposes of religious observance, please speak to me during the first three weeks of the semester.** In that

conversation please indicate the nature of the religious observance(s) that prohibit(s) your attendance on a particular date(s). Students approaching me in this fashion will thus be excused well in advance and given an opportunity to make up work in a manner consistent with their faith. **It is expected that serious believers of all faiths are sufficiently familiar with their own calendar to notify me in advance; therefore, absence for observance of a religious holiday will not be excused after the fact.** Absences for religious observance are excused but count toward your excused absence limit under the **Automatic Failure Policy** (see below).

LATE ENROLLERS: Students who add the course late will begin the course with one or more absences that will count toward the absence limits under the **Automatic Failure Policy** (see below).

AUTOMATIC FAILURE POLICY: According to history department policy, any student missing more than twenty percent of the class sessions may be assigned a failing grade for the semester, at the discretion of the instructor. In accordance with this policy, **students who miss <u>more than eight</u> classes will automatically fail if <u>any one</u> of those absences is unexcused. Students who miss <u>more than ten</u> classes (<u>including excused absences</u>) will automatically fail.** Leaving class early without permission will count as a full absence.

Examples:
0 excused + 8 unexcused = May still pass as not more than 8
0 excused + 9 unexcused = Automatic Failure
5 excused + 4 unexcused = Automatic Failure
8 excused + 1 unexcused = Automatic Failure
10 excused + 0 unexcused = May still pass, all excused,
11 excused + 0 unexcused = Automatic Failure

CLASSROOM COURTESY

Mutually courteous conduct and speech are expected in the classroom at all times. The discreet consumption of non-alcoholic beverages is permitted. Permission to eat in class or to rest the head may be secured under extenuating circumstances. Cellphones must be turned off at all times unless you are a single parent, expectant father, etc., who might reasonably expect to receive an emergency call; <u>texting will not be tolerated</u>.

The following activities are **<u>PROHIBITED</u>** in the classroom:

Texting, whether sending or receiving
Using a cellphone (please turn them off)
Using headphones
Eating without permission
Chewing tobacco
Spitting (spittoon disguises don't work)
Smoking
Consumption of alcohol
Sleeping or resting the head against any surface (wall, arm, etc.) with eyes closed
Placing the head down without permission
Reading material unrelated to the course
Completing homework for this or another course
Engaging in private conversation
Engaging in any behavior disruptive to learning

Students engaged in prohibited activity shall receive a single warning. Repeat offenders will be asked to leave the classroom and withdraw from the course.

REQUIRED TEXTS

Craig, Gordon A. *Germany 1866-1945*. Oxford History of Modern Europe, ed. Lord Bullock and Sir William Deakin. New York: Oxford University Press, 1978.

Marius, Richard, and Melvin E. Page. *A Short Guide to Writing About History*, 7th ed. New York: Pearson/Longman, 2010.

Offner, Arnold A. *The Origins of the Second World War: American Foreign Policy and World Politics, 1917-1941*. New York: Praeger, 1975. Reprint, Malabar, Florida: Krieger Publishing Company, 1986.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams and the University of Chicago Press Editorial Staff. Chicago: University of Chicago Press, 2007.

Other readings will be distributed as handouts or provided as Web links. Whenever electronic sources are assigned, students should print out the source and bring their copy to class.

It is your responsibility to purchase the texts promptly so that you will not fall behind in the readings and assignments. Please let me know as soon as possible if you are having difficulty securing the books.

COURSE REQUIREMENTS

1. ***Attendance and participation,* 130 points**

Each class will be both lecture and discussion. There will be some in-class group work. There will be an attendance and participation grade of 3 points attached to each class meeting (absence = 0, a warm but inert body is 1). Four of the meetings will be worth 6 points, and the remainder of the points (4) will be given based on your required meeting with the instructor toward the end of the semester. Absences will make your grade drop, so do not miss this class. Six class meetings will not be held so that students will have extra time to devote to their research and to get one-on-one help from the instructor.

2. ***Ten short assignments, 520* points**

Most weeks there will be a short assignment to help move students toward completion of the overall project. Instructions for each assignment will be posted on Blackboard approximately 8 to 10 days before they are due. Students are responsible for printing off the instructions and bringing these to class on the days that we will be going over them to clarify expectations for the upcoming assignment. These assignments will be graded on a regular ABCDF/100% scale by the following weights:

a.	Encyclopedia Search & Framing a Question	30 pts.
b.	Preliminary Bibliography	40 pts.
c.	Primary Source Assessment	50 pts.
d.	Journal Assessment	40 pts.
e.	Book Assessment	50 pts.

f.	Historiography Project	60 pts.
g.	Annotated Bibliography	50 pts.
h.	Website Assessment	30 pts.
i.	Paper Check Sheet	40 pts.
j.	First Complete Version of Paper (100) and Peer Review (30)	130 pts.

All assignments and projects must be typed double-spaced using Courier New or Times New Roman 12-point font with one-inch margins on all sides (the default). Multiple pages must be stapled or paper-clipped for your protection and my convenience. All work should be in proper written English with full sentences and paragraphs unless otherwise instructed.

3. ***Citation Project,* 75 points**

Unlike most other assignments, the Citation Project, will not be accepted until it is fully correct and without errors. The grade for this project is either 75 points or 0 points. **The reason for this is that the History Department will not accept a term paper for fulfillment of the departmental B.A. requirements if the paper's bibliography or citation formats are incorrect.** Therefore, for your own protection, it is imperative that you learn in this course to correctly construct citations and bibliographies by referring to the information in Turabian.

You will have two chances to hand in a formal draft of the Citation Project before you hand in a final copy. It is in your best interests to get the first draft fully correct — then you will not have to redo the project at all and can concentrate on other work. However, if your first draft is not correct, it will be returned to you to be corrected properly and you will have two more chances to turn it in. If I have not received a fully correct assignment by the due date for the final copy, you will not receive credit for the Citation Project. Bear in mind that, although I will not read more than two drafts, you may come to my office and discuss these projects with me. You will not be left to struggle with these or any other projects alone.

The due dates for the Citation Projects are not rolling dates. There are three specific days on which drafts may be turned in (**March 1, March 26, and April 30**). If a student misses one of the due dates for turning in the project, he or she must wait until the next indicated due date to turn it in. The only exception will be documented medical illnesses. However, I will always be willing to answer questions.

4. ***Take-home Proofreading Quiz,* 50 points**

Students will be expected to catch as many grammatical, spelling and stylistic errors as they can in a two-page text. Distributed on January 25 and due on February 10.

5. ***Final paper / Exam,* 225 points**

Students will be expected to apply the analytical skills they learn in this course in the researching and writing of a short historical research paper of 1800 to 2000 words (6 to 7 pages) on a topic drawn from the Topics List on pp. 6-8. The paper will serve in lieu of a final exam and will be due no later than the end of the two-hour period when your section would otherwise have a final exam. **Section 1's papers will thus be due by 10 a.m. on May 5. Section 2's papers will be due by 10 a.m. on May 7**.

GRADES AND GRADING SCALE

The grading scale will be	900 – 1000	A	600 – 699	D
applied as follows:	800 – 899	B	599 & below	F
	700 – 799	C		

Midterm grades will be visible to students on EKUDirect no later than March 6, thirteen days prior to the last day to withdraw from the class without academic penalty other than a "W" (March 19). By March 6 you will have 32.6% of your final grade (210 short assignment pts. + 66 participation points + 50 points proofreading quiz).

LATE SUBMISSIONS

Late submissions on Assignments 1—10, the Proof-reading Take-home Exam, and the final paper will result in the loss of a full grade for each day it is late, loss of grade to begin at the close of class on the due date. The only exception will be documented medical problems.

BLACKBOARD

This course will use Blackboard for many of its functions. The syllabus is located in Course Documents section of the Blackboard site. All of the assignments or projects will be in a folder named "Assignments and Projects" in the Assignments section of the Blackboard site. The grades will be posted in the Gradebook, with the exception of participation grades which will be posted at three points during the semester.

A separate sheet with instructions for using Blackboard is available for those of you who have never used it. **By Wednesday, January 20, I expect each person in the class to have accessed our Blackboard site, to have made sure that he/she is able to access all files and can print files from the site, AND to have sent me an email through the Blackboard system that verifies your ability to access and print these files.** If it is necessary to send out group e-mails, I will be communicating with you via your EKU e-mail address, so be sure to check it regularly.

TOPICS LIST

The overarching problem under investigation in this research seminar is the American perception of and response to Imperial, Weimar and Nazi German policies from the launching of Kaiser Wilhelm II's *Weltpolitik* in 1897 to the outbreak of German-American hostilities in December 1941 in the midst of World War II. This problem may be broken down into the following sub-issues as follows:

The American reception of and responses to the …

1. German ambitions in East Asia and the Pacific (e.g. China, Philippines, Carolines, Samoa), 1897-1914
2. Anglo-German naval arms race, 1897-1914

3. German rivalry with other European powers over the Ottoman Empire (e.g. German military advisers in Constantinople, Berlin-Baghdad Railroad plans), 1897-1914
4. German instigation of the First and Second Moroccan Crises, 1905-1912
5. German contribution to crises in the Balkans (Austrian annexation of Bosnia, First and Second Balkan Wars), 1908-1913
6. Degree of German responsibility for outbreak of World War I (U.S. perspectives both during and after war, 1914 to c. 1930)
7. German invasion & occupation of Belgium, 1914-1918, plus any postwar echoes
8. German war aims vs. British, French & Russian war aims, 1914-1918
9. British naval blockade & German submarine warfare, 1914-1917, plus any postwar echoes
10. German relations with revolutionary Mexico, 1911-18
11. German responses to peace initiatives, 1914-1918 (including, but not limited to, Wilson's Fourteen Points)
12. Status of Poles & re-establishment of Poland at German & Russian expense, 1914-1921
13. Impact of the two Russian Revolutions of 1917 and the Treaty of Brest-Litovsk (1918) on the Allied war against Germany and the peace terms, 1917-1919
14. Germany as bulwark against Bolshevism and/or site of possible Bolshevik (Communist) revolution, 1917-1928
15. German parliamentary reforms & request for armistice (Oct. 1918), revolution (Nov. 1918) & establishment of a republic (1918-1919)
16. Terms and enforcement of the Treaty of Versailles: Territorial questions
17. Terms and enforcement of the Treaty of Versailles: War guilt and reparations questions
18. Terms and enforcement of the Treaty of Versailles: German disarmament & the demilitarization of the Rhineland (see also French-inspired separatism)
19. German right-wing extremism (coup attempts, political assassinations, etc.) under the Weimar Republic, 1918-1925
20. Democratic character & political instability of the Weimar Republic, 1919-1930
21. German relations with emerging Soviet Union, including cooperation for German evasion of arms limitation terms of Versailles, 1919-1933
22. French desire for peacetime alliance with the United States against German aggression, 1918-1933
23. The crisis of 1922/1923: Ruhr occupation, hyperinflation, civil unrest
24. Dawes Plan, reparations and currency stabilization, 1924-1929
25. German recognition at Locarno of postwar borders with France and Belgium and German entry into the League of Nations, 1918-1926
26. German relations with France & Belgium, 1924-1933
27. German relations with Britain, 1924-1933
28. German relations with Poland, Lithuania and Czechoslovakia, 1919-1933
29. German relations with Austria, 1919-1933
30. Weimar Republic's relations with Mussolini's Italy, 1922-1933
31. Germany as bulwark against Bolshevism and/or site of possible Bolshevik (Communist) revolution, 1928-1941
32. Great Depression and the impact of mass unemployment in Germany, 1930-1935

33. Young Plan, reparations & the right-wing German nationalist agitation, 1929-1933
34. Hitler's rise and appointment, 1925-33
35. Erosion of the Weimar Republic under the presidial regimes of Brüning, Papen and Schleicher, 1930-33
36. The Nazi dismantlement of the Weimar constitution and associated democratic institutions (including the related issue of the conceivable threat posed by fascists in the United States), 1933-41
37. Nazi political brutality, violence and murder, 1930-41
38. Nazi rhetoric, discrimination and violence against the Jews (including the related issues of Jewish refugee immigration to the United States and American anti-Semitism), 1930-1941
39. Nazi relations with the Roman Catholic church in Germany and in Rome (including within the U.S. response the reaction of American churches), 1930-41
40. Nazi relations with the Lutheran and Reformed churches in Germany (including within the U.S. response the reaction of American churches), 1930-41
41. Nazi Germany's international finance, trade and business policies, 1933-41
42. The international disarmament talks, Germany's withdrawal from the League of Nations, and German rearmament, 1930-35
43. The German re-occupation of the demilitarized Rhineland (1936), 1933-1936
44. The 1936 Summer Olympic Games in Berlin
45. German involvement in the Spanish Civil War, 1936-39
46. Nazi Germany's relations with Mussolini's Italy, 1933-1941
47. Nazi Germany's relations with Japan, 1933-1941
48. Nazi German relations with and annexation of Austria (1938), 1933-41
49. Nazi German relations with and annexation/partition of Czechoslovakia (1938/39), 1933-41
50. Nazi German relations with and invasion/partition of Poland (1939), 1933-41
51. Nazi German relations with & invasion of the Soviet Union (1941), 1933-41
52. Nazi German relations with and invasion of France, Belgium & the Netherlands (1940), 1936-1941
53. Nazi German relations with & assault upon Britain (1940), 1933-1941
54. Nazi German relations with Hungary and Romania, 1933-1941
55. Nazi German relations with & occupation of Yugoslavia and Greece (1941), 1933-1941
56. Nazi German relations with Latin American, esp. Argentina, 1933-41
57. Undeclared German-American war in the Atlantic, 1939-1941

The American reception of / responses to German policies may themselves be broken down into four areas of investigation, namely:

I. The perceptions of Americans in Germany (diplomats, journalists, businessmen, etc.) and their reactions to the policies of the Imperial, Weimar or Nazi regimes

II. The perceptions of the President of the United States, the State Department, and the cabinet and their responses to the policies of the Imperial, Weimar or Nazi regimes

III. The perceptions of the United States Congress and its responses both to German policies and the State Department/White House reactions

IV. The perceptions of the American public and its responses to both German policies and the State Department/White House reactions

For your research paper, you will be asked to select one of the aforementioned sub-topics and **EITHER** (a) investigate that issue with respect to at least three of the above four points **OR**, with the instructor's permission, (b) investigate some other aspect of that issue as the existing historiography might suggest.

CLASS SEQUENCE AND READINGS

M 1/11 **INTRODUCTION**
What is history? What is a research paper?
Handouts: *Syllabus, Questions for Evaluation of a Primary Source, Library Reserve Book List, Bibliographical Essays (Gatzke, Jonas), Sample Primary Source #1*
Email: *Jonas Reading for 1/13*

W 1/13 **AMERICAN PERCEPTIONS OF IMPERIAL GERMANY BEFORE WORLD WAR I, 1898-1914**
Marius & Page, 1-22
Manfred Jonas, *The United States and Germany: A Diplomatic History*, 9-11, 41-64
GROUP READINGS:
Group A (1898-1914): Craig, Chap. IX, pp. 302-338
Group B (1908-1916): Craig, Chap. IX, pp. 324-338

F 1/15 **AMERICAN PERCEPTIONS OF WARTIME & REVOLUTIONARY GERMANY, 1914-1919**
Offner, Preface, vii-xiv (read carefully!), and Chaps. 1-2, pp. 3-43
Sample Primary Source #1
GROUP READINGS:
Group B (1908-1916): Craig, Chap. X, pp. 339-368
Group C (1916-1919): Craig, Chaps. X-XI, pp. 368-428
Group D (1919-1924): Craig, Chap. XI, pp. 415-428
Handouts: *Instructions for Assignment #1, Sample Primary Source #2*

W 1/20 **AMERICAN PERCEPTIONS OF WEIMAR GERMANY, 1919-1933**
Marius/Page, 77-86
Offner, Chap. 3, 44-70
Sample Primary Source #2
GROUP READINGS:
Group D (1919-1924): Craig, Chaps. XI-XII, pp. 428-468
Group E (1924-1933): Craig, Chaps. XIV-XV, pp. 498-565
Handouts: *Sample Primary Source #3*

F 1/22 **AMERICAN PERCEPTIONS OF NAZI GERMANY, 1933-1941**
Marius/Page, 40-70
Offner, Chaps. 5 & part of 7, pp. 104-132, 163-185
Sample Primary Source #3
GROUP READINGS:
Group F (1933-1941 domestic issues):
Craig, Chaps. XVI-XVIII, pp. 569-618, 631-637, 663-672
Group G (1933-1941 diplomatic issues):
Craig, Chaps. XIX-XX, pp. 673-731
Bring to class: Instructions for Assignment #2
***** Paper Topic must be selected by the end of today's class.***

M 1/25 **LIBRARY RESEARCH – FINDING STUFF (Attendance weighted double)**
Marius/Page, 70-77
Bring to class: Instructions for Assignment #2
9:05 Section will meet in Library, Room _____ (TBA)
10:10 Section will meet in Library, Room _____ (TBA)

W 1/27 **BEING A SUCCESSFUL HISTORY MAJOR (Attendance weighted double)**
Marius/Page, 131-163
Turabian, Chapters 15 – 17 (familiarize yourself with the patterns of citation)
Due: *Assignment #1 – Encyclopedia Search and Framing a Question*
Bring to class: Writing Guidelines, Instructions for Assignment #2, Tips for History Majors
Handouts: Final Paper Instructions, Proofreading Quiz

F 1/29 **WORKSHOP: TAILORING YOUR QUESTION**
Bring to class: Second copy of Assignment #1, Books and articles you have found so far, Questions you have about what you are finding

M 2/1 **READING AND ANALYZING SECONDARY SOURCES**
Marius/Page, 119-131
Due: *Assignment #2 – Preliminary Bibliography*
Bring to class: Instructions for Assignment #3

W 2/3 **COMBINING PRIMARY AND SECONDARY SOURCES**
Marius/Page, 119-131 (revisit)
Handouts: Citation Project Instructions

F 2/5 **WORKSHOP: RECOGNIZING VARIOUS TYPES OF PRIMARY & SECONDARY SOURCES**
Bring to class: Books and articles you have found so far, Questions you have about what you are finding

M 2/8 **JOURNALS ARE OUR FRIENDS**
In-class examination of journals
Due: *Assignment #3 – Primary Source Assessment*
Bring to class: Instructions for Assignment #4
Handout or Weblink: Article TBA for 2/10

W 2/10 **SCHOLARLY ARTICLES AND THEIR CITATION**
Article TBA
Due: *Proofreading Take-Home Quiz*
Handout or Weblink: Article TBA for 2/12

F 2/12 **WORKSHOP: FINDING THE THESIS OF AN ARTICLE**
Article TBA
Bring to class: Two articles you have found so far on your topic

M 2/15 **BOOKS AS TOOLS: READING, ANALYZING, NOTETAKING**
Marius/Page, 86-105, 23-29
Due: *Assignment #4 – Journal Series Assessment*
Bring to class: Instructions for Assignment #5
Handout: Book Intro TBA for 2/17

W 2/17 **TERMS, ARGUMENTS, COUNTER-ARGUMENTS**
Marius/Page, 40-43, 119-131 (revisit)
Book Intro TBA

F 2/19 **WORKSHOP: FINDING THE THESIS OF A MONOGRAPH**
Bring to class: Two books on your topic, written (not edited) by one person each

M 2/22 **CONSTRUCTING AN ANNOTATED BIBLIOGRAPHY**
Marius/Page, 150-163 (revisit)
Turabian, Chapters 15 – 17 (revisit, familiarizing yourself w citation patterns)
Due: *Assignment #5 –Book Assessment*

W 2/24 **ANGELS AND DEVILS IN THE DETAILS**
In-class comparison of bibliographical and note citation formats
Bring to class: Turabian and two secondary sources you are using
Handout or Weblink: Article TBA for 3/1

F 2/26 **WORKSHOP: MORE ANGELS AND DEVILS**
Bring to class: Turabian and two secondary sources you are using

M 3/1 **CONTEXT – HISTORIOGRAPHY I, THE TYPES OF HISTORY**
Article TBA
Due: *Citation Project – First Chance*
Bring to class: Instructions for Assignment #6, Two secondary sources you plan to use for Assignment #6
Handout or Weblink: Article TBA for 3/3

W 3/3 **CONTEXT – HISTORIOGRAPHY II, THE HISTORY OF HISTORY**
Marius/Page, 12-14, 105-109, 126-129
Article TBA

F 3/5 **WORKSHOP: RECOGNIZING A HISTORIOGRAPHICAL DEBATE**
Bring to class: Two secondary sources on your topic

****** SPRING BREAK ******

M 3/15 **THE WEB – PROMISE AND PITFALLS**
Marius/Page, 49-55, 63-86, 89-93 (re-visit)
Due: *Assignment #6 – Historiography Project*
Bring to class: Instructions for Assignment #7
Handout or Weblink: Article TBA for 3/17

W 3/17 **CONTEXT – BACKGROUND AND VIEWPOINTS**
Article TBA

F 3/19 **WORKSHOP: PREPARING AN ANNOTATED BIBLIOGRAPHY**
Bring to class: Draft of Assignment #7

M 3/22 **FINDING AND CRAFTING THESES – KNOW YOUR ARGUMENT(S)**
Marius/Page, 14-23 (revisit),
Due: *Assignment #7 – Annotated Bibliography*
Bring to class: Instructions for Assignment #8
Handout or Weblink: Article TBA for 3/29

W 3/24 **PROGRESS REPORTS**
No class meeting: Use this time to meet w/ professor for help.

F 3/26 **WORKSHOP: UNDERSTANDING & EVALUATING WEBSITES**
Bring to class: URLs of two websites you are looking at
Due: *Citation Project – Second Chance.*

M 3/29 **CRAFTING AN ARGUMENT: EVIDENCE AND COUNTER-ARGUMENTS**
Article TBA
Due: *Assignment #8 – Website Assessment*
Bring to class: Instructions for Assignments #9 and #10 (Paper instructions)
You should be starting the body of the paper by this time.

W 3/31 **INTRODUCTIONS, PLAGIARISM, QUOTATIONS (Attendance weighted double)**
Marius/Page, 23-29, 95-105, 146-147

F 4/2 **MEETINGS**
No class meeting: Use this time to meet w/ professor for help.

M 4/5 **LIBRARY SPECIAL COLLECTIONS** .
Due: *Assignment #9 – Paper Checksheet.*
You should be writing the body of the paper by this time.

W 4/7 **CRAFTING YOUR ESSAY I – ORGANIZATION AND CONCLUSIONS**
Marius/Page, 105-109

F 4/9 **CRAFTING YOUR ESSAY II – ELEGANCE OF EXPRESSION, GOOD WRITING AND GOOD GRADES**
Marius/Page, 110-118, 131-149
Bring to class: Writing Guidelines, A 2nd copy of your completed Assignment #9

M 4/12 **MEETINGS**
No class meeting: Use this time to meet w/ professor for help.

W 4/14 **WORKSHOP: THE HOMESTRETCH ON THE FIRST DRAFT, DAY 1**
Bring to class: Your first draft as it currently stands for discussion w peers

F 4/16 **WORKSHOP: THE HOMESTRETCH ON THE FIRST DRAFT, DAY 2**
Bring to class: Your first draft as it currently stands for discussion w peers

M 4/19 **QUESTION AND ANSWER SESSION: CONTENT, WRITING, AND FORMAT.**
Due: Assignment #10 – First complete version of your paper, TWO COPIES.
Dr. Lowry will schedule meetings from Thurs., Apr. 22 to Friday, Apr. 30
Handout: Peer Review Forms

W 4/21 **PEER REVIEW AND REVISION (Attendance weighted double)**
Reading: Your peer's paper
Peer Review discussions will take place during class.
Due: *Peer Review Form*

4/22-4/30 **FORMAL REQUIRED MEETINGS** with Dr. Lowry will be held all week: Each student's Assignment #10 will be returned with comments during the meeting.

M 4/26 **REVISIONS**
Marius/Page, 110-118, 131-149 (re-visit)
Blackboard Course Reading Link: Guilford Writing Manual – Revising

F 4/30 ***Due: Last Chance – Citation Project due in Dr. Lowry's office by 3 p.m.***

FINALS

W 5/5 Section 1, Final Paper Draft Due by 10 a.m.
F 5/7 Section 2, Final Paper Draft Due by 10 a.m.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	History
	New Course (Parts II, IV)	College	Arts and Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	HIS 450W
X	Hybrid Course ("S," "W")	*Course Title (30 characters)	Senior Seminar in History
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	1/29/10	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee		Approved x Disapproved ___	3/18/10
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 replace HIS 450 with HIS 450W to reflect its character as a writing-intensive course.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

HIS 450 is already similar to a writing-intensive course as it exists and is required for our History majors. Therefore we intend to make it officially writing-intensive so that this undergraduate requirement is built into our major program.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

NA

Operating Expenses Impact:

NA

Equipment/Physical Facility Needs:

NA

Library Resources:

NA

Part 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.)

HIS 450W Senior Seminar in History. (3) A. Prerequisites: ENG 102 or 105 (B) or HON 102. HIS major and six hours upper division HIS, HIS 302A or 302B or 302C; HIS 200, 201 or 290. Research and writing in History. Credit not awarded for both HIS 450 and HIS 450W.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HIS	450W	Fall 2010	AS X JS BT EM ED PC HS	HIST

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture Laboratory Other	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR JR SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis
Internship
Independent Study
Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	ENG 102 or 105 (B) or HON 102
Course Prefix and No.	HIS major and six hours of upper-division HIS, HIS 302A or 302B or 302C; HIS 200, 201, 290, or departmental approval
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 HIS 450
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (**X**) in the appropriate Block or Blocks (e.g. – IVB(3) **X**).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

History 450W
Senior Seminar in History
3 credit hours

CRN ### (2-3:15 T/Th) **CRN ### (3:30-4:45 T/Th)**

Fall 2010 **Office: 308 Keith Hall**
232 University Building **Office Phone: 859-622-1360**
Instructor: John P. Bowes **Email: John.Bowes@eku.edu**
Office Hours: TR 12:30-1:30pm or by appointment
I will hold office hours for 450 students only from 2-3pm any day when class does not meet and there are no appointments.

Course Description
This class offers History majors training in "research and writing in history," as the university catalogue explains. In addition, it provides the final senior writing experience for history majors, guiding them through the writing process to produce a 15-20 page paper. This semester, the papers must address some aspect of the historical period from the end of the American Revolution to the end of the nineteenth century. In other words, your topic must fall within the chronological period of 1780-1900.

Course Objectives
1. Each student will identify a topic, develop a specific research question, and write a 15-20 page paper that responds to the research question.
2. Each student's paper will demonstrate extensive research, including research focusing on primary sources and archival materials.
3. The research and writing will be grounded in the analysis and integration of relevant secondary sources.
4. The final paper will illustrate the student's mastery of correct citation and bibliographic formatting.

Student Learning Outcomes
Upon completion of this course, students will be able to:
1. Understand the process of identifying a topic and crafting a research question.
2. Analyze the causes and effects of historical change with respect to the historical developments or events targeted for research.
3. Evaluate primary sources as historical evidence and develop effective historical arguments on the basis of documentary analysis.
4. Demonstrate an understanding of the significance of primary source evidence as the basis of effective historical analysis and understanding.
5. Demonstrate an integrated understanding of the interaction of political, social, cultural, economic, technological and/or religious factors as causes and expressions of historical change.

Required Text

Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (7th edition).

Grading

Point distribution:

Final research paper:	500 points
Working Bibliography:	100 points
Rough Draft:	100 points
Peer Review:	50 points
Meetings with the professor/class attendance:	250 points
Total	1000 points

Important grade penalties:

1. Any missed appointment deducts 50 points from your final grade total.
2. Any violation of EKU's academic integrity policies will result in an automatic zero for any single assignment or the final paper.

Academic Integrity Statement

Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku. Questions regarding the policy may be directed to the Office of Academic Integrity.

Drop Policy

According to the official EKU academic calendar, the last day to withdraw from this class without academic penalty is _____.

Individual Meetings

As per the course schedule, you will have four assigned meetings with Professor Bowes. All of these meetings are important to your progress in this course and you will need to be prepared. You will lose points if you miss any meeting or come to the meeting unprepared. Take full advantage of these meetings to support the completion of your paper.

Turning in Assignments

I do not accept papers or other assignments through email. You must turn in a hard copy of your assignment to me. You do not want to turn in assignments late. If an assignment is not received at the beginning of the class period when it is due, it will be considered late and will be docked 10% of the point total for that assignment. It will lose an additional 10% of the total every day it is late. Late papers and other assignments will be accepted only with **prior** permission from Professor Bowes.

Assignment Information

Although additional materials will be provided in class, the following are brief descriptions of some of the most important assignments due during the course of this semester.

Working Annotated Bibliographies

On March 4, working bibliographies are due to Professor Bowes. These biographies must reflect the following:

1. Correct citation style
2. An explanation of the purpose for the book in your paper and specifically what points will be used in your argument.
3. A balance of primary and secondary sources, including books used to supply a theoretical basis and books for factual information.

Rough drafts/Peer Reviews

Two copies of your rough draft are due on **April 6**. In order to receive credit, the rough draft must be complete (including correctly formatted footnotes, a bibliography in Turabian format, and all components of the paper in place – introduction, body, conclusion).

You will serve as a peer to one of your classmates. Your peer review (5% of your total grade) will occur with regard to the drafts turned in on **April 6 and is due on April 15**. Credit will be earned by taking a careful and detailed look at your peer's work, offering corrections and suggestions with regard to style, organization, argument, evidence, grammar, spelling, punctuation, citation placement and citation style. Failure to take this element seriously – and to provide a real critique, will eliminate the credit for this assignment.

Final Papers

Final papers are due **April 29** by 4pm. You may turn the paper in to Professor Bowes in his office, you may submit the paper early to the History Department office, or you may put the paper into Professor Bowes's box. If you have any concerns that the paper has been received, please email Professor Bowes and check for a confirmation.

When you submit your final paper, please make sure you have provided the following:

1. TWO copies – one copy must include a separate sheet of paper with the thesis statement ONLY.
2. Your peer reviewed draft
3. An electronic version submitted to SafeAssignment through Blackboard

In addition, for the final paper, you must send an electronic copy to me a john.bowes@eku.edu by April 29 at 4pm. (1) The document must be in Microsoft WORD; (2) You must include your ID number on the document. A copy of this document will be sent to a committee to evaluate the overall success of writing-intensive courses. Your ID number will allow the University to track students' progress over time,

without seeing your name. Very rarely, a paper may be printed to use for training purposes. When this occurs, the ID number is removed before printing.

The Department of History requires that your final paper must meet the following requirements. Failure on either of these points results in an "F" for the paper and thus for the course.

1. Length: 15-20 pages (this includes the paper's core, the notes and bibliography)
2. Footnotes/endnotes and Bibliography: Must be included and comply with format outlined in 7th edition of Turabian

FInally, in order to earn a passing grade, this course requires that the paper:

1. Use multiple primary and secondary sources. These sources must reflect a serious research agenda and demonstrate mastery of the historical literature and historical period discussed in the paper. **AT LEAST ONE THIRD OF THE PAPER MUST BE DRAWN FROM PRIMARY SOURCES TO EARN A "B" OR BETTER.**
2. Papers must be in Times or Times New Roman font, double-spaced, 12-point, with 1 inch margins all the way around, and page numbers.

!!!!!!!!!!

Cell Phones must be turned off at the start of class and during meetings with the professor. Any use of a cell phone in class will result in the loss of 25 points from your overall final grade.

!!!!!!!!!!!

Course Schedule

January 12:	Course Introduction
January 14:	Class meets – Selecting a topic

January 18: end of add/drop period

January 19:	Class meets - Narrowing your topic; **Turabian, 5-12**
January 21:	Class meets - Narrowing your topic, set appointments; **Turabian, 12-23**
January 26 & 28:	NO CLASS
February 2 & 4:	Individual meetings with Professor Bowes in his office to review topics, sources, and possible research questions.
February 9:	NO CLASS – work on your research question
February 11:	Class meets, **research question due**, set up appointments

February 16 &18:	NO CLASS – work on preliminary bibliographies and paper research
February 23 & 25:	Individual meetings with Professor Bowes in his office to review research so far and preliminary bibliographies.
March 2:	NO CLASS – work on annotated bibliographies
March 4:	Class meets, **formatted annotated bibliographies due**
March 9 & 11:	NO CLASS (SPRING BREAK)
March 16:	Class meets, set up appointments
March 18:	Individual meetings with Professor Bowes in his office. **Thesis statement due**.
March 23 & 25:	NO CLASS, work on rough draft

March 19: Last day to withdraw

March 30 & April 1:	NO CLASS, work on rough draft
April 6:	Class meets, **rough draft due**
April 8:	NO CLASS
April 13:	Class meets, assessment exam and set up appointments to review drafts
April 15:	NO CLASS, **peer review due** to Professor Bowes
April 20 & 22:	Individual meetings with Professor Bowes to go over drafts.
April 27:	NO CLASS, work on final draft
April 29:	**Final paper due to Professor Bowes in his office no later than 4pm**, **also remember that you must submit the paper online through Safe Assignment.**

April 30: Classes end

Statement Concerning Students with Disabilities

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

Inclement Weather:
In case of inclement weather, check the EKU homepage or call 622-2239 for information. If the University is on a 2-hour delay:

The 2pm section will meet at 2:40 until 3:40
The 3:30 section will meet at 3:50 until 4:50

Meetings with Professor Bowes will be determined on a case-by-case basis. If Professor Bowes must cancel due to weather, or if the University closes and the meeting must be rescheduled, there is no penalty to the student and the student can expect maximum flexibility with regard to rescheduling.

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College of Arts and Sciences
Department of English and Theatre
(859) 622-5861
www.english.eku.edu

467 Case Annex
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
FAX: (859) 622-3156

Professor Fiona Halloran
Department of History
Keith 323

1 December 2009

Dear Fiona:

I'm writing to let you know that the TCAC Advisory Committee has approved your proposal for HIS 450W. We're very happy to be adding this major-area course to those available to students.

The next step is to get the W course approved by your department curriculum committee, and then on to your college committee. You and your department will need to decide whether you intend to drop the old HIS 450 and add the new writing-intensive version in its place, or keep both the old one and the new one. I'm copying this letter to Dr. David Coleman, so that he will know officially that your course is approved at the TCAC level and can help you in moving it on to the next level.

When you teach HIS 450W, please remember to include on your syllabus this statement (filling in your own information, of course):

> "For assignment X, you must send an electronic copy to me at mary.doe@eku.edu by (time/date). (1) The document must be in Microsoft WORD; (2) You must include your ID number on the document. A copy of this document will be sent to a committee to evaluate the overall success of writing-intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Very rarely, a paper may be printed to use for training purposes. When this occurs, the ID number is removed before printing."

The assignment you ask to have submitted electronically should be the course's major writing assignment; you'll send it on to me (preferably, the whole class's papers on a CD), and it will be evaluated for assessment purposes. The particulars of the assessment process will be announced early in Spring '10. Basically, it will be a day-long session in the summer. All "W" faculty will be invited to attend, and those who attend will receive a stipend.

Thanks again for your hard work in making your new course a reality. If there's anything I can do to help, please let me know.

Best regards,

Deborah Core
Director, TCAC
Professor of English

cc. Dr. David Coleman
Dr. Onda Bennett

Kentucky

Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	History
	New Course (Parts II, IV)	College	Arts and Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	BA in History (non-teaching)
	New Program (Part III)		(Major __X__, Option ___; Minor ___; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	1/29/10	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee		Approved [X] Disapproved [ ]	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		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 reflect the dropped courses (201, 415, and 450) and the course changes (290 and 450W)

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Need to reflect changes in courses mentioned above.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

NA

Operating Expenses Impact:

NA

Equipment/Physical Facility Needs:

NA

Library Resources:

NA

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

History (B.A.)

CIP Code: 54.0101

Program Objectives

Upon successful completion of this program, graduates will be able to: 1) demonstrate knowledge of U.S. history, European history, and selected aspects of non-Western history at a high level; 2) demonstrate their ability to write effectively (all students in the program will complete term papers as part of their major requirements); and 3) execute a major research project utilizing both primary and secondary sources. All students in the baccalaureate program will submit prior to graduation a formal research project which includes both primary and secondary sources. In addition to pursuing careers in education, graduates of this degree program have found employment in business, journalism, public history, library work, government and law. A history degree is excellent preparation for law school as well as graduate programs in library science, public history and many other fields. Many employers value the research, writing and analytical skills developed through the study of history.

Major Requirements.....33 hours

HIS ~~201~~, 202, 203, 290, ~~450~~, 450W, and 21 upper division hours with a minimum of six hours in each of the following distribution areas (including two of the following three courses: 302A, 302B, 302C):

Area I (U.S.): HIS 300A (3 hours), 302A, 303, 304, 305, 309, 401, 402, 403, 404, 405, 406, 407, 411, 412, 413, ~~415~~, 420, 424, 433, 435, or 516.

Area II (Europe): HIS 300B (3 hours), 301, 302B, 310, 336, 337, 339, 341, 342, 343, 344, 345, 346, 350, 363, or 365.

Area III (Non-Western): HIS 300C (3 hours), 302C, 308, 320, 330, 347, 374, 375, 378, 380, 383, 384, 385, 386, 388, 434, 474, or 475.

T he remaining upper division history course may come from any of the above areas or from other upper division history courses except HIS 302A, B, C.

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

A SO 100.

Free Electives.....38 hours

A t least three hours of one foreign language is strongly recommended. Students who plan to pursue a graduate degree are strongly encouraged to take at least six hours of a foreign language.

Total Curriculum Requirements.....120 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Music
	New Course (Parts II, IV)	College	Arts and Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	MUS 253
	Course Dropped (Part II)	*Course Title (30 characters)	Percussion Ensemble
	New Program (Part III)	*Program Title	
	Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee		Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** ☒		Council on Academic Affairs	
College Curriculum Committee	3/1/2010	Approved x Disapproved ___	3/18/10
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 a 0 credit option for this course

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Students are required to participate in small ensembles as part of our accreditation with NASM. The additional credit will sometimes cause students to go over their allowed credits. The 0 credit option allows students to take the course and have it appear on their transcript without adding hours.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: NA

Equipment/Physical Facility Needs:

NA

Library Resources: NA

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.)

MUS 253 Percussion Ensemble (0-1) I, II. Rehearsal and performance of standard Percussion Ensemble literature including steel drums, African studies, and marimba ensemble literature. Course open by audition only. May be retaken to a maximum of four hours.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MUS	253	Fall 2010	AS X JS BT EM ED PC HS	MUSC

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
0-1	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
		N (1 credit)
		P (0 credit)

Class Restriction, if any: (undergraduate only)

FR ____ JR ____
SO ____ SR ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____
Internship ____
Independent Study ____
Practicum ____

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Date of data entry ____

Data entry person ____

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	Departmental Approval for 0 credit
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	Music
	New Course (Parts II, IV)	College	Arts and Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	MUS 254
	Course Dropped (Part II)	*Course Title (30 characters)	Jazz Ensemble
	New Program (Part III)	*Program Title	
	Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee		Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	3/1/2010	Approved x Disapproved ___	3/18/10
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 a 0 credit option for this course

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Students are required to participate in small ensembles as part of our accreditation with NASM. The additional credit will sometimes cause students to go over their allowed credits. The 0 credit option allows students to take the course and have it appear on their transcript without adding hours.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: NA

Equipment/Physical Facility Needs:

NA

Library Resources: NA

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.)

MUS 254 Jazz Ensemble (0-1) I, II. Rehearsal and performance of standard Jazz Ensemble literature including jazz improvisation, jazz styles, and form. Course open by audition only. May be retaken to a maximum of four hours.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MUS	254	Fall 2010	AS X JS BT EM ED PC HS	MUSC

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
0-1	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
		N (1 credit)
		P (0 credit)
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable
		Thesis
		Internship
		Independent Study
		Practicum

Class Restriction, if any: (undergraduate only)

FR ____ JR ____
SO ____ SR ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	Departmental Approval for 0 credit
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	Music
	New Course (Parts II, IV)	College	Arts and Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	MUS 256
	Course Dropped (Part II)	*Course Title (30 characters)	Marching Band
	New Program (Part III)	*Program Title	
	Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee		Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	3/1/2010	Approved x Disapproved ___	3/18/10
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 a 0 credit option for this course

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Students that take the marching band course have the 1 credit course option. The additional 1 credit will sometimes cause students to go over their allowed credits, impact financial aid attempted credits or add tuition costs. The 0 credit option allows students to take the course and have it appear on their transcript without adding credit hours.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: NA

Equipment/Physical Facility Needs:

NA

Library Resources: NA

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.)

MUS 256 Marching Band (0-1) I. Preparation and performances of marching band show during the football season. Three or more rehearsals per week. May be retaken to a maximum of four hours.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MUS	256	Fall 2010	AS X JS BT EM ED PC HS	MUSC

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
0-1	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
		N (1 credit)
		P (0 credit)

Class Restriction, if any: (undergraduate only)

FR ____ JR ____
SO ____ SR ____

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ____
Internship ____
Independent Study ____
Practicum ____

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	Departmental Approval for 0 credit
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	Music
	New Course (Parts II, IV)	College	Arts and Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	MUS 453
	Course Dropped (Part II)	*Course Title (30 characters)	Percussion Ensemble
	New Program (Part III)	*Program Title	
	Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee		Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	3/1/2010	Approved [x] Disapproved [ ]	3/18/10
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 a 0 credit option for this course

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Students are required to participate in small ensembles as part of our accreditation with NASM. The additional credit will sometimes cause students to go over their allowed credits. The 0 credit option allows students to take the course and have it appear on their transcript without adding hours.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: NA

Equipment/Physical Facility Needs:

NA

Library Resources: NA

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.)

MUS 453 Percussion Ensemble (0-1) I, II. Rehearsal and performance of standard Percussion Ensemble literature including steel drums, African studies, and marimba ensemble literature. Course open by audition only. May be retaken.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MUS	453	Fall 2010	AS X JS BT EM ED PC HS	MUSC

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
0-1	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
		N (1 credit)
		P (0 credit)
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable
		Thesis
		Internship
		Independent Study
		Practicum

Class Restriction, if any: (undergraduate only)

FR ____ JR X

SO ____ SR X

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	Departmental Approval for 0 credit
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	Music
	New Course (Parts II, IV)	College	Arts and Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	MUS 454
	Course Dropped (Part II)	*Course Title (30 characters)	Jazz Ensemble
	New Program (Part III)	*Program Title	
	Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee		Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** ☒		Council on Academic Affairs	
College Curriculum Committee	3/1/2010	Approved x Disapproved ___	3/18/10
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 a 0 credit option for this course

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Students are required to participate in small ensembles as part of our accreditation with NASM. The additional credit will sometimes cause students to go over their allowed credits. The 0 credit option allows students to take the course and have it appear on their transcript without adding hours.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: NA

Equipment/Physical Facility Needs:

NA

Library Resources: NA

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.)

MUS 454 Jazz Ensemble (0-1) I, II. Rehearsal and performance of standard Jazz Ensemble literature including jazz improvisation, jazz styles, and form. Course open by audition only. May be retaken.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
MUS	454	Fall 2010	AS X JS BT EM ED PC HS	MUSC

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
0-1	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
		N (1 credit)
		P (0 credit)
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable
		Thesis
		Internship
		Independent Study
		Practicum

Class Restriction, if any: (undergraduate only)

FR ____ JR X

SO ____ SR X

FOR BANNER USE ONLY

Date of data entry ____

Data entry person ____

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	Departmental Approval for 0 credit
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	Physics and Astronomy
X	New Course (Parts II, IV)	College	Arts and Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	PHY 129
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Success in College Physics
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	1/21/10	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee		Approved X Disapproved ___	3/18/10
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 create a new course that will be taken in conjunction with PHY 131 to strengthen the skills needed to be successful in PHY 131.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

Many students struggle with the basic skills necessary to be successful in PHY 131. In this course they get the extra instruction needed to build those skills.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

PHY 129 Success in College Physics. (1) I, II. Co-requisite: PHY 131. This course will emphasize topics presented in PHY 131 that the students may require additional instruction to master. Topics to be covered will include one-dimensional motion, Newton's Laws of Motion, momentum, energy, and rotational motion. Students will be allowed to enroll up to four weeks after classes start. A withdrawal from PHY 131 must be matched by a withdrawal from PHY 129.

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)*
PHY	129	Fall 2010	AS X JS BT EM ED PC HS	PHAS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
1	Lecture 2 Laboratory Other	Cip Code (first two digits only) 40

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
L	2	N	FR JR SO SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis	Date of data entry
		Internship	
		Independent Study	Data entry person
		Practicum	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	PHY 131
Course Prefix and No.	automation limitations to be addressed by Registrar
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (**X**) in the appropriate Block or Blocks (e.g. – IVB(3) **X**).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Eastern Kentucky University
Department of Physics and Astronomy
PHYSICS 129, Success in College Physics
Fall 2010, CRN: ****, 1 Credit Hour**

Course time: Tuesday 9:00-10:45am
Course location: Moore 309

Instructor:	Dr. Jing Wang	**Office hours**: MWF 11-12am
Office location:	Moore 315	
Office phone:	622-1526	
Email address:	jing.wang@eku.edu	

Required text:

1. ALEKS self-pace tutoring program package from McGraw Hill. http://www.mhhe.com/math/devmath/aleks/index.mhtml
2. College Physics, Young &Geller, 8th ed., 2007.

Catalog description: PHY 129 Success in College Physics (1): I, II. Co requisite: PHY 131. This course will emphasize topics presented in PHY 131 that the students may require additional instruction to master. Topics to be covered will include one-dimensional motion, Newton's Laws of Motion, momentum, energy, and rotational motion. Students will be allowed to enroll up to four weeks after classes start. A withdrawal from PHY 131 must be matched by a withdrawal from PHY 129.

Last date to drop: 08/29/2010 **Last date to withdraw:** 10/29/2010

Student Learning Outcomes: Upon completion of this course, students will be able to:
demonstrate understanding of the process of science and *apply* scientific method to solve physics problems.
apply general physical laws and appropriate math methods to specific problems to generate quantitative solutions.
exhibit quality graphing technique to *analyze* the physics phenomena.
integrate understanding of observable quantities with the physical laws that govern their behavior.

Course requirements:

1. There will be in-class assessment opportunities throughout the semester.
2. There will be homework and diagnostic assessments given throughout the semester on Blackboard or on ALEKS. Due date will be given when homework is assigned. **Late homework will not be accepted.**
3. There will be in-class group problem solving activities.
4. There will be a final report required at the end of the semester.

Course outline:

Content	Date
Pre-diagnostic test	8/23
Unit I: Understand the Elements of College Physics I: Motion and Forces in 1-D (Young & Geller, Chapters 1 and 2)	8/23-9/13
Unit II & III: Interpret Motion and Forces in 2-D Using Graphs (Young & Geller, Chapters 3, 4, and 5)	9/15-10/6
Unit IV: Use Diagrams to Understand Energy and Momentum (Young & Geller, Chapters 7 and 8)	10/8-10/29

Unit V: More Elements of College Physics I: Rotations and Revolutions (Young & Geller, Chapters 6, 9 and 10)	11/1-11/22
Unit VI: Graphic Approach to Buoyancy, Simple Harmonic Motion and/or Waves (Young & Geller, Chapters 11, 12, and 13)	11/29-12/10
Post-diagnostic test	12/10
Final report - Comprehensive	12/16

*The instructor reserves the right to adjust the schedule as necessary.

Evaluation:

Attendance / participation	10%
Diagnostic tests (completion grade only)	15%
Activity wrap-ups and in-class assessments	50%
Final Report	25%
Total	100%

Your final letter grade will be determined by the following:

A – 90-100%
B – 80-89%
C – 70-79%
D – 60-69%
F – 0-59%

Attendance / participation:
M**issing THREE or more class meetings (20% of all classes) after your official enrollment in this course will result in a failure of the course. Because space in this class is very limited, please be committed to attend classes in time.**

You must notify the instructor **in advance** if you are unable to attend class and provide proper documents for excuse. Excused absences will be given with appropriate documentation (including University issued excuses and doctor's excuses).

Student progress: Students are responsible for monitoring their progress in the course as paper are passed back and grades are posted on Blackboard throughout the semester.

Diagnostics assessments: As a means of gauging your preparation for the material and your progress learning the material, there will be several diagnostic assessments given throughout the semester.

Official E-mail: An official EKU e-mail is established for each registered student. All university communications sent via e-mail will be sent to this EKU e-mail address.

Academic integrity policy:
Students are advised that EKU's Academic Integrity policy will strictly be 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.

Academic accommodations:
If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

General Comments:

This is a concurrent course of PHY131. It is recommended to students who feel they are not fully prepared to succeed PHY131. This course will help them to reach their goal. The course will meet once per week for two hours.

In years of teaching, we found that students who found PHY131 a hard course are usually not hindered by the physics; what holds them back are usually things that they should have learned before they come into PHY131. These things include but not limited to:

- Basic algebra and trigonometry functions;
- Extracting information from physics context-rich problems;
- Unit conversion and vector addition;
- Creating and interpreting graphs within physics context.

Since there is no precise course pre-requisite that can address these issues, we decided to create a concurrent course of PHY131. The course will help the students to meet the requirement of the PHY 131 course, give them necessary support based on their special needs in the course, and enhance their general problem solving skills.

The course will be taught in an activity based format. Students are responsible for completing the homework and in-class work in time. The topics will be covered in PHY 129 include but not limited to:

- Adding vectors;
- Converting units;
- Drawing free body diagrams to help problem solving;
- Reading physics problems to extract import information;
- Drill on questions that hinder students' progress in PHY 131.

PHY 131 students can enroll the PHY 129 as late as after the first exam grade is released (usually after the 11th class, i.e. the forth week). Early enrollment is strongly encouraged. Students who enrolled later need to finish Unit I (basic graph reading and drawing, unit conversion, solving simple equation, basic reading) by themselves and pass a "Unit I Assessment". Students who fail the assessment should work extra hours to make up the materials.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Psychology
	New Course (Parts II, IV)	College	Arts & Sciences
X	Course Revision (Parts II, IV)	*Course Prefix & Number	PSY 319
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Industrial/Organizational Psy
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	Feb. 11, 2010	Graduate Council*	N/A
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	March 1, 2010	Approved [x] Disapproved [ ]	3/18/10
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	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 EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Revise course description to reflect that students may not receive credit for both PSY 319S and PSY 319, and edit course description to better reflect course focus.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: Students cannot receive credit for both PSY 319S and PSY 319.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

PSY 319 Industrial/Organizational Psy. (3) A. Prerequisites: PSY 200 and PSY 250, or departmental approval. Principles of psychology as applied to ~~industry, business, and~~ organizations. Course will focus on the individual employee, the job, the organization, and the work environment. Credit will not be awarded to students who have credit for PSY 319S.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
PSY	319	Fall 2010	AS X JS BT EM ED PC HS	PSYC

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only) 42

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR JR SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis
Internship
Independent Study
Practicum

FOR BANNER USE ONLY

Date of data entry

Data entry person

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	Credit not allowed with PSY 319S
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (**X**) in the appropriate Block or Blocks (e.g. – IVB(3) **X**).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Psychology
	New Course (Parts II, IV)	College	Arts & Sciences
x	Course Revision (Parts II, IV)	*Course Prefix & Number	PSY 401
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Senior Thesis
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2.1.10	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** ☐		Council on Academic Affairs	
College Curriculum Committee	3.1.2010	Approved x Disapproved ___	3/18/10
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.)

Modify course description to ensure that students do not receive credit for PSY 401 if they have credit for writing-intensive version (PSY 401W).

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

To ensure that students do not receive credit for PSY 401 if they have credit for writing-intensive version (PSY 401W).

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: No additional needs

Library Resources: No additional needs

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.)

PSY 401Senior Thesis. (3) I, II. Prerequisites: PSY 310(C) or instructor approval. Design, execution, and writing of a supervised independent research project. Credit will not be awarded to students who have credit for PSY 401W.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
PSY	401	Fall 2010	AS x JS BT EM ED PC HS	PSYC

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
	Lecture Laboratory Other	Cip Code (first two digits only) 42

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR JR SO SR
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis	Date of data entry
		Internship	
		Independent Study	Data entry person
		Practicum	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	Credit not allowed with PSY 401W
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (**X**) in the appropriate Block or Blocks (e.g. – IVB(3) **X**).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Psychology
	New Course (Parts II, IV)	College	Arts & Sciences
	Course Revision (Parts II, IV)	*Course Prefix & Number	PSY 319S
X	Hybrid Course ("S," "W")	*Course Title (30 characters)	Industrial/Organizational Psy
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	Feb. 11, 2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee	March 1, 2010	Approved x Disapproved ___	3/18/10
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	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 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 PSY 319S course that incorporates service learning and is designated as a service learning course.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: Courses with a service learning component can be identified with a S following the course number. This course meets the requirements set forth by the Service Learning Committee. Approval letter from the Service Learning Committee is attached.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

PSY 319S Industrial/Organizational Psy (3) A. Prerequisites: PSY 200 and PSY 250, or departmental approval. Principles of psychology as applied to organizations. Course will focus on the individual employee, the job, the organization, and the work environment. Service learning is included in course. Credit will not be awarded to students who have credit for PSY 319.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
PSY	319S	Fall 2010	AS X JS BT EM ED PC HS	PSYC

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory Other	Cip Code (first two digits only) 42

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	3	N
B	3	
W	3	

Class Restriction, if any: (undergraduate only)
FR JR
SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable
Thesis
Internship
Independent Study
Practicum

FOR BANNER USE ONLY
Date of data entry
Data entry person

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)

Course Prefix and No.	PSY 200 and PSY 250, 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.	Credit not allowed with PSY 319
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (**X**) in the appropriate Block or Blocks (e.g. – IVB(3) **X**).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

PSY 319S: INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY:
SERVICE LEARNING
Spring 2011
MWF 10:10 – 11:00 am, Cammack 228
CRN XXXXX
SYLLABUS

Instructor: Dr. Jaime Henning
Phone: 622-8178
Office: 217 Cammack
Office Hours: Mon 2:00 – 4:00; Tue 10:00 – 11:00; Wed 12:30 – 2:30; or by appointment
If you need to meet at an alternative time please contact me and I will be happy to make an appointment with you.
E-mail: Jaime.Henning@eku.edu

Prerequisites: PSY 200 and PSY 250 or departmental approval.

Course Materials:
Required Text: Muchinsky, P.M. (2009). *Psychology applied to work* (9th Edition). Summerfield, NC: Hypergraphic Press.

Supplemental Readings: May be assigned throughout the semester and will be provided in class.

Course Description: Principles of psychology as applied to industry, business, and organizations. Course will focus on the individual employee, the job, the organization, and the work environment (3 Credit Hours).

This course is designed to give an introduction to the major concepts, issues, principles, and findings in industrial/organizational psychology (also referred to as "I/O psychology"). Industrial/Organizational psychology is the study of psychology as it applies to work situations and problems. The "I" and the "O" of I/O psychology symbolize two distinct aspects of the field. Industrial psychology (the "I") deals with traditional personnel issues, such as selection and training. Organizational psychology (the "O") is concerned with the social, interpersonal, and motivational aspects of work, including motivation, job attitudes, harassment and discrimination, and work teams. Although much of what we will study is applicable to human resource management and other business-related fields, this course specifically focuses on psychological processes involved with people in organizations.

Student Learning Outcomes: The student who successfully completes this course will:
1. Comprehend the field and sub-areas involved in I/O psychology, as well as what I/O psychologists do for organizations that employ them.
2. Comprehend the research techniques utilized in the field.
3. Comprehend and critically evaluate the major concepts, issues, principles, and research findings in the area of I/O psychology.
4. Apply major psychological concepts and principles to practices engaged in by I/O psychologists and to your own experiences.

Outcomes will be evaluated through course assignments, chapter writes, exams, and a service-learning project.

Attendance Policy and Course Structure: Students will be responsible for material presented in the textbook and in class. Therefore, both attendance and completing the assigned readings are important to your success in this course. Although there will be considerable overlap between lectures and assigned readings, unique information will frequently appear. Therefore, it is in your best interest to keep up with the readings and to attend every class in order to obtain a complete understanding of the material and earn an A in the class.

You are responsible for all material presented in class, whether or not that material is presented in the textbook. Lecture slides (PowerPoint slides in PDF format) will be made available online. If you are absent, it is your responsibility to obtain copies of notes from a classmate. You are encouraged to get to know a classmate today and exchange contact information.

Since this is a service-learning class, you cannot be excused from the assigned service times. The people we are serving depend upon your attendance. If you miss service assignments you will fail the course unless extreme circumstances can be documented or prior arrangements have been made with the instructor.

Classroom Behavior and Respect: To make this environment comfortable for everyone, please remember that there are many students with different experiences and needs in one room. This class does not tolerate remarks that are sexist, racist, homophobic, or otherwise ridicule people. Further, it is important that we all respect what others are saying in class; therefore, please do not talk while others are speaking.

Cell Phone Policy: Unless you are expecting an emergency call, **all cell phones, personal electronic devices, etc. should be turned OFF and PUT AWAY during class**. **Cell phones ringing in class or texting during class are not acceptable**, as this is distracting to the instructor and other students. Students who do not follow this guideline may be asked to leave class or have their device taken away until the end of the class period.
****ANY contact with communication devices during an exam will result in a score of zero on the exam**.

Course Website: We will use Blackboard for our course website. Here, you can obtain copies of the syllabus, class notes (PowerPoint slides in PDF format), messages from the instructor, and access to your grade throughout the course. Although any changes in the course schedule will be announced in class, they will also be posted as announcements on Blackboard, and therefore it is recommend you check the website periodically, especially if you must miss a class. To log on, go to http://learn.eku.edu.

Grading Policy: Your grade in this class will be based on your performance on several homework assignments, chapter writes, and exams. Additionally, since service-learning is integral to success in this class, approximately 20% of your grade will come from service-learning related activities.

Each component will comprise approximately the following total number of points:

Assignments	50 points
Chapter Writes	80 points
Exams	450 points
Service Learning Project	
Reflection Journal	25 points
Project Presentation	25 points
Final Project	100 points
Total	730 points

Final grades will be determined based on the total number of points earned out of the total possible points at the end of the semester. The following grading scale will be used:

A 90% of total points or higher
B 80 - 89% of total points
C 70 - 79% of total points
D 60 - 69% of total points
F <60 % of total points

Assignments. The assignments for this course can be found on the Blackboard course web-page. Each assignment should be **TYPED**, double-spaced, in 12-point plain font (Times, Ariel, etc.), spell-checked, and grammatically correct (please see the **Standards for Written Assignments** below).
The due date for each assignment is noted in the course schedule. All assignments are due at the **beginning** of class on the due date. **Assignments turned in after** this deadline will be assigned a 2-point penalty, with an additional 2-point penalty for each additional day the assignment is late.

Exams. Five exams will be given throughout the semester. Each exam will cover 2 - 3 chapters of material and all corresponding lectures, as well as supplemental readings, class discussions and handouts. These exams will have a variety of question formats, which may include multiple choice, matching, fill-in-the-blank, and short answer. Each exam will draw primarily on new material since the previous exam; however a few cumulative questions may also be asked.

Make-Up Exams. Make-ups for missed exams will only be allowed for university excused, or extenuating, documented (in writing) absences. Whenever possible, students should inform the instructor **before** an exam is missed. Barring extenuating circumstances, all make-up exams **must** be completed within **one week** of the original exam date, at a time convenient for both the student and instructor (preferably during office hours). The final exam **cannot** be taken any time after its scheduled time.

Chapter Writes. One ongoing assignment is to write a one to two page description and discussion of an experience you have had or know about that is relevant to topics we will discuss during the semester. **When applicable, these writes should reflect your Service Learning project experiences.** Most of you have personal work/school/volunteer experiences (or know of a family member or friend who has) that are relevant to these topics/chapters. Describing and applying these experiences to the content of lecture and the chapters in your book will make this course more relevant and will enhance your learning.

These writes should be **1) applied, 2) relevant to the current readings and/or class discussion, and 3) typed, spell-checked, and grammatically correct** (please see the **Standards for Written Assignments** below). Make sure you **link** experience to what was stated in the text or lecture -- random thoughts without a link will be scored lower.

Each of your writes MUST have the following LABELED headings:

(1) Description.

A brief ***description*** of the events or activities you experienced. These descriptions are purely factual. Describe the who, what, where, and when of the event in enough detail that your reader (me) has an understanding of the actual events.

(2) Reaction.

In this section you need to reflect and elaborate on your experience. This is an analysis of the situation in terms of feelings, emotions, values, (i.e., what is your take on this situation? – I was really angry because……).

(3) Application Analysis.

In this section you need to provide a link between science and practice. What did you read in your text, hear in class, read in an article, or talk personally with the instructor about that helps you understand the events from a theoretical perspective? Was your experience consistent/inconsistent with theory? Did it work for the organization? For you? Do you understand the rationale for the theory better (did your experience influence your understanding)? How would you do things differently than the organization (i.e., what could I/O psychology offer to make the organization work more effectively)? Why?

Of the following 12 content areas (Job Analysis/Criteria, Performance Management, Psychological Assessment/Individual Differences, Personnel Decisions, Organizational Learning, Attitudes/Behavior, Motivation, Teams, Leadership, Organizations and Organizational Change, Occupational Health/Safety, Diversity in the Workplace), **choose 8** for which you will complete Chapter Writes.

Grading of Comments: Comments will be graded Exceptional (10 points); Good (8 points); Acceptable (7 points); Content unacceptable but followed the format (3 points); or Content unacceptable, failed to follow format, but turned in (2 points). **Comments are due WHILE we are discussing a chapter and due dates are noted in the course schedule. Late papers will be accepted up to the unit exam on that material and will only be worth a maximum of 5 points.**

Service Learning. One objective of this course is to provide the opportunity to apply major psychological concepts and principles to practices engaged in by I/O psychologists. Thus, we will complete a project for a community partner, and will have the opportunity to see how I/O psychology can help address community concerns.

Service learning is an academic experiential educational method in which students participate in an organized service activity that meets community needs and in reflection on the service activity in such a way as to:

- gain further understanding of course content
- develop critical thinking skills, and
- develop an enhanced sense of civic responsibility.

Early in the semester, students will choose a project for a semester-long service-learning (partner or small group) project based on their interest, local resources, and instructor guidance. Service projects must involve work that directly relates to the class objectives of applying major psychological concepts and principles to practices engaged in by I/O psychologists.

Sample projects might include assisting an organization in collecting and analyzing data and providing recommendations regarding an organizational concern (e.g., worker attitudes and behaviors, turnover intentions, etc.), conducting job analyses and constructing job descriptions, developing a performance appraisal system, or developing a training program or materials.

As a component of this project, you will be asked to engage in several class discussions and writing assignments. You will be asked to keep a project reflection journal and summarize your reflections about your service learning experience in a class presentation at the end of the semester, during which time you will also present your final project. Depending on the needs of your client, you may also be asked to formally present your final project to the community partner. More details regarding this project will be presented in class.

Students are required to participate in assigned service-learning activities and meet all requirements for that participation which could include personal background checks, fingerprinting, additional training by host sites, etc. Students who have concerns over potential requirements should meet with the instructor immediately to discuss alternatives for course selection.

Extra Credit. Throughout the semester several in-class quizzes and activities will be conducted. These will not be announced ahead of time, and make-ups will **NOT** be given, however some of these activities will count as extra credit towards your final grade.

As an additional extra credit opportunity, you may create study guides/materials for the exams. You may turn in a maximum of **two** study guides (these will be due the day of the exam). Each completed study guide will be worth up to 5 points for a total of 10 possible extra credit points. I realize that students study for exams in a variety of ways, so if you make note cards you can bring those in. If you write out notes/definitions for the study guide provided then you can bring that in for credit, etc.

Completing additional Chapter Writes beyond the 8 required may also count towards extra credit. Additional Chapter Writes (no more than 2) will be worth up to 5 points each of extra credit (for a total of 10 possible extra credit points). Other extra credit opportunities will be announced throughout the course of the semester. Extra Credit deadlines will be provided in class and late extra credit will **NOT** be accepted.

For **SUCCESS IN THIS COURSE**, it is recommended that you **read the assigned material prior to lecture** (class lectures are based on this assumption) and **actively participate and take notes during class**. There is a lot of reading required of you, so make sure you divide it up and stay on top of the reading load. If you find that you are having trouble comprehending the course material, I suggest that you see me as early in the semester as possible.

University policy suggests you should allow a minimum of 2 – 3 hours outside of class for homework and study purposes for each hour spent in class. Thus, for this 3-credit hour course, you should allow 6 – 9 hours per week outside of class for studying. This course covers a large amount of material and you will need to spend time to understand the material and to develop the critical thinking skills you will need to be successful in this course.

Student Progress: Grades will be available on Blackboard throughout the course. Prior to midterm, a current grade will be calculated and posted to provide you with an estimate of your progress in the course.

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

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 www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Standards for Written Assignments: Students in all psychology courses are expected to use correct grammar, spelling and composition in written assignments. These elements of writing will be taken into consideration in grading all out-of-class writing assignments. If you would like free help with your writing, you may use the writing lab: Case Annex 173 (622-6191).

Tentative Class Schedule

All dates are subject to change – Exam changes will be announced in class and posted on Blackboard. You are responsible for obtaining the correct exam/due dates.

Date	Topic	Readings/Assignments Due (chapter should be read prior to class)
Mon, Jan 11	Introduction, Syllabus, and General Overview	
Wed, Jan 13	History and Background of I/O Psychology	Chapter 1
Fri, Jan 15	History and Background of I/O Psychology	***Assignment #1 Due**
Mon, Jan 18	**Holiday - No Class**	
Wed, Jan 20	Research Methods in I/O	Chapter 2; Chapter 9 pgs. 288-289
Fri, Jan 22	Research Methods in I/O	***Assignment #2 Due**
Mon, Jan 25	Research Methods in I/O	
Wed, Jan 27	**Exam 1**	**Chapters 1 - 2, Chapter 9 pgs. 288-289**
Fri, Jan 29	Job Analysis	Chapter 3 (pgs. 60-77)
Mon, Feb 1	Job Analysis	
Wed, Feb 3	Job Analysis	
Fri, Feb 5	Criteria	Chapter 3 (pgs. 77-90)
Mon, Feb 8	Performance Management	Chapter 7
Wed, Feb 10	Performance Management	***Chp. 7 Write Due by Today**
Fri, Feb 12	**Exam 2**	**Chapter 3, Chapter 7**
Mon, Feb 15	Predictors: Psychological Assessment	Chapter 4
Wed, Feb 17	Predictors: Psychological Assessment	
Fri, Feb 19	Predictors: Psychological/Assessment Individual Differences	Supplemental Reading
Mon, Feb 22	Personnel Decisions	Chapter 5 ***Chp. 4 Write Due by Today**
Wed, Feb 24	Personnel Decisions	
Fri, Feb 26	Personnel Decisions	***Chp. 5 Write Due by Today**
Mon, March 1	Organizational Learning	Chapter 6
Wed, March 3	Organizational Learning	***Chp. 6 Write Due by Today**
Fri, March 5	**Exam 3**	**Chapters 4 - 6**
Mon, March 8	**No Class – Spring Break**	
Wed, March 10	**No Class – Spring Break**	
Fri, March 12	**No Class – Spring Break**	

Date	Topic	Readings/Assignments Due (chapter should be read prior to class)
Mon, March 15	Organizational Attitudes and Behavior	Chapter 10, Supplemental Reading
Wed, March 17	Organizational Attitudes and Behavior	Chapter 10
Fri, March 19	Organizational Attitudes and Behavior	Chapter 10 ***Assignment #3 Due** ***Chp. 10 Write Due by Today**
Mon, March 22	Motivation	Chapter 12
Wed, March 24	Motivation	
Fri, March 26	Motivation	***Chp. 12 Write Due by Today**
Mon, March 29	Leadership	Chapter 13
Wed, March 31	Leadership	
Fri, April 2	Leadership	***Chp. 13 Write Due by Today**
Mon, April 5	Leadership	***Assignment #4 Due**
Wed, April 7	**Exam 4**	**Chapter 10, Chapter 12, Chapter 13**
Fri, April 9	Organizations/Organizational Change	Chapter 8
Mon, April 12	Organizations/Organizational Change	
Wed, April 14	Organizations/Organizational Change	
Fri, April 16	Organizations/Organizational Change	***Chp. 8 Write Due by Today**
Mon, April 19	Occupational Health and Safety	Chapter 11
Wed, April 21	Occupational Health and Safety	
Fri, April 23	Diversity in the Workplace	***Chp. 11 Write Due by Today**
Mon, April 26	Diversity in the Workplace	
Wed, April 28	Organizations and the Environment	Supplemental Reading
Fri, April 30	Organizations and the Environment	***Assignment #5 Due** ***Chp. Write Due by Today**
Fri, May 7 **8:00 – 10:00**	**Final Exam**	**Chapter 8, Chapter 11, Diversity, & Orgs and Environment**

Other important dates:
January 18: Last day for add/dropping full-semester courses.
March 5: Mid-term grades for all undergraduate students viewable online.
March 19: Last Day to "withdraw" with a "W" from a full-term class or from the University

Service Learning Course Application

Department submitting application Psychology

Date of Submittal 1/26/10

Name of faculty teaching this course Jaime Henning

Email Jaime.Henning@eku.edu Phone 622-8178

Course name and number PSY 319: Industrial/Organizational Psychology

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? 1

What community organization/agency will the students be working with? How did you determine their need?

Students will work with the instructor to choose a community partner with a need that can be addressed through the application of I/O Psychology. Sample projects are provided in the syllabus.

How many hours of service per semester will students be required to complete?
15

What reflective assignment(s) will students be required to complete?
Students will be required to submit a Reflections Journal and Chapter Writes linking their experience to concepts covered in class. Additionally, students will present their reflections through class discussions and an end-of-semester presentation.

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:

Department Chair: [signature] Date: 1/26/10

Service-Learning Committee Approval: Approved ☒ Denied ☐ Date: 02-10-10

Signatures: [signature] [signature]
Lisa Cox &/or Scott Townsend, EKU Service-Learning Committee Co-Chairs

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Psychology
___ New Course (Parts II, IV)	College	Arts & Sciences
___ Course Revision (Parts II, IV)	*Course Prefix & Number	PSY 401W
x Hybrid Course ("S," "W")	*Course Title (30 characters)	Senior Thesis
___ Course Dropped (Part II)	*Program Title	
___ New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
___ Program Revision (Part III)		
___ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2.1.10	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** ☐		Council on Academic Affairs	
College Curriculum Committee	3.1.2010	Approved x Disapproved ___	3/18/10
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 develop a writing-intensive version of PSY 401

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

To provide a writing-intensive option of this capstone course for Psychology majors.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: No additional needs

Library Resources: No additional needs

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.)

PSY 401W Senior Thesis. (3) I, II. Prerequisites: ENG 102 or ENG 105(B) or HON 102, and PSY 310(C) or instructor approval. Design, execution, and writing of a supervised independent research project. Credit will not be awarded to students who have credit for PSY 401.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text

(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
PSY	401W	Fall 2010	AS x JS BT EM ED PC HS	PSYC

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory Other	Cip Code (first two digits only) 42

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
1	3	N
W	3	N

Class Restriction, if any: (undergraduate only)
FR JR
SO SR

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable
Thesis
Internship
Independent Study
Practicum

FOR BANNER USE ONLY
Date of data entry
Data entry person

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)

Course Prefix and No.	ENG 102 or ENG 105(B) or HON 102, and PSY 310(C) or instructor 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.	Credit not allowed with PSY 401
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (**X**) in the appropriate Block or Blocks (e.g. – IVB(3) **X**).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)

PSY 401W Sample Syllabus
CRN: xxxxx

Department: Psychology
Course: PSY 401W: Writing Intensive: Senior Thesis in Psychology (3 credit hrs)

Instructor: Dr. Rose Perrine (AKA Wilkins) Office: Cammack 231 Phone: 622-2378
Office hours: TR: 9:00—11:00 & by appointment Email: rose.perrine@eku.edu

Last day to drop w/o "W" on record: **xxxxxx** Last day to withdraw: **xxxxxx**
Midterm grades available to students: **xxxxx**

Catalog Course Description: PSY 401W Senior Thesis. (3) I, II. Writing Intensive.
Prerequisite: ENG 102 or ENG 105(B) or HON 102 and PSY 310(C) Design, execution, and writing of a supervised independent research project. Credit will not be awarded to students who have credit for PSY 401.

Required Textbook: *Research Design Explained (7th ed)* (Mitchell & Jolley, 2009)
Recommended References: Source for APA format instructions. Statistics book to look up proper terminology and statistical procedures.

COURSE DESCRIPTION

Course Objectives: In this course students will complete a research project. Students will: (a) identify and refine a problem or topic in Psychology; (2) find and summarize relevant literature (**5 relevant empirical research articles required; Review articles are not allowed)**; (3) develop an appropriate research strategy; (4) obtain approval from the University Institutional Review Board (IRB); (5) collect and analyze data; (6) prepare written and oral presentations of their research project; and (7) understand the ethical treatment of human subjects.

Student Learning Outcomes:
By the end of this course you will

1. Demonstrate comprehension of a specific problem or topic in psychology. *How this outcome is assessed: Introduction sections of research proposal and research report*
2. Analyze, interpret, and evaluate previous research on your topic. *How this outcome is assessed: Finalize Topic Assignment and Introduction sections of research proposal and research report*
3. Create original research predictions based on a synthesis of previous literature, and state appropriate rationale for those predictions. *How this outcome is assessed: Finalize Topic Assignment and Introduction sections of research proposal and research report*
3. Apply scientific method to develop appropriate research procedures to test your predictions. *How this outcome is assessed: Method sections of research proposal and research report; role-play of procedures to peers; materials prepared for your study*
4. Understand issues involved in the ethical treatment of human participants in research. *How this outcome is assessed: On-line ethics tutorial; research proposal review by IRB*
5. Apply statistical knowledge to plan appropriate data analyses, and apply SPSS knowledge to analyze data. *How this outcome is assessed: Statistics Assignment, Data Analysis section of research proposal, and Results section of research report*

6. Integrate present and past findings to discuss connections among studies, and conclusions and implications of your research. *How this outcome is assessed: Discussion section of research report*
7. Create a poster of your research appropriate for "poster sessions" of profession conferences. *How this outcome is assessed: Poster*
8. Give an oral presentation of your research. *How this outcome is assessed: Oral presentation*
9. Students will demonstrate a writing process that produces effective documents appropriate to course level. *How this outcome is assessed: All written assignments*
10. Students will recognize effective writing strategies. *How this outcome is assessed: QEP Assessment Team is developing a method of assessment.*

Psychology Department Statement on Writing Quality. Students in all psychology courses are expected to use correct grammar, spelling and composition in written assignments. These elements of writing will be taken into consideration in grading all out-of-class writing assignments. If you would like free help with your writing, you may use the writing lab: Case Annex 173 (622-6191).

GRADING: Proposals, papers, posters, and presentations will be graded on: (a) Content, including evidence of critical thinking; (b) Clarity of expression and writing mechanics; and (c) APA format when appropriate.

For each task that you complete on time you may receive all the points listed on the syllabus. If you complete a task later than the deadline 10% of the points will be subtracted, ***per day late*** *(excluding Sat/Sun)****. The due dates listed on the schedule are the latest possible dates to complete a task****. For you own benefit, please plan to complete tasks before the due dates.* **ALL STEPS MUST BE COMPLETED IN ORDER TO PASS THE COURSE.**

A=90 -100%; **B**=80 - 89%; **C**=70 – 79%; **D**=60 – 69%; **F**= Less than 60%

Academic Integrity. Students found guilty of an academic honesty violation will receive a 0 on the assignment in question. Violations could also result in a 0 in the course and/or a referral to the Academic Council. Students are advised that EKU's Academic Integrity policy will strictly be 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.

Students with disabilities. If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Attendance Policy. If you miss a class meeting your grade will be lowered by 5% for each class that you miss. (exceptions = documented illness or emergencies).

Student Progress. By midterm you will have earned 160/330 points for the class (48% of the course grade). Graded copies of all assignments will be returned to you with earned points indicated on the assignment. You can calculate your midterm grade by adding your earned

points and dividing by 160. Subtract 5% from your grade for each unexcused absence. If you need clarification about your grade, please see me.

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communication sent via e-mail will be sent to this EKU e-mail address.

Definitions: Proposal, Paper, Poster, and Presentation

PROPOSAL: A description of your proposed research project that is reviewed by the University Institutional Review Board (IRB). Proposals must be reviewed and approved before you can actually conduct research. For most students the PSY 310 paper is the beginning of the proposal. *Proposals include the following sections: Title Page, Abstract, Introduction, Method, Data Analyses, and References. Appendices, which include the Consent Form, Debriefing Form, and all Instruments used for data collection, are attached to the Proposal.* After your draft proposal has been approved by the instructor you will complete an *IRB Exempt Proposal Form*.

FINAL PAPER: = Final Research Paper in which you will revise your research proposal and add the following sections: *Results and Discussion.*

POSTER: = An abbreviated description of your final paper, complete with images, graphs, and tables. Posters are placed on poster board and displayed in the Cammack Lobby during finals week.

PRESENTATION: = A 10--15 minute talk about your final paper, given to the other class members and the instructor. Presentations are given in the classroom during the scheduled final exam period for this course.

STUDENTS PLEASE COMPLETE: **Tutorial Certificate** (http://www.research.eku.edu/) Institutional Review Board link (see Step 1). *Choose: Social Sciences module. Please allow 3 hours to complete the tutorial.* Print certificate verifying completion and make a copy for the IRB.

PSY 401: SCHEDULE & CHECKLIST

Dr. Rose Perrine: Semester XX **Total Points: 330**

Due Date	Description of Assignment	Completed
xxx	**Class meeting** *(Review course assignments)*	_____
	Get packet of Research Project Handouts & Assignments	_____
xxx	**Class meeting** *(How to write **Research** Proposals)* Review concepts: Research book Ch. 5	_____
xxx-yyy	Meet with instructor to discuss research proposal **Bring at least 4 articles cited in introduction**	_____

BY xxx	Give to instructor: **Finalize Topic Assignment**	_____ (20 p)
BY xxx	Give to instructor: Ch. 5 Research Book: **Mitchell & Jolley Assignment**	_____ (20 p)
xxx	**Class Meeting** *(Data Collection Procedures)*	_____
xxx	**Class Meeting**	_____
xxxx	**Class Meeting** **Role Play / Script Assignment**	_____ _____ *Role Play (10 p)* _____ *Script (10 p)*
BY xxx	Give to instructor: **Final Research Proposal***	_____ (100 p)
BY xxx	Complete on-line **ethics tutorial** (See syllabus for link) Print certificate and make a copy.	_____
BY xxx	Give to instructor: **Revised Research Proposal + Certificate from Ethics tutorial + Form H, + IRB Exempt Form** *(Partially completed sample form is on PSY website.)*	_____
	AND schedule meeting to discuss IRB feedback	_____
xxx	**Class meeting**. Preparing Posters & Presentations	_____
BY xxx	Give to instructor: **Statistics Assignment** AND meet with instructor for data analyses	_____ (10 p) _____
BY xxx	Give to instructor: **Final Research Paper***	_____ (100 p)
BY xxx	Show instructor Poster pages	_____
BY xxx	Place **Posters** in Cammack Lobby (by 5 pm)	_____ (30 p)
xxx	**Class Meeting:** Presentations _____**Scheduled final exam time for course**	_____ (30 p)

*Drafts of research proposal, research report, and poster accepted on an on-going basis prior to final deadline. I will provide oral and written feedback on drafts, and you can revise and resubmit as often as needed before final deadline.

EASTERN KENTUCKY UNIVERSITY

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College of Business and Technology
Office of the Associate Dean

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(859) 622-1574 FAX: (859) 622-1413
Ed.Davis@eku.edu • www.cbt.eku.edu

TO: Council on Academic Affairs

FROM: Dr. Ed Davis, Associate Dean
College of Business & Technology

DATE: March 4, 2010

SUBJECT: Curriculum Proposal(s)

Please consider the following curriculum proposal(s) from the College Business & Technology's Curriculum Committee at the next CAA meeting on March 18, 2010:

AFIS:

1. New Course(s)

Course	Proposal	Pages
ACC 350, Accounting Information Systems	To add ACC 350 as a new course that covers accounting information systems with syllabus.	AFIS 1-9
CIS 320, Forensic Comput: Investigations	To create a new and relevant course in computer forensics for students to use as an elective and to support a proposed future track for the CIS major with syllabus.	AFIS 10-18
CIS 325, Forensic Computing: Acquisitions	To create a new and relevant course in computer forensics for students to use as an elective and to support a proposed future track for the CIS major with syllabus.	AFIS 19-27

2. Course Revision(s)

Course	Revision	Pages
FIN 324, Principles of Investments	Change prerequisite for the course from FIN 300 to FIN 300 or FIN 201 or FIN 310.	AFIS 28-30

3. Program Revision(s)

Program	Revision	Pages
Accounting, BBA	Reduce the total number of hours required for a degree in Accounting, to add Accounting Information Systems as a required course, and to make MAT 211 required for all accounting majors.	AFIS 31-32
Computer Information Systems, BBA	Add two new courses as electives in the General CIS Option.	AFIS 33-34
Finance, BBA	Reduce the total hours required for Finance major to 120, and to incorporate recently approved courses FIN 310 and FIN 311 into the finance program.	AFIS 35-36

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AFIS Cont'd:

3. Program Revision(s) Continued

Program	Revision	Pages
Insurance, BBA	Decrease number of free electives to reduce total number hours required to 120. Revise and increase Major Requirements hours to reflect current course offerings.	AFIS 37-38
Insurance, BS	Decrease number of free electives to reduce total number hours required to 120. Revise Major Requirements to reflect current course offerings.	AFIS 39-40
Minor in Computer Information Systems	Drop CIS 340 from and to add CIS 375 as part of the minor requirements for both business and non-business majors.	AFIS 41-42

4. New Program(s)

Program	Proposal	Pages
Minor in Personal Finance	To establish a Minor in Personal Finance	AFIS 43-44

AGRI:

1. New Course(s)

Course	Proposal	Page
AGR 319, Renewable & Sustainable Energy	Introduction of new course to stay current with new technologies in the renewable energy field with syllabus.	AGRI 1 -7

CB&T:

1. Course Revision(s)

Course	Revision	Page
BTS 300, Professional Skills Seminar	Add fall semester to course and change description.	CB&T 1-3
BTS 400, Professional Skills Seminar	Change title of course from "Professional Skills Seminar" to "College to Careers Seminar".	CB&T 4-6

COMM:

1. Course Drop(s)

Course	Revision	Page
BEM 353, The Art & Craft of Screenwriting	Drop course.	COMM 1-2
CMS 485, Communication Training & Development	Drop course.	COMM 3-4

1. New Course(s)

Course	Revision	Page
BEM 353W, The Art & Craft of Screenwriting	To create a BEM 353 W course incorporating substantive writing assignments and designated as a writing intensive course with syllabus and TCAC Advisory Board Approval Letter	COMM 5-12
CMS 485S, Communication Training & Development	To create a CMS 485S course designating as service course with syllabus, Service Learning Committee approval email and application.	COMM 13-25

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COMM Cont'd:

2. Course Revision(s)

Course	Revision	Page
BEM 350, Cinema History I	Change course from a Lecture schedule type to a Lecture/Lab to allow for a longer meeting time.	COMM 26-28
BEM 351, Cinema History II	Change course from a Lecture schedule type to a Lecture/Lab to allow for a longer meeting time.	COMM 29-31
BEM 460, Advanced Film Genre _____	Change course from a Lecture schedule type to a Lecture/Lab to allow for a longer meeting time.	COMM 32-34
CMS 450, Mediation	Add the following prerequisites: CMS 200, 205, 210 and senior standing.	COMM 35-37

3. Program Revisions

Program	Revision	Page
BEM, BA	Change BEM 353 in Broadcasting/Electronic Media: Film Option to BEM 353W (under Options requirements).	COMM 38-39
Communication Studies, BA	Change CMS 485 under Major Requirements in B.A, Communication Studies to CMS 485S and permit either CMS 450, Mediation or CMS 485S, Training & Development as a required course in the major.	COMM 40-41
Communication Studies, Minor	Change CMS 485 in Communication Studies minor requirements to CMS 485S	COMM 42-43

EKUBusiness

1. Text Revision

Program	Revision	Pages
Text in EKUBusiness of Undergraduate Catalog.	Add following text: CIS 212 or CSC 104 to BBA Supporting Courses.	EKUBusiness 1-2

MMAC:

1. Course Revision(s)

Program	Revision	Pages
CCT 201, Professional Communication	Remove this course from Block VIII General Education.	MMAC 1-3

2. Program Revision(s)

Program	Revision	Pages
General Business (BBA)	Add "or PSY 200 or 200W" in Supporting Course Requirements. Add "W" to CCT 300 in Business Core. Change the General Business Option from the requirement of a 400 level Marketing course to an upper-division marketing course and to include FIN 310 and FIN 311 among the Finance course choices.	MMAC 4-5
Management (BBA)	Add "PSY 200 or 200W" to Supporting Course Requirements. Revise the number of total hours required to obtain Management BBA Degree, Management Option and Human Resource Management Option from 128 hours to 120 hours by decreasing 8 hours from Free electives. Add "W" to CCT 300 in Business Core.	MMAC 6-7
Minor in Entrepreneurship	Add FIN 310 and FIN 311 to course listings in Business Electives for the Minor in Entrepreneurship.	MMAC 12-13

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TECH:

1. Department Name Change **Pages: TECH 1-2**

2. Course Revision(s)

Course	Proposal	Pages
INT 802, 804, 805, 820, 821, and 822	All courses listed will have the new prefix "AEM" applied as of the 2010/11 academic year.	TECH 3
AEM 406, Manufacturing Planning Systems	Change the prerequisite requirement to AEM 202 and also change the course title to *Integrated Materials Management* which reflects the current trend in the industry environment.	TECH 4-6
AEM 499, Manufacturing Senior Project	A request to change the course title to *Senior Capstone Project,* and add prerequisites, which reflect the requirements of the course.	TECH 7-9
INT 506, Total Quality Control	Change the prefix and the course name from "Total Quality Control" to "Six Sigma Quality." Refocus the course from a Total Quality perspective to an emphasis on Six Sigma (philosophy, tools, and techniques).	TECH 10-12
INT 706, Total Quality Control	Change the prefix and the course name from "Total Quality Control" to "Six Sigma Quality." Refocus the course from a Total Quality perspective to an emphasis on Six Sigma (philosophy, tools, and techniques).	TECH 13-15
AEM 506 & 706	Syllabus	TECH 16-20
INT 530, Manufacturing Experiment Design	Change prefix and course name from "Manufacturing Experiment Design" to "Design of Experiments." Change prerequisites from AEM 332 and AEM 336 to AEM 202.	TECH 21-23
INT 730, Design of Experiments	Change prefix and prerequisites from INT 336 to AEM 202.	TECH 24-26
INT 801, Industrial Value Analysis	Change the prefix and the course name from "Industrial Value Analysis" to "Econ Decisions for Lean Ops." Integrate an overview of Lean accounting principles and performance measures to the current course emphasizing engineering economics with syllabus.	TECH 27-37
AVN 220, Instrument Pilot: Ground	Modify the Prerequisites of AVN 192 and 194A to Prerequisite of AVN 192 and Prerequisite or Corequisite of AVN 194A.	TECH 38-40
AVN 401, Airline Management	Delete the Prerequisite of MGT 301 to add the Prerequisite of AVN 350, and to modify the scope of the subject matter.	TECH 41-43
CTE 463, Practicum in Career and Technical Education	Add CTE 361, 363, 364 as prerequisites.	TECH 44-46

3. Program Revision(s)

Program	Revision	Pages
Aviation, B.S Area Major	Reduce "Total Curriculum Requirements from 128 to 120 hours. Drop CSC 104; MAT 107 and 108; MGT 480 or INT 408 from Supporting Courses. Add PSY 200W to Supporting Course Requirements. Drop 8-12 hours from Free Electives. Add AVN 310 to the Professional Flight Option and ECO 231 to Aerospace Management Option. Move AVN 340, 401, 402 from Aerospace Management Option to the Aviation Core. Move AVN 325 from Professional Flight Option to Aviation Core. Eliminate VIII (6hours) in General Education Requirements—Previous editorial error.	TECH 47-48

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TECH Cont'd:

3. Program Revision(s) Cont'd

Program	Revision	Pages
Industrial Technology, M.S.	Change name of major program from Industrial Technology to Applied Engineering and Technology Management; change course prefix of program from INT to AEM; change CIP code from 15.0603 to 15.1501; change the admission requirements from standalone GPA (2.5) and GRE (combined 800 verbal and quantitative) or GMAT (420) scores to a GAP score. The GAP score is the product of the GPA and GRE scores (2.75 x 800 = 2200) or the GPA and GMAT scores (2.75 x 420 = 1155).	TECH 49-51

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Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Accounting, Finance & Information Systems
x	New Course (Parts II, IV)	College	Business & Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	ACC 350
	Course Dropped (Part II)	*Course Title (30 characters)	Accounting Information Systems
	New Program (Part III)	*Program Title	
	Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	01/13/2010—2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved [x] Disapproved [ ]	3/18/10
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 ACC 350 as a new course that covers accounting information systems.

A. 2. Effective date: (Example: Fall 2001)

FALL 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

We do not have a course in accounting that covers the skills needed by accounting majors in the areas of computer applications, system analysis and design, and internal controls. ACC 350 will provide students with the skills that they need in those areas.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

NONE

Operating Expenses Impact:

NONE

Equipment/Physical Facility Needs:

NONE

Library Resources:

NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

ACC 350 Accounting Information Systems. (3) I, II. Prerequisite: A minimum grade of "C" in ACC 202 and (CIS 212 or CSC 104.) An introduction to manual and computer-based accounting information systems. Topics include AIS components, transaction cycles, system development, internal controls, and the audit process. The course stresses problem solving, critical thinking, and computer application skills.

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)*
ACC	350	FALL 2010	AS ___ JS ___ BT x EM ___ ED ___ PC ___ HS	AFIS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ___ Other ___	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1 Lecture	3	N Normal	FR ___ JR X SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
			Date of data entry ___
		Thesis ___	
		Internship ___	
		Independent Study ___	Data entry person ___
		Practicum ___	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	A minimum grade of "C" in ACC 202 and (CIS 212 or CSC 104.)
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)			

Accounting, Finance, and Information Systems
ACC 350—CRN: XXXXX
Accounting Information Systems
Fall 2010

Instructor:	Dr. Leslee Higgins
Office:	BTC 108
Phone:	859.622.1087
E-mail:	Leslee.Higgins@eku.edu
Fax:	859.622.8071

Office Hours: TBA

Required Texts: *Accounting Information Systems*, 11th Ed. by Romney and Steinbart, Pearson Custom Publishing, 2009; *Building Accounting Systems Using Access*, 7 Ed. by Perry & Newmark, South-Western, 2010; and *The Guide & Workbook for Understanding XBRL*, 3rd Ed. by Clinton E. White, Jr., Skip White, 2009

Catalog Course Description:

ACC 350 Accounting Information Systems. (3) I, II. An introduction to manual and computer-based accounting information systems. Topics include AIS components, transaction cycles, system development, internal controls, and the audit process. The course stresses problem solving, critical thinking, and computer application skills. Prerequisite: A minimum grade of "C" in ACC 202 and (CIS 212 or CSC 104.)

Student Learning Outcomes:

By the end of this course you should be able to:

1. To explain how accounting information systems can assist in attaining organizational objectives, and how they can improve planning and control at all levels of the organization;
2. To explain how the operational and information functions of several major AIS subsystems and how those subsystems interface with each another;
3. To demonstrate a reasonable proficiency-level in using a variety of tools used in documenting systems;
4. To demonstrate skills involving team participation, researching technical topics, and oral and written communications;
5. Prepare a written review of a database software package;
6. To explain common fraud techniques used in both manual systems and computer-based systems;
7. To apply the internal control structure defined by SAS No. 78;
8. To analyze the threats inherent in the revenue, expenditure, payroll and fixed asset cycles and to recommend controls to reduce the risk of these threats;
9. To explain the characteristics of and the differences between three database models: hierarchical, network, and relational;
10. To explain the implications of the REA model for the accounting profession; and
11. To explain the general functionality and key elements of ERP systems.
12. Explain the role of XBRL in financial business reporting.
13. List and explain the general function of the key components of an XBRL document.

Course Requirements

This course is an introduction to how accounting activities are implemented and integrated in manual and computer-based accounting information systems. The course examines the relationship and distinctions between accounting information systems and the total management information system environment. Topics include the operational characteristics of and transaction processing in the five main AIS approaches that are in current use: manual processes, flat file systems, database approach, the REA model, and enterprise resource planning (ERP) systems. The course explores, in detail, several typical AIS application subsystems, including the revenue and expenditure cycles and the general ledger, financial reporting, and management reporting systems. Internal control is emphasized throughout the course. The course also integrates discussions of fraud and ethics throughout the curriculum.

Students are involved in a variety of learning experiences, including problem solving, critical thinking, case participation, oral classroom presentations and analysis of third-party systems software packages using resources in the computer lab. The major themes throughout the course include oral and written communication, typical business documents and reports, and proper system documentation using flowcharts, data flow diagrams and REA modeling.

Disabilities

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format..

Attendance and make-ups

Regular class attendance is essential in this course. Your final course grade may be reduced by one letter grade for each unexcused absence in excess of two. Any student having more than four unexcused absences will receive an "F" in the course. Roll may be taken at any time during the class period. If you are not in class when roll is taken, you will be marked absent. It is your responsibility to notify your professor if you have a valid reason for arriving late for class or leaving early. This must be in writing. Failure to do so will result in an unexcused absence. You will be assigned an unexcused absence if you are late or leave early.

COURSE STRUCTURE:

Students are expected to read assigned materials **prior** to the class period in which the material is presented. Class lectures are not intended to take the place of reading the chapter materials. A very important part of this course is your active participation in class discussions and your active gathering and synthesis of information. As aspiring professionals, you are expected to schedule time far enough in advance so that conflicts that prevent you from being prepared for class are minimized. I will call on students to answer questions about the homework and assigned readings. However, your voluntary contributions to class are more valuable.

You will need to attempt assignments to understand the material covered in the course. Quiz grades will be averaged in with your overall course grade.

TENTATIVE GRADING:

	Points		Course Grade	Percentage
Exam 1	100		**A**	90 – 100%
Exam 2	100		**B**	80 – 89.9%
Projects:			**C**	70 – 79.9%
Data Flow Diagrams	25		**D**	60 – 69.9%
Flow Chart	25		**F**	Below 60%
REA Diagrams	25			
Control Matrix	25			
Accounting Systems				
Using Access	50			
XBRL	50			
Final Exam	200			
Total	**600**			

Exams will consist of multiple choice questions, problems, and essay questions. Exam dates are on the Course Outline. These examinations must be taken as scheduled. Make-up exams are not offered except in the case of valid, **DOCUMENTED** medical emergencies. Most make-up exams will be oral exams given at an agreed upon time in my office. Students must take care of all biological necessities prior to starting the examination. Your exam is over once you leave your seat for any reason.

Individual Homework Assignments will not be graded, but are ***necessary*** for you to understand the application of the chapter material.

Anti-Fraud Module

Students will understand why fraud occurs, including the components of the Fraud Triangle, the pressures, opportunities and rationalizations that are present in most frauds. They will identify some important red flags of fraud. Students will compare and contrast the approaches and techniques that are used to commit computer fraud and describe how to deter and detect computer fraud.

Academic Integrity

Students are advised that EKU'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. I have attached a copy of the University's "Academic Dishonesty Defined" on this syllabus for your reference. **You should be aware that a notification of a violation of the Academic Integrity policy must be made to the Office of Academic Integrity and that the notice will become a part of your permanent student records.**

Repeats

EKU Business Policy: A business student may only repeat a course twice. The second repeat requires a College Exception Form with the approval of his/her advisor, department chair, and the Dean of the College of Business and Technology.

Incomplete Grades – Grade of "I"

Departmental policy on Incompletes: Failure to complete the course requirements will result in a grade of "F." A grade of "I" must be authorized **before final grades are due for that course** by the department chair upon review of documented evidence that the student was unable to complete the course requirements due to unavoidable circumstances.

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I reserve the right to retain, for pedagogical reasons, an electronic copy of any student's work submitted for a grade in this class. Students' names will be deleted from any retained items.

Blackboard

I use Blackboard as the ONLY means to communicate with students. All grades on quizzes, exams, and projects are posted on Blackboard along with the current course average grade. Copies of the syllabus, handouts, assignments, and supplementary material are posted on Blackboard. **You should check Blackboard at least once daily to see if I have posted any new material.**

Official E-mail

An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Disclaimer

This syllabus (including topic list, class schedule, and other components) represents a tentative plan for course proceedings. I reserve the right to make changes as student needs and other factors may warrant. Changes to the syllabus will be announced in class and posted on Blackboard. Students are responsible for all announced changes even if they miss the class in which the change is announced.

EKU Academic Integrity Policy
Academic Dishonesty Defined

Academic integrity is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. **Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions**. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise. Cheating includes, but is not limited to:

- **Giving or receiving assistance not authorized by the instructor or University representative;**
- Participating in unauthorized collaboration on an academic exercise;
- Using unapproved or misusing electronic devices or aids during an academic exercise.

Plagiarism

Plagiarism occurs when a student represents work taken from another source as his/her own. It is imperative that a student gives credit to information, words, ideas, and images that are integrated into his/her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to:

- Using words, ideas, or images from another source (including the Internet); whether in quotation marks or not, without giving credit to that source in the form of a bibliographic citation;
- Facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgment of the source.

Fabrication

Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials;
- Listing sources in a bibliography not directly used in the academic exercise;
- Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence;
- **Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person.**

Course Outline
ACC 350
Fall 2010

Chapter	Topic	Assignments
1	AIS: An Overview	Pr8a-d, Case 2
1		
Lab	Visio	
2	Business Processes	Pr 7, 8, 11
Lab	Visio for DFD's	
2	Business Processes	
3	Systems Development	Pr 7a, 8a (DFDs)
Lab	Visio in Flowcharting	Pr 7b, 8b, 16
3	Documentation Techniques	
4	Computer Fraud & Abuse	Pr 14, 15, 16
Lab	Building Acct Systems	
4	Computer Fraud & Abuse	Case 1
Exam 1	Chapters 1 - 4	
Lab	Building Acct Systems	
5	Control and AIS	Pr 1, 2, 3
5	Control and AIS	Pr 8, 9, 12
Lab	Building Acct Systems	
6	Information Security	Pr 1, 7
6	Information Security	Pr 10, Case 1
Lab		Ch 6 Pr 2c, 8a&b
7	Confidentiality, Privacy	Pr 2, 4
7	Processing Integrity, Availability	Pr 11, 12
Lab		Ch 7, Pr3, 5
8	Auditing Computer Based Systems	Pr 3, 4
8	Auditing Computer Based Systems	Pr 9
Exam 2	Chapters 5 - 8	
9	Relational Databases	Pr 1a, b, 5, 8, 9
9	Relational Databases	Pr 6, 7
Lab		Pg 363, Pr 10
10	Database Design Using REA's	Pr 3, 4, 6, 7
10	Database Design Using REA's	Case 1
Lab	Building Acct Systems	
11	Implementing an REA Model	Pr 1, 2
11	Implementing an REA Model	
Lab	Building Acct Systems	
	XBRL	Ch 1, 2
	XBRL	Ch 3, 4
Lab	XBRL	
12	Revenue Cycle	
12	Revenue Cycle	Pr 8
Lab	XBRL	
13	Expenditure Cycle	Pr 2, 10
13	Expenditure Cycle	Pr 15
Lab	XBRL	
14	General Ledger	Pr 2, 3

Labs will be in BTC:

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Accounting, Finance and Information Systems
x	New Course (Parts II, IV)	College	College of Business & Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	CIS 320
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Forensic Comput: Investigations
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved	3/18/10
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 create a new and relevant course in computer forensics for students to use as an elective and to support a proposed future track for the CIS major.

A. 2. Effective date: (Example: Fall 2001)
Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
NA

B. The justification for this action:
This course will also serve the needs of students both inside and outside the CIS program, including non-CIS business majors as well as majors in CSC, TEC, HLS, LPS, and CRJ.
The optional textbook for this course is number 1 in a set of 5 books that lead a student to test for a certification as a Computer Hacking Forensic Investigator (CHFI).
Topics for course discussion take in the latest technology including Windows, Linux, Mac, PDAs, cell phones, and thumb drives. At the end of the class, the student will have a solid background with which to pursue advanced knowledge in the area of Forensic Computing.
The current instructor for this course has a BBA, Major in CIS, and an MBA, both from EKU, and is recognized as professionally qualified to teach by both SACS and AACSB. He has extensive computer industry experience in programming, database, and networking. He has taught thousands of students in university-level computer courses over the past 18 years. He has recently earned the Certified Computer Examiner (CCE) designation from The International Society of Forensic Computer Examiners.
Our Forensic Computing Lab will serve as both a lecture venue as well as workspace where students can practice what they've learned. This lab supports lecture seating for 20 students and 8 team workstations with 2 Dell Forensic Workstations and 1 Apple computer per station. Each workstation supports a removable hot-swap drive bay and a variety of specialized hardware (i.e. converters and write-blockers) and cabling to support acquisition and analysis operations.

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:
Reference materials with an estimated cost of $300. These materials would be useful for other CIS, CSC, TEC, and HLS, CRJ and LPS courses. Materials could be both paper and electronic. Paper materials could be housed in new BTC Academic Commons opening Summer 2010.

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.

   See the box below.

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.)

CIS 320 Forensic Computing: Investigations (3) A. Prerequisite: CIS 212 or CIS 240 or CSC 104 with a grade of "C" or better and junior standing. Provide students with an understanding of digital forensics as used in corporate investigations and criminal/civil litigation. Students learn basic tools and techniques to properly initiate a computer forensics investigation, then acquire and analyze that evidence.

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)*
CIS	320	Fall 2010	AS ___ JS ___ BT X EM ___ ED ___ PC ___ HS	AFIS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 2.5 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)
L	3	Normal	FR ___ JR x SO ___ SR ___

		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ___	Date of data entry ___
		Internship ___	
		Independent Study ___	Data entry person ___
		Practicum ___	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	CIS 212 or CIS 240 or CSC 104 with a grade of "C" or better and junior standing
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)			

COURSE SYLLABUS
CIS 320 – CRN:XXXXX
FORENSIC COMPUTING: Investigations
Fall 2010

I. Instructor

Mike Hawksley
Instructor of CIS, Department of Accounting, Finance & Information Systems
Office: BTC 226
Hours: MW 10-11am, 2:45-3:45pm, TR 9-11am, 1-2pm
Phone: 622-2021 (or leave message at 622-1087)
Email: mike.hawksley@eku.edu
Homepage: http://people.eku.edu/hawksleym

II. Textbook and Supplies (required)

Required:

- **Guide to Computer Forensics and Investigations**, Fourth Edition by Bill Nelson, Amelia Phillips, Christopher Steuart. Course Technology Incorporated, 2010.
  ISBN 10: 1-4354-9883-6. ISBN-13: 978-1-4354-9883-9.
  - This book emphasizes hardware/software, systems, and forensic concepts, and also includes step-by-step explanations for using a variety of both hardware and software forensic tools. Numerous practical exercises are included at the end of each chapter.

Optional:

- **Computer Forensics: Investigation Procedures and Response**, published by Course Technology, 2010.

III. The Course

A. Description

CIS 320 Forensic Computing: Investigations (3) A. Prerequisite: CIS 212 or CIS 240 or CSC 104 with a grade of "C" or better and junior standing. Provide students with an understanding of digital forensics as used in corporate investigations and criminal/civil litigation. Students learn basic tools and techniques to properly initiate a computer forensics investigation, then acquire and analyze that evidence.

B. Student Learning Outcomes

Upon completing this course, students will be able to:

- Describe forensic computing and investigations as a profession from a criminal, civil and corporate perspective.
- Explain the importance of using standardized processes to complete an investigation.
- Articulate the issues and implications in the design of forensic lab work space.
- Demonstrate an understanding of the rules of evidence and how to operate in a crime scene.
- Describe the basics of evidence collection and validation.
- Demonstrate proficiency in using a broad set of both hardware and software tools involved in analyzing digital evidence.
- List and explain the legal issues surrounding any digital investigation from a corporate, civil and criminal perspective.
- Describe the "big picture" as the digital investigation relates to other areas of the organization.

IV. Grading

A. Attendance

A student who does not come to class is unable to contribute to classroom discussion, cannot ask questions, and does not understand homework assignments. Coming to class is important…It is important to me, and it should be important to you…It will definitely be important to other members of your team who have more work to do in your absence. For this reason, absences will have a significant impact on your class participation grade. Any student missing class with seven excused or unexcused absences will automatically fail the course.

B. Grade Components

1.	Exams – midterm and final	40%
2.	Quizzes / Labs / Written Assignments	20%
3.	Research Paper	20%
4.	Computer Forensics Portfolio	10%
5.	Class Participation	10%

Final grades will be assigned based on the points earned in each area. Letter grades will be assigned as follows:

A	90 AND ABOVE
B	80 - 89
C	70 - 79
D	60 - 69
F	59 AND BELOW

V. Policies

- Exams missed due to an excused absence will be made up by taking a comprehensive final, which will also count for those missed exams. Exams missed due to an unexcused absence cannot be made up. Exams will be given neither early nor late.
- Homework and assignments will be collected at the beginning of class. Homework can be turned in one class period after the due date, with a 20 percent penalty. This should be the exception, not the rule.
- A note about email: I check mine often and try to get answers to questions back promptly. If you choose to contact me via email, make sure your name is obvious - it isn't always in the email address itself. Update your profile in EKU Direct to include the email address you check regularly. Always start your email subject line with "CIS320" and you'll find I get back to you faster. (Students are my first priority.) **Never send homework via email.** Always include a subject line…no subject line is a great way to end up in the Spam folder. Q: btw, How much homework can I send to you via email?? A: **Never send homework via email.**

Academic Integrity Policy

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Class Schedule (tentative)

Date	Subject and Reading Due	Assignment Due
24-Aug	Intro to Forensic Computing	Research Topics Introduced
26-Aug	Ch1 - Computer Forensics and Investigation as a Profession	Research Topics Assigned
31-Aug		In-Class Exercise
2-Sep	Ch 2 - Understanding Computer Investigations	In-Class Exercise
9-Sep		In-Class Exercise
14-Sep	Ch 3 - The Investigator's Office and Laboratory	In-Class Exercise
16-Sep		Research - general notes - 1-2 pages
21-Sep	Ch 4 - Data Acquisition	In-Class Exercise
23-Sep	Ch 5 - Processing Crime and Incident Scenes	In-Class Exercise
28-Sep	Ch 6 - Working with Windows and DOS Systems	Research - topic specific notes - 3-4 pages
30-Sep		In-Class Exercise
5-Oct	Ch 7 - Current Computer Forensics Tools	Research - outline - 1 page
7-Oct		In-Class Exercise
14-Oct	Midterm Exam	In-Class Exercise

Class Schedule (tentative)

Date	Subject and Reading Due	Assignment Due
19-Oct	Ch 8 - Mac and Linux Boot processes and File Systems	In-Class Exercise
21-Oct		Portfolio Review
26-Oct	Ch 9 - Computer Forensics Analysis and Validation	In-Class Exercise
28-Oct		In-Class Exercise
2-Nov	Ch 10 - Recovering Graphics Files	In-Class Exercise
4-Nov	Ch 11 - Network Forensics	In-Class Exercise
9-Nov	Ch 12 - E-mail investigations	In-Class Exercise
11-Nov	Ch 13 - Cell Phone and Mobile Device Forensics	Research - 80 percent draft
16-Nov	Ch 14 - Report Writing for High-Tech Investigations	In-Class Exercise
18-Nov		In-Class Exercise
23-Nov	Ch 15 - Expert Testimony in High-Tech Investigations	In-Class Exercise
30-Nov	Ch 16 - Ethics for the Expert Witness	Research - Paper Due
2-Dec		
7-Dec		
9-Dec		
18-Dec	Final exam - Friday 10:30a-12:30p	Forensic Computing Portfolio - submitted on optical disc (be sure to verify that it will open after you've made the disc)

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Accounting, Finance and Information Systems
x	New Course (Parts II, IV)	College	College of Business & Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	CIS 325
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Forensic Computing: Acquisitions
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved	3/18/10
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
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Completion of A, B, and C is required: (Please be specific, but concise.)

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A. 2. Effective date: (Example: Fall 2001)
Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
NA

B. The justification for this action:

This course will serve the needs of students both inside and outside the CIS program, including non-CIS business majors as well as majors in CSC, TEC, HLS, LPS, and CRJ.

- The required textbooks for this course are numbers 2 and 3 in a set of 5 that lead a student to test for a certification as a Computer Hacking Forensic Investigator (CHFI).

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C. The projected cost (or savings) of this proposal is as follows:

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None

Operating Expenses Impact:
None

Equipment/Physical Facility Needs:
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Library Resources:
Reference materials with an estimated cost of $300. These materials would be useful for other CIS, CSC, TEC, and HLS, CRJ and LPS courses. Materials could be both paper and electronic. Paper materials could be housed in new BTC Academic Commons opening Summer 2010.

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   See the box below.

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.)

CIS 325 Forensic Computing: Acquisitions (3) A. Prerequisite: CIS 212 or CIS 240 or CSC 104 with a grade of "C" or better and junior standing. Students will experience and understand the portion of the digital investigation beginning with digital evidence acquisition, then analysis of the evidence, and finally reporting results – implementing various forensic hardware and software including write-blockers and EnCase.

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)*
CIS	325	Fall 2010	AS ___ JS ___ BT X EM ___ ED ___ PC ___ HS	AFIS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 2.5 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)
L	3	Normal	FR ___ JR x SO ___ SR ___

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ___
Internship ___
Independent Study ___
Practicum ___

FOR BANNER USE ONLY

Date of data entry ___

Data entry person ___

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	CIS 212 or CIS 240 or CSC 104 with a grade of "C" or better and junior standing
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)			

COURSE SYLLABUS
CIS 325 –CRN:XXXXX
FORENSIC COMPUTING: Acquisitions
Spring 2011

I. Instructor

Mike Hawksley
Instructor of CIS, Department of Accounting, Finance & Information Systems
Office: BTC 226
Hours: MW 10-11am, 2:45-3:45pm, TR 9-11am, 1-2pm
Phone: 622-2021 (or leave message at 622-1087)
Email: mike.hawksley@eku.edu
Homepage: http://people.eku.edu/hawksleym

II. Textbook and Supplies:

Required:

- **Computer Forensics: Investigating Hard Disks, File and Operating Systems**, published by Course Technology, 2010. ISBN-13: 978-1-4354-8350-7.
- **Computer Forensics: Investigating Data and Image Files**, published by Course Technology, 2010. ISBN-13: 978-1-4354-8351-4.

Optional:

- **Computer Forensics: Investigation Procedure and Response,** published by Course Technology, 2010. ISBN-13: 978-1-4354-8349-1.
- **Windows Forensic Analysis,** Carvey H., published by Syngress, 2009. ISBN: 978-1-59749-422-9
- **File System Forensic Analysis,** Carrier B., published by Pearson, 2005. ISBN: 0-321-26817-2

III. The Course

A. Description

CIS 325 Forensic Computing: Acquisitions (3) A. Prerequisite: CIS 212 or CIS 240 or CSC 104 with a grade of "C" or better and junior standing. Students will experience and understand the portion of the digital investigation beginning with digital evidence acquisition, then analysis of the evidence, and finally reporting results – implementing various forensic hardware and software including write-blockers and EnCase.

B. Student Learning Outcomes

Upon completing this course, students will be able to:

- Demonstrate a basic knowledge of a variety of storage hardware types and the file systems commonly found on those devices – and how this will impact the student's ability to complete forensic investigations.
- Describe in detail the boot processes of the most common types of computer systems.
- Explain in detail the issues facing the investigator of a Windows system – and an overview of the issues relative to Macintosh and Linux systems.

- Demonstrate skill in preparing media to be used to hold evidence.
- Demonstrate the ability to acquire data from computers and other digital devices to be used in the investigation – as well as to control that evidence so it can be used in court if necessary.
- Demonstrate the skill needed to recover deleted files and deleted partitions from media being investigated.
- Demonstrate an understanding of the EnCase software application as a digital forensic tool.
- Write a clear and concise report outlining the details of the case and the results of the analysis.

IV. Grading

A. Attendance

A student who does not come to class is unable to contribute to classroom discussion, cannot ask questions, and does not understand homework assignments. Coming to class is important…It is important to me, and it should be important to you…It will definitely be important to other members of your team who have more work to do in your absence. For this reason, absences will have a significant impact on your class participation grade. Any student missing class with seven excused or unexcused absences will automatically fail the course.

B. Grade Components

1.	Exams – midterm and final	40%
2.	Quizzes / Labs / Written Assignments	20%
3.	Research Paper	20%
4.	Computer Forensics Portfolio	10%
5.	Class Participation	10%

Final grades will be assigned based on the points earned in each area. Letter grades will be assigned as follows:

A	90 AND ABOVE
B	80 - 89
C	70 - 79
D	60 - 69
F	59 AND BELOW

V. Policies

- Exams missed due to an excused absence will be made up by taking a comprehensive final, which will also count for those missed exams. Exams missed due to an unexcused absence cannot be made up. Exams will be given neither early nor late.
- Homework and assignments will be collected at the beginning of class. Homework can be turned in one class period after the due date, with a 20 percent penalty. This should be the exception, not the rule.
- A note about email: I check mine often and try to get answers to questions back promptly. If you choose to contact me via email, make sure your name is obvious - it isn't always in the email address itself. Update your profile in EKU Direct to include the email address you check regularly. Always start your email subject line with "CIS325" and you'll find I get back to you faster. (Students are my first priority.) **Never send homework via email.** Always include a subject line…no subject line is a great way to end up in the Spam folder. Q: btw, How much homework can I send to you via email?? A: **Never send homework via email.**

Academic Integrity Policy

Students are advised that EKU'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. I have attached a copy of the University's "Academic Dishonesty Defined" on this syllabus for your reference. You should be aware that a notification of a violation of the Academic Integrity policy must be made to the Office of Academic Integrity and that the notice will become a part of your permanent student records.

Disability Statement

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

Repeats

EKU Business Policy: A business student may only repeat a course twice. The second repeat requires a College Exception Form with the approval of his/her advisor, department chair, and the Dean of the College of Business and Technology.

Incomplete Grades – Grade of "I"

Departmental policy on Incompletes: Failure to complete the course requirements will result in a grade of "F." A grade of "I" must be authorized before final grades are due for that course by the department chair upon review of documented evidence that the student was unable to complete the course requirements due to unavoidable circumstances.

Retained Work

I reserve the right to retain, for pedagogical reasons, an electronic copy of any student's work submitted for a grade in this class. Students' names will be deleted from any retained items.

Blackboard

I use Blackboard as the ONLY means to communicate with students. All grades on quizzes, exams, and projects are posted on Blackboard along with the current course average grade. Copies of the syllabus, handouts, assignments, and supplementary material are posted on Blackboard. You should check Blackboard at least once daily to see if I have posted any new material.

Official E-mail

An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Disclaimer

This syllabus (including topic list, class schedule, and other components) represents a tentative plan for course proceedings. I reserve the right to make changes as student needs and other factors may warrant. Changes to the syllabus will be announced in class and posted on Blackboard. Students are responsible for all announced changes even if they miss the class in which the change is announced.

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Class Schedule (tentative)

Date	Subject and Reading Due	Assignment Due
11-Jan	Intro to Forensic Computing	
13-Jan		Research - topic selected
20-Jan	V2 Ch1 – Understanding File Systems and Hard Disks	Chapter Review Questions – write out the #, Q, and a detailed A
25-Jan		Forensic Article Summary and Analysis #1– 2-3 pages DS
27-Jan	V2 Ch 2 – Understanding Digital Media Devices	Chapter Review Questions – write out the #, Q, and a detailed A
01-Feb	V2 Ch 3 – Windows, Linux, and Macintosh Boot Processes	Chapter Review Questions – write out the #, Q, and a detailed A
03-Feb		Research – 5 sources and 1-2 pages of general notes
08-Feb	V2 Ch 4 – Windows Forensics I	Chapter Review Questions – write out the #, Q, and a detailed A
10-Feb		Forensic Article Summary and Analysis #2– 2-3 pages DS
15-Feb		
17-Feb	V2 Ch 5 – Windows Forensics II	Chapter Review Questions – write out the #, Q, and a detailed A
22-Feb		
24-Feb		Research – 3-5 additional sources and 3-4 pages of specific notes
01-Mar	Mid-Term Exam	

Date	Subject and Reading Due	Assignment Due
03-Mar	V2 Ch 6 – Linux Forensics	Chapter Review Questions – write out the #, Q, and a detailed A
15-Mar		
17-Mar	V2 Ch 7 – Application Password Crackers	Chapter Review Questions – write out the #, Q, and a detailed A
22-Mar	V3 Ch 1 – Steganography	Chapter Review Questions – write out the #, Q, and a detailed A
24-Mar	V3 Ch 2 – Data Acquisition and Duplication	Chapter Review Questions – write out the #, Q, and a detailed A
29-Mar		Research – Complete Outline – meet in my office to discuss sources, research and outline
31-Mar	V3 Ch 3 – Forensic Investigations using EnCase	Chapter Review Questions – write out the #, Q, and a detailed A
05-Apr		Forensic Article Summary and Analysis #3 – 2-3 pages DS
07-Apr		Research – 80 percent draft – 6-7 pages
12-Apr	V3 Ch 4 - Recovering Deleted Files and Deleted Partitions	Chapter Review Questions – write out the #, Q, and a detailed A
14-Apr		Forensic Article Summary and Analysis #4– 2-3 pages DS
19-Apr	V3 Ch 5 – Image File Forensics	Chapter Review Questions – write out the #, Q, and a detailed A
21-Apr	Documenting the Investigation – Formal Report Writing	Research – Project due
26-Apr		
28-Apr		Forensic Computing Portfolio – created with OneNote and submitted on CD or DVD optical disc (be sure to verify that it will open after you've made the disc)
	Final Exam	Monday, May 3rd, 10:30a-12:30p

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Accounting, Finance & Information Systems
	New Course (Parts II, IV)	College	Business & Technology
x	Course Revision (Parts II, IV)	*Course Prefix & Number	FIN 324
	Course Dropped (Part II)	*Course Title (30 characters)	Principles of Investments
	New Program (Part III)	*Program Title	
	Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
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:

Change prerequisite for the course from FIN 300 to FIN 300 or FIN 201 or FIN 310.

A. 2. Effective date:

FALL 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Changes in the content of FIN 201 and the new FIN 310 course, as well as FIN 300, cover the material needed for success in FIN 324.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

NONE

Operating Expenses Impact:

NONE

Equipment/Physical Facility Needs:

NONE

Library Resources:

NONE

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

FIN 324 Principles of Investments. (3) A. Prerequisite: FIN 300 or FIN 201 or FIN 310 with a "C" or better. Analysis of the characteristics, valuation, and tax implications of various investments such as common and preferred stock; corporate, federal and municipal debt; mutual funds; money market accounts; options and futures. Explores methods of trading securities.

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)*
FIN	324	FALL 2010	AS ____ JS ____ BT x EM ____ ED ____ PC ____ HS	AFIS

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
			Date of data entry ____
		Thesis ____	
		Internship ____	
		Independent Study ____	Data entry person ____
		Practicum ____	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	FIN 300 or FIN 201 or FIN 310 with a "C" or better.
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.	

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Accounting, Finance, and Information Systems
	New Course (Parts II, IV)	College	College of Business and Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Accounting (BBA)
	New Program (Part III)		(Major _X_, Option ___; Minor ___; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	1/20/2010—2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved [X] Disapproved [ ]	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Reduce the total number of hours required for a degree in Accounting, to add Accounting Information Systems as a required course, and to make MAT 211 required for all accounting majors.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

To align the number hours required for a degree in accounting with other programs on campus, to add a course in Accounting Information Systems which will contain tools and skills needed by accountants after graduation, and to increase the mathematical skills of our students.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Accounting (B.B.A.)

CIP Code: 52.0301

University Requirement..... 1 hour
BTO 100.

General Education Requirements..... 36 hours
Standard General Education program, excluding general education blocks II, VB, VC, and VII (QS). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

College Requirement: Professional Skills Seminar
BTS 300 (CR) and BTS 400 (CR).

Supporting Course Requirements..... ~~18 21~~ 15 hours
MAT 211 ~~or the combined courses of MAT 107 and QMB 240~~; ~~CIS 335~~, CIS 212 or CSC 104; PSY 200 or 200W or SOC 131; ECO 230, 231;.

Free Electives (non-business).....~~9 12~~ 8 hours

Business Requirements

Pre-Business Core..... **12 hours**
ACC 201, 202; GBU 204; QMB 200

Business Core..... **21 hours**
CCT 300W, CIS 300, FIN 300, MGT 300, 370, MKT 300, GBU 480.

Major Requirements.....~~28~~ 27 hours
ACC ~~250,~~ 301, 302, 322, 327, 350, ~~425~~, 441, and nine elective hours (six from ACC 425, 440, ~~442,~~ 490, 501, 523, or 525 ~~or 527~~; and an additional three hours from this list or a non-accounting course approved by advisor, or ACC 349).

Total Curriculum Requirements.....~~128~~.120 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Accounting, Finance, and Information Systems
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Course Dropped (Part II)	*Course Title (30 characters)	
	New Program (Part III)	*Program Title	Computer Information Systems (BBA)
X	Program Revision (Part III)		(Major _X__, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	1/26/2010—2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved X Disapproved ___	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		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.)

Add two new courses as electives in the General CIS Option. Edit for alphabetizing courses.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Creation of new relevant courses in computer forensics for students to use as an elective and supports a prepared future track for the CIS major.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Computer Information Systems (B.B.A.)
CIP Code: 52.1201

University Requirement 1hour
BTO 100

General Education Requirements ..... 36 hours
Standard General Education program, excluding general education blocks II, VB, VC and VII(QS). Refer to Section Four of this Catalog for details on the General Education and University requirements.

College Requirement: Professional Skills Seminar
BTS 300(CR) and BTS 400(CR)

Supporting Course Requirements ..... 18-21 hours
CIS 240; CIS 212 or CSC 104; ECO 230, 231; MAT 211 or the combined courses of MAT 107 and QMB 240; PSY 200 or 200W or SOC 131~~; ECO 230, 231; CIS 240; CIS 212 or CSC 104~~.

Free Electives (non-businesses) ..... 2-5 hours

Business Core Requirements

Pre-Business Core ..... 12 hours
ACC 201, 202; GBU 204; QMB 200

Business Core ..... 21 hours
CCT 300W, CIS 300, FIN 300, GBU 480, MGT 300, MGT 370, MKT 300~~, GBU 480~~.

Major Requirements ..... 27 hours
CIS 215, 335, 340, 375, 380, 410, and one of the following options:

General Computer Information Systems Option:
Nine hours from CIS 320, CIS 325, CIS 349 (up to a maximum of three hours), CIS 370, CIS 400, CIS 475, or an upper-division course approved by the department.

Networks Management Option
CIS 475 and additional six hours from CIS 349 (up to a maximum of three hours), CIS 370, EET 354, EET 403, or an upper-division course approved by the department.

Total Curriculum Requirements ..... 120 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Accounting, Finance & Information Systems
	New Course (Parts II, IV)	College	Business & Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Course Dropped (Part II)	*Course Title (30 characters)	
	New Program (Part III)	*Program Title	Finance (BBA)
x	Program Revision (Part III)	Finance	(Major __x__, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved [X] Disapproved [ ]	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		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.)

Reduce the total hours required for Finance major to 120, and to incorporate recently approved courses FIN 310 and FIN 311 into the finance program. Edit courses for alphabetizing purposes.

A. 2. Effective date: (Example: Fall 2001)

FALL 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Most programs in EKUBusiness now require 120 hours for a BBA degree. Therefore, we propose the revision of the Finance major that requires only 120 hours. We also recently proposed two new courses in Personal Financial Planning and Entrepreneurial Finance that would serve Financial Planning and Managerial Finance options.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Finance (B.B.A.)

CIP Code: 52.0801

University Requirement.....1 hour
BTO 100.
General Education Requirements.....36 hours
Standard General Education program, excluding general education blocks II, VB, VC, and VII(QS). Refer to Section Four of this *Catalog* for details on the General Education and University requirements.
College Requirement: Professional Skills Seminar
BTS 300 (CR) and BTS 400 (CR).
Supporting Course Requirements.....~~21-24~~ 15-18 hours
CIS 212 or CSC 104; ECO 230, 231; MAT 211 or the combined courses of MAT 107 and QMB 240; PSY 200 or PSY 200W or SOC 131~~; ECO 230, 231, 320, 420; CIS 212 or CSC 104~~.
Free Electives (non-business).....~~3-8~~ 2-5 hours
Business Requirements
Pre-Business Core.....12 hours
ACC 201, 202; GBU 204; QMB 200.
Business Core.....21 hours
CCT 300, CIS 300, FIN 300, GBU 480, MGT 300, 370, MKT 300~~, GBU 480~~.
Major Requirements.....~~29-31~~ 30 hours
FIN 201, 301~~, 410, 450 (1)~~; and one of the following options:
Managerial Finance Option:
~~FIN 401, 424, 455,~~ ACC ~~250~~, 301, 302, 327, FIN 310, 330, 410, 424 and three hours from ACC 322, ~~327,~~ 425, ~~440, 441,~~ 501, 525, ~~CIS 335~~ FIN 311, 324, 349, 420.
Financial Planning Option:
ACC 322, FIN 311, 324, 420, INS 370, 374, 474 and ~~six~~ three hours from FIN 310, 330, 349, 410, 424, INS ~~378,~~ 380, ~~474, 476~~.
Total Curriculum Requirements.....~~128~~ 120 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Accounting Finance and Information Systems
	New Course (Parts II, IV)	College	Business & Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Insurance (BBA)
	New Program (Part III)		(Major _X__, Option ___; Minor ___; or Certificate ___)
XX	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved [X] Disapproved [ ]	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		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.)

Decrease number of free electives to reduce total number hours required to 120. Revise and increase Major Requirements hours to reflect current course offerings.

A. 2. Effective date: (Example: Fall 2001)

Fall, 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

To update curriculum to reflect current changes in programs and 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:

None

Part III. **Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Insurance (B.B.A.)
CIP Code: 52.1701

University Requirement..... 1 hour
BTO 100.

General Education
Requirements..... 36 hours
Standard General Education program, excluding general education blocks II, VB, VC, and VII(QS).
Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

College Requirement: Professional Skills Seminar
BTS 300 (CR) and BTS 400 (CR).

Supporting Course Requirements..... 15-18 hours
CIS 212 or CSC 104; ECO 230, 231; MAT 211 or the combined courses of MAT 107 and QMB 240; SOC 131~~;~~ ~~ECO 230, 231; CIS 212 or CSC 104~~.

Free Electives (non-business)..... ~~16-19~~ 5-8 hours

Business Requirements

Pre-Business Core..... 12 hours
ACC 201, 202; GBU 204; QMB 200.

Business Core..... 21 hours
CCT 300, CIS 300, FIN 300, MGT 300, 370, MKT 300,GBU 480.

Major Requirements..... ~~24~~ 27 hours
INS 370, 372, 374, 378, 486 or 460 or 474, and ~~nine~~ twelve additional hours of insurance electives may be taken from the following: INS 349—up to a maximum of six hours, INS 380, 460, 474, ~~and~~ 476, 486 and INS 400—up to a maximum of six hours total, INS 490—up to a maximum of six hours; APS 350, 351, ~~352,~~ 438, 465, FSE 221, ~~322~~, 350, 361, 366, TRS 332, ~~and~~ 342, GBU 310, 311, MGT 330, MKT 310, FIN 201 or FRM 352, FIN 310, 311, and 390S.

Total Curriculum Requirements.....~~128~~ 120 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Accounting Finance and Information Systems
	New Course (Parts II, IV)	College	Business & Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Insurance (BS)
	New Program (Part III)		(Major _X_, Option ___; Minor ___; or Certificate ___)
XX	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved X Disapproved ___	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		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.)

Decrease number of free electives to reduce total number hours required to 120. Revise Major Requirements to reflect current course offerings.

A. 2. Effective date: (Example: Fall 2001)

Fall, 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

To update curriculum to reflect current changes in programs and 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:

None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Insurance (B.S.)
CIP Code: 52.1701

University Requirement..... 1 hour
BTO 100.

General Education Requirements..... 39 hours
Standard General Education program, excluding general education blocks II, VB, and VII(QS).
Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

College Requirement: Professional Skills Seminar
BTS 300 (CR) and BTS 400 (CR).

Supporting Course Requirements..... 9-12 hours
ECO 230, CIS 212 or CSC 104; MAT 211 or the combined courses of MAT 107 and QMB 240; ~~ECO 230, CIS 212 or CSC 104~~.

Free Electives ~~(At least one hour must be upper division)~~..... ~~22-25~~ 14-17 hours

Business Requirements

Pre-Business Core..... 12 hours
ACC 201, 202; GBU 204; QMB 200.

Core..... 21 hours
CCT 300W, CIS 300, FIN 300, MGT 300, 370, MKT 300, INS 370, 374.

Insurance Major Requirements..... 21 hours
INS 372, 378, ~~400~~; 460 or 474 or 486; and ~~nine~~ twelve hours from INS 349 (1-6 hours), ~~376~~, 380, 400 (~~1-3 hours~~ up to a maximum of Six hours), 460, 474, 476, 486, 490 (1-6 hours), or any upper division INS course not taken as part of major requirements, GBU 310, 311, MGT 330, MKT 310, APS 350, 351, ~~352~~, 438, 465, FSE 221, ~~322~~, 350, 361, 366, TRS 332 ~~or~~ 342, FIN 201 or FRM 352, FIN 310, 311 and 390S.

Total Curriculum Requirements.....~~128~~ 120 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Accounting, Finance, and Information Systems
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Course Dropped (Part II)	*Course Title (30 characters)	
	New Program (Part III)	*Program Title	Minor in Computer Information Systems
X	Program Revision (Part III)		(Major ___, Option ___; Minor _X__; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	1/26/2010—2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved [X] Disapproved [ ]	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Drop CIS 340 from and to add CIS 375 as part of the minor requirements for both business and non-business majors.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

The new curriculum with computer networking will enhance students' career options.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. **Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Minors
Minor in Computer Information Systems

A minor in computer information systems is offered for students in both business and non-business programs ~~other than in Business~~. The minor consists of 18 hours of computer information systems courses including CIS 215, 240, 335, 375 ~~340~~, 380, and three hours of ~~approved~~ upper-division courses approved by the department. At least 12 hours of the minor must be earned at EKU. Students pursuing the computer information systems minor must maintain a 2.25 GPA on all work counting toward the minor.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Accounting, Finance and Information Systems
___	New Course (Parts II, IV)	College	Business and Technology
___	Course Revision (Parts II, IV)	*Course Prefix & Number	
___	Hybrid Course ("S," "W")	*Course Title (30 characters)	
___	Course Dropped (Part II)	*Program Title	Minor in Personal Finance
x	New Program (Part III)		(Major ___, Option ___; Minor _x_; or Certificate ___)
___	Program Revision (Part III)		
___	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ___ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved Disapproved	DISCUSSION
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To establish a Minor in Personal Finance.

A. 2. Effective date: (Example: Fall 2001)

FALL 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Recent turmoil in financial markets has highlighted once more the deficiencies in financial literacy. We are proposing a minor in personal finance to address financial literacy needs of non-business students.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. **Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Minors

Minor in Personal Finance

Designed to prepare students to make informed financial decisions regarding investments, mortgages, loans, retirement planning, etc. Students minoring in personal finance must earn at least 12 hours of the total hours at EKU and maintain a cumulative GPA of 2.0 in all courses comprising the minor. This minor includes the following courses:

Requirements…….. **18 hours**

ACC 201, 322; FIN 201, FIN 311, FIN 324; INS 370.

Total Requirements……..**18 hours**

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Agriculture
X	New Course (Parts II, IV)	College	Business & Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	AGR 319
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Renewable & Sustainable Energy
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
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.)

Introduction of new course to stay current with new technologies in the renewable energy field.

A. 2. Effective date: (Example: Fall 2001)

Spring 2011

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Renewable energy is creating new employment opportunities in "green job field". Students need to become aware of the different forms of renewable energy to stay competitive in the emerging job markets.

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:

Additions to library resources will be modest.

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.)

AGR 319 Renewable and Sustainable Energy Systems. (3) II. Prerequisite: Junior Standing. Principles of energy and how those needs can potentially be met in the future will be discussed. Comparisons of existing energy sources (fossil fuels, nuclear power) with renewable sources (biomass, solar, and tidal).

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
AGR	319	Spring 2011	AS ___ JS ___ BT X EM ___ ED ___ PC ___ HS	AGRI

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs.
3	Lecture 3 Laboratory ___ Other ___	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR ___ JR X SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ___	Date of data entry ___
		Internship ___	
		Independent Study ___	Data entry person ___
		Practicum ___	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	Junior Standing
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)			

AGR 319
Renewable & Sustainable Energy
Spring 2011
3 Credit Hours
CRN: XXXX
Lecture: Times and Venue TBD

Course Description:

AGR 319 Renewable & Sustainable Energy. (3) II. Principles of energy and how those needs can potentially be met in the future will be discussed. Comparisons of existing energy sources (fossil fuels, nuclear power) with renewable sources (biomass, solar, and tidal).

Course Requirements and Information:

Instructor: Dr. Don Llewellyn
Room 15, Carter Building
E-mail: Don.Llewellyn@eku.edu
Office phone: 622-2235

Office Hours and Contact Information:

Stop by anytime. I also check my e-mail frequently. I also am actively engaged in research activities related to EKU CRAFT. My research requires frequent meetings and travel. I will return your calls or respond to your e-mails as soon as possible.

Required Textbook:

Tester, Drake, Driscoll, Golay and Peters. Sustainable Energy: Choosing Among Options. First Edition. 2005. MIT Press.

Other readings as assigned: Scientific publications, journal articles, and popular press.

Learning Objectives:

1. Explore the dependence of humans on a continuing energy supply.
2. Investigate the relationships of energy supply from an environmental, social perspective.
3. To gain insight into the issues involved in sustainability of energy supply.
4. Examine raw sustainable energy sources and their efficient conversion into useable forms.
5. Explore public policy issues related to sustainable energy supply.

Lecture Schedule:

Week	Subject
1	**Introduction: What is sustainable energy?**
2	**Evaluation and assessment of energy resources: Efficiency, production, and economics.**
3	**Energy systems and environmental effects of energy production.**
4	**Introduction to renewable energy.**
5	**Fossil fuels**
6	**Electric and nuclear power.**
7	**Energy from biomass.**
8	**Geothermal energy.**
9	**Hydropower.**
10	**Solar energy.**
11	**Ocean waves, tide, and thermal energy.**
12	**Wind energy.**
13	**Storage, distribution, and transportation of energy feedstocks and energy output.**
14	**Complex systems and synergies.**
15	**Choosing the right energy options.**
16	**Choosing the right energy options (continued).**

Lectures:

While exams and other methods of evaluation are important to measure the students' progress throughout the course, emphasis of the lectures will be placed on LEARNING. I will endeavor to delineate the material during lectures that I believe is worthy of inclusion on the exams. It is my intention that the lectures will be interactive. In my experience, students learn better when they are actively involved in the process. First and foremost, upon completion of this course, I want the students to have information applicable to practical production scenarios. This information will be presented from a SCIENTIFIC perspective.

Teaching Philosophy:

As your instructor, I have the task of providing the factual information and guidance in gathering information. It is also my goal to stimulate the thought processes that allow students to integrate concepts to a point that they will be applicable to future professions, vocations, or life experiences. I am mindful that not all students learn at the same rate and that they respond to different teaching styles. I will try to meet the learning needs of all students. Above all, I place fairness in my interactions with the students of paramount importance. We are all partners in the learning process!

Attendance Policy:

Students in Agriculture are required to attend all scheduled meetings of the classes for which they are enrolled. If a student has a legitimate reason to be absent (personal illness, critical illness or death in immediate family or participation in an approved University activity), the student is expected to discuss it with the instructor prior to

his/her anticipated absence, and when possible and make arrangements for any make-up work that must be done. Completion of make-up work is the responsibility of the student. The instructor will judge the validity of the reason for an absence.
In case of an emergency of such nature that the above requirements cannot be met, the student should inform the instructor at the first opportunity after the student's return to the campus and he/she should present adequate and documented reasons. Absences in excess of 10% will result in the lowering of the final grade one letter grade. Absences in excess of 20% of a class will automatically result in a failing grade unless this be waived by the instructor and department chairman.

Students with Disabilities:
If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in Student Services Building Room 361 by e-mail at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

Academic Integrity Statement:
Students are advised that EKU's Academic Integrity Policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku <http://www.academicintegrity.eku/>. Questions regarding the policy may be directed to the Office of Academic Integrity.

Evaluation:
The final grade for the course will be determined according to the following:

Three—100 point hour exams (see exam schedule)	300 points
Presentation	100 points
Final Exam—new and comprehensive material	100 points
Total	500 points

Exams may contain multiple choice, short answer, essay, or completion questions.

The presentation assignment will involve putting together a 10-15 minute PowerPoint presentation to be delivered during the regularly scheduled class time. An assignment sheet detailing the specific requirements for the presentation will be handed out in class. The presentation schedule will be agreed upon by the professor and students.

Hour exams are tentatively scheduled for the following lecture days: TBD

Assignment make-up policy:
When an excused absence results in a student missing a test, quiz, or other assignment, it

is the student's responsibility to arrange for a make-up. These arrangements must be made within one week of returning to class. Failure to follow these guidelines will result in the student receiving no credit for the graded assignment.

Student Progress:
While my schedule may not always make it possible, I will make every effort to return exams and graded assignments to the students during the next scheduled class period following the exam or assignment turn-in date. The students should keep a log of their points for each exam and assignment for the semester to track their progress. I will provide the students with a mid-term letter grade. I also welcome students inquiring about their progress at any time during the semester.

Withdrawal:
For the Spring 2011 semester, the last day to withdraw from a full-term class or the University is TBD.

Final Exam:
The Final Exam is scheduled for TBD.

Grading:
The final letter grade will be based on a percentage of the semester total as follows: ≥ 90% = A; 80 – 89% = B; 70 – 79% = C; 60 – 69% = D; and < 60% = F

A no tobacco product policy is in effect in the EKU Department of Agriculture.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	BAT
	New Course (Parts II, IV)	College	CB&T
X	Course Revision (Parts II, IV)	*Course Prefix & Number	BTS 300
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Professional Skills Seminar
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	NA	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
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.)

Add fall semester to course and change description.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

More appropriate description.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

BTS 300 Professional Skills Seminar. (0) I, II. Required of all Business and Technology students who have earned at least 60 hours. Credit (CR) will be given when students have attended ~~the annual College of Business and Technology's Professional Skills Conference~~ and/or completed department sponsored activities regarding professional skills and careers. ~~Cannot be taken concurrently with BTS 400.~~

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
BTS	300	Fall 2010	AS ___ JS ___ BT X EM ___ ED ___ PC ___ HS	BAT

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ___
	Lecture ___ Laboratory ___ Other ___	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ___ JR ___ SO ___ SR ___

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable

Thesis ___
Internship ___
Independent Study ___
Practicum ___

FOR BANNER USE ONLY

Date of data entry ___

Data entry person ___

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (**X**) in the appropriate Block or Blocks (e.g. – IVB(3) **X**).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	BAT
	New Course (Parts II, IV)	College	CB&T
X	Course Revision (Parts II, IV)	*Course Prefix & Number	BTS 400
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Professional Skills Seminar
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	NA	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change title of course from "Professional Skills Seminar" to "College to Careers Seminar".

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

More appropriate title for graduating seniors.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

BTS 400 ~~Professional Skills~~ College to Careers Seminar. (0) II. Prerequisite: AGR 305 or BTS 300. Required of all Business and Technology students who have earned at least 90 hours. Credit (CR) will be given when students have attended the annual College of Business and Technology's ~~Professional Skills~~ Student Success: College to Careers Conference.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
BTS	400	Fall 2010	AS ____ JS ____ BT X EM ____ ED ____ PC ____ HS	BAT

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ____	Date of data entry ____
		Internship ____	
		Independent Study ____	Data entry person ____
		Practicum ____	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
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)			

EASTERN KENTUCKY UNIVERSITY

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TO: Council on Academic Affairs

FROM: Dr. Ed Davis, Associate Dean
College of Business & Technology

DATE: March 4, 2010

SUBJECT: Curriculum Proposal(s)

Please consider the following curriculum proposal(s) from the College Business & Technology's Curriculum Committee at the next CAA meeting on March 18, 2010:

AFIS:

1. New Course(s)

Course	Proposal	Pages
ACC 350, Accounting Information Systems	To add ACC 350 as a new course that covers accounting information systems with syllabus.	AFIS 1-9
CIS 320, Forensic Comput: Investigations	To create a new and relevant course in computer forensics for students to use as an elective and to support a proposed future track for the CIS major with syllabus.	AFIS 10-18
CIS 325, Forensic Computing: Acquisitions	To create a new and relevant course in computer forensics for students to use as an elective and to support a proposed future track for the CIS major with syllabus.	AFIS 19-27

2. Course Revision(s)

Course	Revision	Pages
FIN 324, Principles of Investments	Change prerequisite for the course from FIN 300 to FIN 300 or FIN 201 or FIN 310.	AFIS 28-30

3. Program Revision(s)

Program	Revision	Pages
Accounting, BBA	Reduce the total number of hours required for a degree in Accounting, to add Accounting Information Systems as a required course, and to make MAT 211 required for all accounting majors.	AFIS 31-32
Computer Information Systems, BBA	Add two new courses as electives in the General CIS Option.	AFIS 33-34
Finance, BBA	Reduce the total hours required for Finance major to 120, and to incorporate recently approved courses FIN 310 and FIN 311 into the finance program.	AFIS 35-36

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AFIS Cont'd:

3. Program Revision(s) Continued

Program	Revision	Pages
Insurance, BBA	Decrease number of free electives to reduce total number hours required to 120. Revise and increase Major Requirements hours to reflect current course offerings.	AFIS 37-38
Insurance, BS	Decrease number of free electives to reduce total number hours required to 120. Revise Major Requirements to reflect current course offerings.	AFIS 39-40
Minor in Computer Information Systems	Drop CIS 340 from and to add CIS 375 as part of the minor requirements for both business and non-business majors.	AFIS 41-42

4. New Program(s)

Program	Proposal	Pages
Minor in Personal Finance	To establish a Minor in Personal Finance	AFIS 43-44

AGRI:

1. New Course(s)

Course	Proposal	Page
AGR 319, Renewable & Sustainable Energy	Introduction of new course to stay current with new technologies in the renewable energy field with syllabus.	AGRI 1 -7

CB&T:

1. Course Revision(s)

Course	Revision	Page
BTS 300, Professional Skills Seminar	Add fall semester to course and change description.	CB&T 1-3
BTS 400, Professional Skills Seminar	Change title of course from "Professional Skills Seminar" to "College to Careers Seminar".	CB&T 4-6

COMM:

1. Course Drop(s)

Course	Revision	Page
BEM 353, The Art & Craft of Screenwriting	Drop course.	COMM 1-2
CMS 485, Communication Training & Development	Drop course.	COMM 3-4

1. New Course(s)

Course	Revision	Page
BEM 353W, The Art & Craft of Screenwriting	To create a BEM 353 W course incorporating substantive writing assignments and designated as a writing intensive course with syllabus and TCAC Advisory Board Approval Letter	COMM 5-12
CMS 485S, Communication Training & Development	To create a CMS 485S course designating as service course with syllabus, Service Learning Committee approval email and application.	COMM 13-25

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COMM Cont'd:

2. Course Revision(s)

Course	Revision	Page
BEM 350, Cinema History I	Change course from a Lecture schedule type to a Lecture/Lab to allow for a longer meeting time.	COMM 26-28
BEM 351, Cinema History II	Change course from a Lecture schedule type to a Lecture/Lab to allow for a longer meeting time.	COMM 29-31
BEM 460, Advanced Film Genre _____	Change course from a Lecture schedule type to a Lecture/Lab to allow for a longer meeting time.	COMM 32-34
CMS 450, Mediation	Add the following prerequisites: CMS 200, 205, 210 and senior standing.	COMM 35-37

3. Program Revisions

Program	Revision	Page
BEM, BA	Change BEM 353 in Broadcasting/Electronic Media: Film Option to BEM 353W (under Options requirements).	COMM 38-39
Communication Studies, BA	Change CMS 485 under Major Requirements in B.A, Communication Studies to CMS 485S and permit either CMS 450, Mediation or CMS 485S, Training & Development as a required course in the major.	COMM 40-41
Communication Studies, Minor	Change CMS 485 in Communication Studies minor requirements to CMS 485S	COMM 42-43

EKUBusiness

1. Text Revision

Program	Revision	Pages
Text in EKUBusiness of Undergraduate Catalog.	Add following text: CIS 212 or CSC 104 to BBA Supporting Courses.	EKUBusiness 1-2

MMAC:

1. Course Revision(s)

Program	Revision	Pages
CCT 201, Professional Communication	Remove this course from Block VIII General Education.	MMAC 1-3

2. Program Revision(s)

Program	Revision	Pages
General Business (BBA)	Add "or PSY 200 or 200W" in Supporting Course Requirements. Add "W" to CCT 300 in Business Core. Change the General Business Option from the requirement of a 400 level Marketing course to an upper-division marketing course and to include FIN 310 and FIN 311 among the Finance course choices.	MMAC 4-5
Management (BBA)	Add "PSY 200 or 200W" to Supporting Course Requirements. Revise the number of total hours required to obtain Management BBA Degree, Management Option and Human Resource Management Option from 128 hours to 120 hours by decreasing 8 hours from Free electives. Add "W" to CCT 300 in Business Core.	MMAC 6-7
Minor in Entrepreneurship	Add FIN 310 and FIN 311 to course listings in Business Electives for the Minor in Entrepreneurship.	MMAC 12-13

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TECH:

1. Department Name Change **Pages: TECH 1-2**

2. Course Revision(s)

Course	Proposal	Pages
INT 802, 804, 805, 820, 821, and 822	All courses listed will have the new prefix "AEM" applied as of the 2010/11 academic year.	TECH 3
AEM 406, Manufacturing Planning Systems	Change the prerequisite requirement to AEM 202 and also change the course title to *Integrated Materials Management* which reflects the current trend in the industry environment.	TECH 4-6
AEM 499, Manufacturing Senior Project	A request to change the course title to *Senior Capstone Project,* and add prerequisites, which reflect the requirements of the course.	TECH 7-9
INT 506, Total Quality Control	Change the prefix and the course name from "Total Quality Control" to "Six Sigma Quality." Refocus the course from a Total Quality perspective to an emphasis on Six Sigma (philosophy, tools, and techniques).	TECH 10-12
INT 706, Total Quality Control	Change the prefix and the course name from "Total Quality Control" to "Six Sigma Quality." Refocus the course from a Total Quality perspective to an emphasis on Six Sigma (philosophy, tools, and techniques).	TECH 13-15
AEM 506 & 706	Syllabus	TECH 16-20
INT 530, Manufacturing Experiment Design	Change prefix and course name from "Manufacturing Experiment Design" to "Design of Experiments." Change prerequisites from AEM 332 and AEM 336 to AEM 202.	TECH 21-23
INT 730, Design of Experiments	Change prefix and prerequisites from INT 336 to AEM 202.	TECH 24-26
INT 801, Industrial Value Analysis	Change the prefix and the course name from "Industrial Value Analysis" to "Econ Decisions for Lean Ops." Integrate an overview of Lean accounting principles and performance measures to the current course emphasizing engineering economics with syllabus.	TECH 27-37
AVN 220, Instrument Pilot: Ground	Modify the Prerequisites of AVN 192 and 194A to Prerequisite of AVN 192 and Prerequisite or Corequisite of AVN 194A.	TECH 38-40
AVN 401, Airline Management	Delete the Prerequisite of MGT 301 to add the Prerequisite of AVN 350, and to modify the scope of the subject matter.	TECH 41-43
CTE 463, Practicum in Career and Technical Education	Add CTE 361, 363, 364 as prerequisites.	TECH 44-46

3. Program Revision(s)

Program	Revision	Pages
Aviation, B.S Area Major	Reduce "Total Curriculum Requirements from 128 to 120 hours. Drop CSC 104; MAT 107 and 108; MGT 480 or INT 408 from Supporting Courses. Add PSY 200W to Supporting Course Requirements. Drop 8-12 hours from Free Electives. Add AVN 310 to the Professional Flight Option and ECO 231 to Aerospace Management Option. Move AVN 340, 401, 402 from Aerospace Management Option to the Aviation Core. Move AVN 325 from Professional Flight Option to Aviation Core. Eliminate VIII (6hours) in General Education Requirements—Previous editorial error.	TECH 47-48

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TECH Cont'd:

3. Program Revision(s) Cont'd

Program	Revision	Pages
Aviation, B.S Area Major	Reduce "Total Curriculum Requirements from 128 to 120 hours. Drop CSC 104; MAT 107 and 108; MGT 480 or INT 408 from Supporting Courses. Add PSY 200W to Supporting Course Requirements. Drop 8-12 hours from Free Electives. Add AVN 310 to the Professional Flight Option and ECO 231 to Aerospace Management Option. Move AVN 340, 401, 402 from Aerospace Management Option to the Aviation Core. Move AVN 325 from Professional Flight Option to Aviation Core. Eliminate VIII (6hours) in General Education Requirements—Previous editorial error.	TECH 47-48
Industrial Technology, M.S.	Change name of major program from Industrial Technology to Applied Engineering and Technology Management; change course prefix of program from INT to AEM; change CIP code from 15.0603 to 15.1501; change the admission requirements from standalone GPA (2.5) and GRE (combined 800 verbal and quantitative) or GMAT (420) scores to a GAP score. The GAP score is the product of the GPA and GRE scores (2.75 x 800 = 2200) or the GPA and GMAT scores (2.75 x 420 = 1155).	TECH 49-51

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Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	BEM 353
	Hybrid Course ("S," "W")	*Course Title (30 characters)	The Art and Craft of Screenwriting
X	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	N/A
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
General Education Committee*	N/A	Faculty Senate**	NA
Teacher Education Committee*	N/A	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 BEM 353.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

BEM 353 has been revised to BEM 353W.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

~~**BEM 353W The Art and Craft of Screenwriting. (3) A.** Conceiving, structuring, writing and marketing the contemporary American screenplay. Requires developing and writing original screenplays for marketing in the contemporary film environment.~~

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	CMS 485
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Communication Training & Development
X	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	N/A
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
General Education Committee*	N/A	Faculty Senate**	NA
Teacher Education Committee*	N/A	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 CMS 485.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

CMS 485 has been revised to CMS 485S.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and <u>underlines</u> for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

~~**CMS 485S Communication Training and Development. (3) I, II.** Formerly CMS 406. Prerequisite: CMS 300 and 24 hours completed in CMS. An introduction to the field of communication training and development for corporate, industrial, institutional, medical or educational settings. Students will practice training techniques in on-site situations. Credit will not be awarded to students who have credit for CMS 406.~~

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	BEM 353 W
X	Hybrid Course ("S," "W")	*Course Title (30 characters)	The Art and Craft of Screenwriting
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
General Education Committee*	N/A	Faculty Senate**	NA
Teacher Education Committee*	N/A	Board of Regents**	NA
TCAC Advisory Board	2/2/2010	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 create a BEM 353 W course incorporating substantive writing assignments and designated as a writing intensive course.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Courses with substantive writing requirements can be identified with a W following the course number. This course meets the requirements set forth by the Thinking and Communicating Across the Curriculum Advisory Board (please see attached).

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

BEM 353W The Art and Craft of Screenwriting. (3) A. Conceiving, structuring, writing and marketing the contemporary American screenplay. Requires developing and writing original screenplays for marketing in the contemporary film environment. Credit will not be awarded to students who have credit for BEM 353.

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)*
BEM	353W	Fall 2010	AS ___ JS ___ BT X EM ___ ED ___ PC ___ HS	COMM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ___
3	Lecture 4 Laboratory ___ Other ___	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	N	FR ___ JR ___ SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ___	Date of data entry ___
		Internship ___	
		Independent Study ___	Data entry person ___
		Practicum ___	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
Equivalent Course(s): (credit not allowed with; or formerly:)	
Course Prefix and No.	Credit will not be awarded to students who have credit for BEM 353.
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)			

Eastern Kentucky University
Department of Communication
BEM 353W Screenwriting
CRN: 12420
3 credit hours
Fall 2009

John Fitch III, Assistant Professor
Combs 304
john.fitch@eku.edu
(859) 622-6769

Catalogue Course Description: A study of the art and craft of writing screenplays including character development, plot considerations and an overview of the marketing process.

Texts: The Screenwriter's Workbook, Syd Field, ISBN: 0385339046

Student Learning Outcomes:

a. to demonstrate a writing process that produces effective documents appropriate to course level.
b. to recognize effective writing strategies.
c. to identify recurring characters and learn how to incorporate them into new works.
d. to identify plot developments and understand how character influences plot.
e. to understand and apply the mechanics of screenwriting.
f. to understand the marketing process and the basics of selling a screenplay.
g. through the screenplay peer reviews, exercise critical thinking when watching a film or reading a screenplay.

Learning Modules:

1. Creating Characters
2. Creating Plot
3. Writing Descriptions
4. Writing Action
5. Writing Dialogue
6. Scene Headings, Transitions and Time of Day
7. Marketing and Pitching the Screenplay

Evaluation Methods:

Peer Review Workshops	10%
Take Home Exam	10%
Outline: Plot and Characters – 1st Draft	10%
Outline: Plot and Characters – 2nd Draft	10%
1st Draft Screenplay	10%
2nd Draft Screenplay	20%
Final Draft Screenplay	30%

Student Progress: Students will monitor their process by checking the grade center on the Blackboard site and in scheduled progress meetings with the instructor. Students are responsible for recovering information they missed during any absences from fellow students or Blackboard.

Attendance Policy: Regular and timely class attendance is expected of all students. Students are allowed three (3) absences during the semester without penalty. All subsequent unexcused absences will result in a final grade reduction of one letter grade per incident. (For example, if a student has an A in the class, but has 4 unexcused absences, she will receive a B for her final grade). Six (6) or more absences will result in an automatic F for the class.

Excuses must be submitted in writing within 48 hours of the absence and must include official documentation. Excused absences will include only the following:

1. Auto accident and/or mechanical problems experienced by the student on the day of the absence. A police report of the accident or towing/shop receipt will be required for an approved excuse.
2. Hospital or emergency room visit by the student on the day of the absence. A doctor's note will be required for an approved excuse.
3. The death of an *immediate* family member within 2 days of the absence (husband, wife, brother, sister, mother, father). A funeral notice or obituary will be required for an approved excuse.

The instructor will not accept late assignments. All late assignments will receive an automatic F without an approved excuse (see above).

If a student misses a quiz or assignment deadline, the student may be offered an extra credit assignment if she provides the instructor with an approved excuse (see excused absences above).

Students are responsible for recovering information they missed during their absence from fellow students or the Blackboard site. Students should not ask the instructor "what they missed" when they were absent. The instructor will not provide this information.

Students who choose to use cell phones in class will receive an automatic absence for the day.

Last Date to Drop the Course: August 30, 2009. Last day to drop a full semester course without a "W" appearing on the university transcript, last day to register for or add additional full-semester courses. Last day for full tuition refund.

Disability Statement: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

Academic Integrity Statement: Students are advised that EKU's Academic Integrity policy will strictly be 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.

Official E-mail: An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Course Requirements:

Consultations: Consultations are times for you to consult with the instructor one-on-one concerning the progress of your screenplay. The instructor will provide you with his evaluation of your recent draft at this time. During consultations, class will not meet as usual. Students will be assigned consultation dates.

Exams: One written take home exam will test you over the content of the textbooks and supplemental material.

Outline: The outline of your Final Screenplay is the general blueprint of your project and will be graded for completeness of character sketches and plot outlines. Outlines will be graded according to a rubric that will be posted on Blackboard. Both your peers and the instructor will provide evaluations of each draft of your outline.

Screenplay Drafts: You will complete two drafts in this class. These will be drafts of the first and second act of your feature film (Final Screenplay). Each draft will be graded more and more stringently, according

to a rubric that will be made available to you on Blackboard. Both your peers and the instructor will provide evaluations of each draft of your screenplay.

Writing Reflection Journals: You will complete an entry in your Writing Reflection Journal after each Peer Review and Instructor Consultation. Entries should reflect your feelings about your writing efforts and the peer or instructor review. The Writing Journal will be due with each script draft.

Required Viewing: You are required to view the following films outside of class: Thelma and Louise (1991) and Titanic (1997). If you miss the in-class screening of The Shawshank Redemption, you must view it on your own.

Required Reading: All required reading for a class meeting should be completed before the class so that students are able to participate in discussions and question and answer sessions. Students will receive their specific reading assignments in class.

Course Outline:

Date	Class	Required Reading
8/24	Viewing: The Shawshank Redemption Pt. 1	The Screenwriter's Workbook - TBA
8/26	Viewing: The Shawshank Redemption Pt. 2	
8/31	Viewing: Syd Field's Screenwriting Workshop	
9/2	Viewing: Syd Field's Screenwriting Workshop	
9/7	No Class - Holiday	
9/9	Module 1: Creating Plot	Master Plot Guide
9/14	Modle 2: Creating Character	Master Character Guide
9/16	**Outline – 1st Draft due**; *Peer Evaluations*	
9/21	*Peer Evaluations*	
9/23	Module 3: Writing Descriptions	How to Write a Movie in 21 Days - TBA
9/28	Module 4: Writing Action	
9/30	Module 5: Writing Dialogue	
10/5	**Outline – 2nd Draft due**; *Instructor Evaluations*	
10/7	Module 6: Scene Headings, Transitions and Time of Day	
10/12	No Class - Fall Break	
10/14	**Screenplay – 1st Draft due**; *Peer Evaluations*	
10/19	*Peer Evaluations*	
10/21	Consultations; *Instructor Evaluations*	
10/26	Consultations; *Instructor Evaluations*	
10/28	Consultations; *Instructor Evaluations*	
11/2	Consultations; *Instructor Evaluations*	
11/4	Module 7: Marketing and Pitching the Screenplay	
11/9	**Screenplay – 2nd Draft due**; *Peer Evaluations*	
11/11	*Peer Evaluations*	
11/16	Consultations; *Instructor Evaluations*	
11/18	Consultations; *Instructor Evaluations*	

11/23	No Class – Writing Day	
11/30	Consultations; *Instructor Evaluations*	
12/2	**Take Home Exam due**; *Instructor Evaluations*	
12/7	No Class – Writing Day	
12/9	No Class – Writing Day	
12/14	**Screenplay - Final Draft due**	1 pm - 3 pm

EASTERN KENTUCKY UNIVERSITY
Richmond, Kentucky 40475-3102
Serving Kentuckians Since 1906

College of Arts and Sciences
Department of English and Theatre
(859) 622-5861

467 Case Annex
521 Lancaster Avenue
Fax (859) 622-3156

Professor John Fitch
Department of Communications
Combs 317
EKU CAMPUS

2 February 2010

Dear John:

I'm writing to let you know that the TCAC Advisory Board has approved your proposal for BEM 353W. We're very happy to be adding this course to writing-intensive roster. You are set to go in offering the courses as soon as they clear the appropriate levels of approval. As you know, you need to initiate that approval path.

Because these courses are part of the TCAC program, they will need to be part of its assessment process. This means two things. First, we ask that for each course, the syllabus would include a statement like the following:

> "For assignment X, you must send an electronic copy to me at mary.doe@eku.edu by (time/date). (1) The document must be in Microsoft WORD; (2) You must include your ID number on the document. A copy of this document will be sent to a committee to evaluate the overall success of writing-intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Very rarely, a paper may be printed to use for training purposes. When this occurs, the ID number is removed before printing."

When the papers are gathered electronically, the instructor(s) can copy them to a CD and send it to me. Second, all instructors of writing-intensive courses will be invited to participate in a yearly holistic scoring of sample papers from all writing-intensive classes. A stipend will be paid to anyone who participates in this event.

In addition to the Student Learning Outcomes that you and your department have chosen for this course, the syllabus also needs to include the SLOs for the writing-intensive courses. There are two:

1. "Students will demonstrate a writing process that produces effective documents appropriate to course level"
2. "Students will recognize effective writing strategies."

Thanks again for your hard work in making this course a reality. We are delighted to have you as part of the TCAC community. If there's anything I can do to help, please let me know.

Best regards,

Deborah Core
Director, TCAC
Professor of English

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
X	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	CMS 485S
X	Hybrid Course ("S," "W")	*Course Title (30 characters)	Communication Training & Dvlpmt.
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
General Education Committee*	N/A	Faculty Senate**	NA
Teacher Education Committee*	N/A	Board of Regents**	NA
Service Learning Committee	2/10/2010	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 create a CMS 485S course designating as service course.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

This course has been approved as a service learning course (please see attached application and email)

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CMS 485S Communication Training and Development. (3) I, II. Formerly CMS 485. Prerequisite: CMS 300 and 24 hours completed in CMS. An introduction to the field of communication training and development for corporate, industrial, institutional, medical or educational settings. Students will practice training techniques in on-site situations. Credit will not be awarded to students who have credit for CMS 406 or 485.

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)*
CMS	485S	Fall 2010	AS ___ JS ___ BT X EM ___ ED ___ PC ___ HS	COMM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ___
3	Lecture 4 Laboratory ___ Other ___	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	Normal	FR ___ JR ___ SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ___	Date of data entry ___
		Internship ___	
		Independent Study ___	Data entry person ___
		Practicum ___	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)

Course Prefix and No.	CMS 300 and 24 hours completed in CMS.
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 will not be awarded to students who have credit for CMS 406 or 485.
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 Communication
CMS 485S
Communication Training and Development
Fall 2010

Instructor: Dr. Jayne L. Violette
Office: Combs 308
Office Hours:
Email: Jayne.Violette@eku.edu (email is preferred mode of communication)
Phone: 2-8455 (but **always** best to email me, as voice mail is rarely checked.)

Course Description: CMS 485S Communication Training and Development. (3), I, II. Formerly CMS 485 and CMS 406. Prerequisite: CMS 300 and 24 hours completed in CMS. Service-learning course introduces students to the communication training and development field applied in a variety of professional contexts.

Required Materials:
Beebe, S. E., Mottet, T. P., and Roach, K. D. (2004). *Training and development: Enhancing communication and leadership skills*. Boston, MA: Allyn-Bacon/Pearson Education.

Other supplemental readings and journal articles will be provided throughout the course. These additional required reading materials will be available online and/or on our class Blackboard site.

You must maintain an active EKU email account that you check daily for announcements from me. I depend heavily on email to communicate with you!

Student Learning Outcomes:

The Quality Enhancement Program (QEP) theme at EKU is: "EKU will develop informed, critical and creative thinkers who communicate effectively." This senior capstone course involves all of the processes inherent in this theme. Therefore, by the end of this course, you should be able to…

(1) Identify training and development as a field of communication.
(2) Explain adult learning theories as they relate to communication training and development programs within an organization.
(3) Develop, implement, and analyze a needs assessment for a specific organization
(4) Effectively analyze which training formats are most appropriate for specific training needs and contexts.
(5) Design and present professional proposals, reports, and training materials for training and development purposes.
(6) Design and orally present a communication training module (curriculum) for a specific organization/audience.
(7) Explain the relationships between training, job performance, and training assessment.
(8) Demonstrate ethical practices involved in communication training and development.

Assignments:

This course centers around the generation and implementation of a service-learning project designed to provide each of you with active, experiential learning related to communication training and development while offering valuable information to a community partner. This project will primarily address two domains of student learning: (1) *cognitive*, meaning that you will acquire new knowledge about communication training and development and (2) *behavioral*, meaning that you will apply that new knowledge in a "real life" setting through the development and implementation of the project.

You will spend the majority of your time this semester working on this one major service-learning project. With assistance from your instructor and other campus resources, each of you will secure an appropriate community partner with whom to work for the entire semester. With instructor permission, you may choose to partner with one of your classmates for this project.

Your instructor will provide very specific instructions and assignment criteria involving research, data collection and analysis, report writing, curriculum development, and training delivery. In summary, this service-learning project requires that you:

(1) Turn in a copy of a signed community partner contract by a specific date (10 points)
(2) Develop a formal needs assessment proposal for your community partner and gain their approval for data collection (50 points)
(3) Collect data through formal needs assessment methods and techniques (50 points)
(4) Generate and gain community partner approval of a needs assessment results report and training recommendations (50 points)
(5) Develop targeted communication training curriculum, including various related training documents, and a detailed training plan format (50 points) and participants' guide (25 points)
(6) Formally present findings of needs assessment and recommended training curriculum to your community partner. **REQUIRED** to be video-taped. (25 points)
(7) Assess project efforts by collecting and analyzing project evaluation survey data from community partner (25 points)
(8) Organizing a " Training Project Binder" complete with all created documents + tape of presentation (25 points)
(9) Keep a project reflection journal throughout the semester (25 points), then summarize reflections about your service-learning experiences at the end-of-the semester presentation in class (10 points).

The critical thinking and oral and written communication skills involved in the generation of all of the above will be evaluated using the EKU Rubrics for Critical Thinking, Written Communication, and Oral Communication competencies.

Additionally, this course requires:

(1) Completion of at two - three exams, covering textbook information (100 - 150 points total)
(2) Consistent attendance (see policy below)
(3) Active participation in class

(4) Occasional homework assignments (up to 40 points)
(5) A high level of professionalism, as this course is designed to help you change your identity from being a "student" to becoming a "communication professional".

Grading Summary:

Signed Community Partner Contract	10 points
Needs Assessment Proposal	50 points
Data Collection Documents	50 points
Results Report + Training Recommendations	50 points
Training Curriculum (+ plan)	50 points
Participants' Guide	25 points
Oral Presentation to Community Partner	25 points
Assessment Survey	25 points
Project Binder	25 points
Final Presentation	10 points
Reflection Journal	25 points
Exams (2 - 3)	100 – 150 points
Homework	up to 40 points
TOTAL	up to 535 points (depending on # of exams and # of homework assignments)

Grading Scale: 90 – 100%

Student Progress: You will meet one-on-one with your instructor at least twice during the semester (at least once before mid-term and at least once after) for scheduled progress consultations. You can also monitor your progress in this course by checking your grades online through Blackboard. You should contact your instructor for additional meetings any time you are not certain of your status in this course!

Policies:
Attendance: Your consistent attendance is imperative to your successful completion of this course! Students who make it a goal never to miss class this semester will, of course, get the most from this learning experience. However, acknowledging the fact that illness or other justifiable reasons for missing class do occasionally occur for most students, **you can miss up to THREE classes without penalty**. If you miss more than the allotted three absences, a formal written, university-approved excuse must be submitted. Absences beyond FIVE, however, for whatever reason, **representing both excused and unexcused absences, will result in failure of this course.** No exceptions.

For those of you who will be partnering with a classmate this semester, attendance at partner meetings may also be a contributing factor to this policy. Missing arranged meetings with your partner, arriving late or leaving meetings early will be documented. Excessive infractions (missing, arriving late, or leaving early for more than two meetings) as reported by either party will result in a minimum of **one full grade lower of your final grade in the course**!

You can expect that we will meet in our classroom most days. Occasionally, class may be conducted online through our class Blackboard site. There are also certain points during the semester, as indicated elsewhere on this syllabus, when you and your instructor will need to use class time for project progress consultations. Those times will be announced ahead of time and scheduled appointments will be made. Failure to show up for these scheduled office consultations equals class absence: 1 missed appointment = 1 class absence. See attached weekly calendar for an idea of when these will occur, subject to adjustment as needed.

Tardiness: Our time together is valuable and late arrival to class both devalues this course and is disruptive and rude to your instructor and your classmates. Consistent tardiness will negatively impact your grade. Every 3 times late = 1 full absence. Late means that you get to class after attendance is taken, usually in the first three minutes of class.

Cell Phones/Electronic Devices: Please show respect to your instructor and your class mates by turning cell phones and other electronic devices off and away when in class. Texting is **prohibited** whenever class is in session! You should not get up in the middle of class to take a call, respond to a text message, or otherwise disrupt class proceedings unless it is a true emergency. Students with children may keep cell phones on "vibrate" setting. Failure to comply with this policy will result in expulsion from class.

Readings and Homework: Please read chapter and other assignments BEFORE you come to class each day and complete the homework assignments on time so that you are informed and ready to discuss. If it becomes apparent that the class as a whole is not keeping up with readings or homework, your instructor reserves the right to add "pop quizzes" to the point total for the course.

Assignments/Due Dates: It is expected that you turn in all assignments on or before the due dates. Due dates are established for a functional reason: to keep your project from stalling, to promote and maintain project goal-setting, and to prevent procrastination. Procrastination is DEADLY in this course! The due dates for ***project-related*** documents are negotiable to some extent (give or take a couple of days), acknowledging that working with clients is sometimes unpredictable.

Due dates related to readings and exams are non-negotiable, however. If you attend class regularly, check email messages from your instructor daily, and watch for announcements on our class Blackboard site, you will never be surprised as to when assignments are due and/or when exams are given. **YOU MUST CONTACT YOUR INSTRUCTOR AHEAD OF TIME *VIA EMAIL* IF YOU ARE GOING TO MISS AN EXAM OR WRITTEN ASSIGNMENT DUE DATE, ARE NOT SURE IF AND WHEN AN ASSIGNMENT IS DUE, AND/OR NEED TO TURN IN AN ASSIGNMENT LATE DUE TO CLIENT CONSTRAINTS. *DO NOT*** wait until the next time and/or make assumptions that everything will be OK.

All submitted work must be original, neatly typed (12 point font), ***be absolutely free of grammatical and typographical errors***, and presented professionally, reflective of the higher level nature of this course. This is a senior-level capstone course and there are high expectations of you. Extra-credit assignments are not given. If you know writing is not your strength, you are expected you to get the help you need from writing consultants at The Studio for Academic Creativity located in the library.

Withdrawing from the Course: The last day to withdraw from this course is _____.

Students with Disabilities: If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933 /TDD. Upon individual request, this syllabus can be made available in an alternative format.

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 www.academicintegrity.eku.edu. Questions regarding this policy may be directed to the Office of Academic Integrity.

Respect for Others: The foundation of effective communication is being "other-oriented". Again, please turn off electronic devices when in class. The use of tobacco products is prohibited in this class. Please avoid racist, sexist, crude, or other negative language that may make others in our classroom community uncomfortable. Respect for opinions and beliefs different from your own is also desired. This also applies to any and all electronic communication.

Class Cancellation: Every effort will be made to contact you ahead of time if class must be cancelled due to bad weather or instructor illness. If class is cancelled for any reason, you are asked to check your email that same day for information and assignments. You may be asked to participate in assignments on your class Blackboard site.

WEEKLY LEARNING GOALS

(will be adjusted as needed as we go along)

NOTE that I have generally determined both in-class goals and out-of-class goals for each week. This is to help you manage your time and establish your goals and priorities each week so as not to get behind. Although these goals may slightly adjust over the course of the semester, please make careful consideration of how your time needs to be consistently allocated. Again, as this schedule suggests, procrastination in this course will result in tremendous angst for all parties concerned, including (and most importantly) your community partner. **Please commit to your best work in this course this semester**, reflective of the goals of a senior capstone learning experience!

Week 1:
In class goals -Course Overview; Self-Introductions; Read Preface + Chapter 1 "Introduction to Training" and Chapter 12 "Trends and Opportunities in T & D"

Week 2:

In class goals – Chapters 1 & 12, cont. + selected readings on service-learning
Out-of-class goals – Work on identifying and securing Community Partner

Week 3:
In-class goals - Chapter 2 – "How Adults Learn"
Out-of-class goals – Community Partner contracts signed; identify "key players" and "gatekeepers" and make initial contact with each.

Week 4:
In-class goals - Chapter 3 – What is a Needs Assessment? Methodologies and Techniques for Data Collection
Out-of-class goals – Decide needs assessment methods, techniques, proposal research

Week 5:
In-class goals – Chapter 3, cont.; Collecting info for your needs assessment proposal; writing the proposal; EXAM # 1 on chapters 1 – 3, parts of chapter 12 + class notes and additional readings.
Out-of-class goals – Write Needs Assessment Proposal

Week 6: Project consultations with Dr. Violette – Scheduled in office (Combs 308). Bring draft of Needs Assessment Proposal!

Week 7:
In-class goals – Data collection "instruments" designed, strategies/logistics determined; FINAL DRAFT OF NEEDS ASSESSMENT PROPOSAL DUE in class on Thursday.
Out-of-class goals – Meet with community partner to get proposals signed, discuss data collection strategies and make adjustments if necessary; begin data collection

Week 8:
In-class goals – Begin Chapter 4 (writing objectives) and discuss Needs Assessment Results Report
Out-of-class goals – Continue data collection; meetings with Dr. Violette (if needed) to discuss findings

Week 9:
In-class goals – Finish Chapters 4 & 8; Designing Curriculum and Training Plans– FINAL DRAFT of NEEDS ASSESSMENT RESULTS REPORT DUE IN CLASS
Out-of-class goals – Finish up Needs Assessment Results Report + Training Recommendations

Week 10:
In-class goals – Cover Chapter 5; In-class progress discussions
Out-of-class goals – Get Results Report signed; research curriculum content and work on curriculum plan

Week 11:
In-class goals – Cover Chapter 6 on Training Methods
Out-of-class goals – Coordinate curriculum research and build training plan

Week 12:

In-class goals – EXAM # 2, covering Chapters 4, 5, 6, and 8 + class notes on Tuesday; Cover Chapter 9 on Thursday
Out-of-class goals – Schedule Presentation date with community partner; complete training curriculum module

Week 13:
In-class goals – Chapters 10 and 11 – Dealing with Difficult Training Situations and Assessment of Training Outcomes; EXAM # 3 on Thursday (?)
Out-of-class goals - Scheduled consultations with Dr. Violette to discuss and/or rehearse Community Partner Presentation

Week 15: Community Partner Presentations ALL THIS WEEK. No FtF class.

Week 16: In-class Reflection Presentations; Reflection Journals DUE; Project Binders DUE

Final Exam Day – TBA

Smith, Sonia

From: Everett, Renee
Sent: Thursday, February 11, 2010 3:16 PM
To: Morris, Heather
Subject: Fwd: CMS 485 S Designation Course Approval

Importance: High

From: De La Torre, Nicole
Sent: Wednesday, February 10, 2010 1:29 PM
To: Violette, Jayne
Cc: Kasitz, Deanna
Subject: S Designation Course Approval

Good afternoon,

Congratulations! Your application for an "S" Designation for the course CMS 485 S: Communication Training and Development has been approved by the Service-Learning Committee. I have mailed the signed application form to your mailbox. Be sure to include this application with the CAA application packet. Please move forward in your process to have this course approved by your department, college, CAA, and any other committees/colleges. Let me know if you have any questions about this process.

Thank you!!
Nicole

Nicole De La Torre
Service-Learning Project
Graduate Assistant
Miller 110 (office)
McCreary 113 (mail)
859/622-8980
Website: www.servicelearning.eku.edu
http://www.qep.eku.edu/

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Service Learning Course Application

Department submitting application: Department of Communication

Date of Submittal: 1/21/10

Name of faculty teaching this course: Dr. Jayne L. Violette

Email: Jayne_Violette@eku.edu Phone: (859)806-3215 (cell phone)

Course name and number: CMS 485S "Communication Training and Development"

Number of credit hours: 3

Check the appropriate box: New Course ☐ Existing Course: X

Will other sections of the course be offered without service-learning? Yes ☐ No X

How many sections of the course will be offered? This course is offered at least every other semester, not including summers and only one section of this course per semester is currently offered, unless number of CMS majors grows. The cap for this course is 20. Please note that this is one of the required senior capstone courses for CMS majors. ALL CMS seniors must take this course and participate in the service-learning projects.

What community organization/agency will the students be working with? How did you determine their need?

Community partners vary each semester, depending on individual student's interests, career goals, and community partnership requests. Each student has a different community partner and each student is required to identify and secure his or her own community partner, pending Dr. Violette's approval. With special permission, students may partner with one other classmate, if the partnership context meets certain criteria. Communication training needs are determined through formal needs assessment procedures and students then develop and deliver subsequent 1-hour communication training workshops designed to address identified skill needs. Past community partners have included schools, financial institutions, healthcare facilities, retail stores, government agencies, and on-campus professional staff organizations (i.e. Admissions office, Housing Office) and others over the years. Both course evaluations and community partner surveys consistently indicate very positive experiences for all parties involved.

How many hours of service per semester will students be required to complete?

This is a semester-long service project. The majority of students' in and out-of-class time the entire semester is devoted to working on this project. Students are expected to work a minimum of five hours per week on the project, but some weeks, it is much more. The emphasis of this course is on serving others while implementing communication knowledge and skills gained from prior CMS coursework, giving students the opportunity to alter their self-identities from "student" to "communication professional".

Comm 24

What reflective assignment(s) will students be required to complete?

Students will keep a reflection journal throughout the semester, with reflection prompts provided by Dr. Violette. Students will also deliver an in-class reflection summary presentation at the end of the semester.

Have you incorporated an experiential educational activity that is connected to academic content as described in the syllabus?
Yes X No ☐

Additional comments to complement the syllabus:

Dr. Violette has taught this course (unofficially) as a service-learning course for several years and with significant success, as indicated by positive course evaluations and comments from past students and community partners. The course has been slightly adjusted to meet the criteria for the "S" designation and to include more regular and rigorous reflection activities.

Department Chair: _____ Date: 02/07/2010

Service-Learning Committee Approval: Approved ☒ Denied ☐ Date: 02-10-10

Signatures: J. Scott Townsend Lisa Cox

Lisa Cox &/or Scott Townsend, EKU Service-Learning Committee Co-Chairs

Last updated: August 2008

Comm 25

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
	New Course (Parts II, IV)	College	Business & Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	BEM 350
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Cinema History I
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/05/2010	Graduate Council*	N/A
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	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 EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change course from a Lecture schedule type to a Lecture/Lab schedule type to allow for a longer meeting time.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

The course is a Cinema History Course and involves watching films as a part of the in-class experience with a "talk-up" about the film at the beginning and an analysis at the end. The Lecture/Lab designation would allow the course to run for a sufficient length of time to watch a feature film with the above-mentioned "book-ends."

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

BEM 350 Cinema History I. (3) A. Historical survey of cinema from its origins to 1939. Examines developments in directing, acting, editing, and other areas of cinema as an art form. Feature length and short films viewed. Gen. Ed. VII (AH). 2 Lec/2 Lab.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
BEM	350	Fall 2010	AS ___ JS ___ BT X EM ___ ED ___ PC ___ HS	COMM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ___
	Lecture 2 Laboratory 2 Other ___	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
~~1~~ L	3		FR ___ JR ___ SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ___	Date of data entry ___
		Internship ___	
		Independent Study ___	Data entry person ___
		Practicum ___	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
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)			

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
	New Course (Parts II, IV)	College	Business & Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	BEM 351
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Cinema History II
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/05/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	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 EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change course from a Lecture schedule type to a Lecture/Lab schedule type to allow for a longer meeting time.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

The course is a Cinema History Course and involves watching films as a part of the in-class experience with a "talk-up" about the film at the beginning and an analysis at the end. The Lecture/Lab designation would allow the course to run for a sufficient length of time to watch a feature film with the above-mentioned "book-ends."

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

BEM 351 Cinema History II. (3) A. Historical survey from 1939 to present. Includes theories, styles, and critical positions related to the sound film and considers origins and implications for future directions. Feature length and short films viewed. Gen. Ed. VII (AH). 2 Lec/2 Lab.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
BEM	351	Fall 2010	AS ___ JS ___ BT X EM ___ ED ___ PC ___ HS	COMM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ___
	Lecture 2 Laboratory 2 Other ___	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
~~1~~ L	3		FR ___ JR ___ SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ___	Date of data entry ___
		Internship ___	
		Independent Study ___	Data entry person ___
		Practicum ___	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
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)			

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
	New Course (Parts II, IV)	College	Business & Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	BEM 460 : _____
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Advanced Film Genre _____
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/05/2010	Graduate Council*	N/A
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	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 EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change course from a Lecture schedule type to a Lecture/Lab schedule type to allow for a longer meeting time.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

The course is a Cinema Genre Course and involves watching films as a part of the in-class experience with a "talk-up" about the film at the beginning and an analysis at the end. The Lecture/Lab designation would allow the course to run for a sufficient length of time to watch a feature film with the above-mentioned "book-ends."

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

BEM 460 Advanced Film Genre: _____. (3) I, II. Detailed study of the types of motion pictures. Requires independent research, extended analysis, and critical evaluation of films. May be retaken to a maximum of six hours with different course content. May not be taken concurrently with BEM 260. 2 Lec/2 Lab.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
BEM	460	Fall 2010	AS ___ JS ___ BT X EM ___ ED ___ PC ___ HS	COMM

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ___
	Lecture 2 Laboratory 2 Other ___	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*
~~1~~ L	3	
8		

Class Restriction, if any: (undergraduate only)
FR ___ JR ___
SO ___ SR ___

Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable
Thesis ___
Internship ___
Independent Study ___
Practicum ___

FOR BANNER USE ONLY
Date of data entry ___
Data entry person ___

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)

Course Prefix and No.	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-Requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s): (credit not allowed with; or formerly:)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Block: Please mark (**X**) in the appropriate Block or Blocks (e.g. – IVB(3) **X**).

Block I (9)	Block II (3)	Block III (6)	Block IV (6)	Block V (9)	Block VI (3)	Block VII (6)	Block VIII (6)
IA (3)	II (3)	IIIA (3)	IVA (3)	VA (3)	VI (3)	VII (3)	VIII (3)
IB (3)		IIIB (3)	IVB (3)	VB (3)		VII (3)	VIII (3)
IC (3)				VC (3)			

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
	New Course (Parts II, IV)	College	Business & Technology
x	Course Revision (Parts II, IV)	*Course Prefix & Number	CMS 450
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Mediation
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/05/2010	Graduate Council*	N/A
Is this a SACS Substantive Change? **Yes**** ☐ **No** x		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
General Education Committee*	N/A	Faculty Senate**	N/A
Teacher Education Committee*	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 EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Add the following prerequisites: CMS 200, 205, 210 and senior standing.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

CMS 450 Mediation is a course intended for CMS majors to take their last semester in the program. These prerequisites will help enforce these guidelines.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CMS 450 Mediation. (3) A. Prerequisites: CMS 200, 205, 210, 250, and senior standing. The study of mediation as an alternative dispute resolution technique. Involves the analysis and practice of communication skills applicable to the mediation process. Extensive mediation role-plays are an integral part of the course.

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)*
CMS	450	Fall 2010	AS ____ JS ____ BT x 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 x ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ____	Date of data entry ____
		Internship ____	
		Independent Study ____	Data entry person ____
		Practicum ____	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	CMS 200, 205, 210, 250, and senior standing
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	Communication
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	B.A. Broadcasting/Electronic Media: Film Option
	New Program (Part III)		(Major __X__, Option __X__; Minor ___; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/05/2010	Graduate Council*	N/A
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved [X] Disapproved [ ]	3/18/10
General Education Committee*	N/A	Faculty Senate**	4/5/10
Teacher Education Committee*	N/A	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change BEM 353 in Broadcasting/Electronic Media: Film Option to BEM 353W (under Options requirements). Revise the Total Curriculum Requirements from 128 to 120 hours by decreasing the Free Electives by 8 hours.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

BEM 353 has been given a "W" designation.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. **Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Broadcasting and Electronic Media (B.A.)
CIP Code: 09.0701

University Requirement.....1 hour
BTO 100
General Education Requirements.....48 hours
Standard General Education program. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.
College Requirement: Professional Skills Seminar
BTS 300 (CR) and BTS 400 (CR).
Free Electives.....~~37-39~~ 29-31 hours
Major Requirements.....40-~~42~~ hours
Broadcasting & Electronic Media Core.....19 hours
BEM 240, 295 (4), 300, 370 (4) or 395 (4), 343 (1) or 349 (1) or 398 (1), 491 (1), COM 200.
Options.....21-23 hours

General: .....22 hours
BEM 425, 495 (4) and 3 hours selected from BEM 375 or 301, COM 325, 330, or 353, 9 hours selected from BEM 375, 395, 401, 402, COM 201, 300, 301, 320I, 325, 330, 353, 405, 415, 420, 425, 430, 445, 471, JOU 325, JOU or PUB 320, PUB 375, 380.

Broadcast News: .....21 hours
COM 405, BEM 301, 401, 402, and 9 hours selected from BEM 375, 425, 495 (4), COM 300, 320I, 330, 405, 415, 420, 430, JOU or PUB 320, PUB 375.

Film Techniques & Technology: .....23 hours
BEM 350 (3), 351 (3), 353 or 353W (3), 370 (4), 425 (3), 495 (4), 352 (3).

Total Curriculum Requirements.....~~128~~ 120 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
	New Course (Parts II, IV)	College	Business & Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Communication Studies BA
	New Program (Part III)		(Major __x__, Option ___; Minor ___; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/05/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** ☒	Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved X Disapproved ___	3/18/10
General Education Committee*	N/A	Faculty Senate**	4/5/10
Teacher Education Committee*	N/A	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change CMS 485 under Major Requirements in B.A, Communication Studies to CMS 485*S* and permit either CMS 450, Mediation or CMS 485S, Training & Development as a required course in the major.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

The number of students in the CMS major continues to grow. In order to accommodate this, an additional UD course should be offered as an alternate to CMS 485. CMS 450 was offered on an optional class, but now the major requirements will allow either CMS 485 or CMS 450. Will allow more flexibility.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. **Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Communication Studies (B.A.)
CIP Code: 09.0101

University Requirement .....1 hour
BTO 100.
General Education Requirements .....45 hours
Standard general Education program excluding Block IC. Refer to Section Four of this *Catalog* for details on the general Education and University requirements.
College Requirement: Professional Skills Seminar
BTS 300 (CR) and BTS 400 (CR).
Free Electives .....26 hours
Major Requirements .....48 hours
CMS 200, 205, 210, 250, 300, 305, 310, 315 and/or 349 (3 hours), 325, 350, 410, 450 or 485 or 485S, 495, and nine hours from the following courses:
CMS 320, 353, 375, 400, 420, 450, 490, or PUB 385.
Total Curriculum Requirements .....120 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Communication
	New Course (Parts II, IV)	College	Business and Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Communication Studies
	New Program (Part III)		(Major ___, Option ___; Minor __X__; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/05/2010	Graduate Council*	N/A
Is this a SACS Substantive Change? **Yes**** [ ] **No** [X]		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved [X] Disapproved [ ]	3/18/10
General Education Committee*	N/A	Faculty Senate**	4/5/10
Teacher Education Committee*	N/A	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change CMS 485 in Communication Studies minor requirements to CMS 485*S*

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

The CMS 485 Class has been given a service learning designation.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

N/A

Operating Expenses Impact:

N/A

Equipment/Physical Facility Needs:

N/A

Library Resources:

N/A

Part III. **Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Minor in Communication Studies
Requirements.....21 hours
Courses required for a minor in communication studies are CMS 200, 205, 210, 250, 300, 310, and three hours from the following courses: CMS 320, 375, or 485 or 485S.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	EKUBusiness (AFIS & MMAC)
	New Course (Parts II, IV)	College	CB&T
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Text Area for EKUBusiness
	New Program (Part III)		(Major __, Option ___; Minor ___; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** ☒		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved X Disapproved ___	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Add the following text CIS 212 or CSC 104 to BBA Supporting Courses on Page 98 in the *2009-2010 Undergraduate Catalog*.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Text correction for *Undergraduate Catalog*.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. **Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

EKUBusiness:

- **Text on page 98 of the *2009-2010 EKU Undergraduate Catalog* for the B.B.A. Supporting Course**
  Bachelor of Business Administration
  BBA Supporting Courses: CIS 212 or CSC 104, ECO 230 and 231, MAT 107 and/or 211, QMB 240 (if required by major), PSY 200 or 200W or SOC 131~~, ECO 230 and 231~~.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	MMAC
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	CCT 201
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Professional Communication
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/5/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	3/16/10	Approved x Disapproved	3/18/10
General Education Committee*	Pending	Faculty Senate**	N/A
Teacher Education Committee*	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 EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Remove this course from Block VIII General Education.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

The General Education Committee has not approved proposals to include this course in Block VIII themes. The course was approved for Block VIIII, option 1, but is not useful in that option.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part 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.)

CCT 201 Professional Communication. (3) I, II. Prerequisites: ENG 101 and 102 (or 105). Principles and practices of modern professional communication; various types of professional letters and reports are studied; emphasis on writing letters and reports. ~~Gen. Ed. Block VIII.~~

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)*
CCT	201	Fall 2010	AS ____ JS ____ BT x EM ____ ED ____ PC ____ HS	MMAC

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ____	Date of data entry ____
		Internship ____	
		Independent Study ____	Data entry person ____
		Practicum ____	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
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)			

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	MMAC
	New Course (Parts II, IV)	College	Business & Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Course Dropped (Part II)	*Course Title (30 characters)	
	New Program (Part III)	*Program Title	General Business (BBA)
X	Program Revision (Part III)		(Major __X__, Option __X__; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	02/03/2010—2/10/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved X Disapproved	3/18/10
General Education Committee*	N/A	Faculty Senate**	4/5/10
Teacher Education Committee*	N/A	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Add "or PSY 200 or 200W" in Supporting Course Requirements. Add "W" to CCT 300 in Business Core. Change the General Business Option from the requirement of a 400 level Marketing course to an upper-division marketing course and to include FIN 310 and FIN 311 among the Finance course choices.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

Requiring students in the General Business Option in the General Business Major to take an upper-division marketing course instead of the requirement of a 400 level marketing course brings the Marketing component in line with the Management and Finance components and gives students better and more options from which to choose.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

General Business (B.B.A.)
CIP Code: 52.0101

University Requirement.....1 hour
BTO 100.

General Education Requirements..... 36 hours
Standard General Education program, excluding general education blocks II, VB, VC, and VII (QS).
Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

College Requirement: Professional Skills Seminar
BTS 300 (CR) and BTS 400 (CR).

Supporting Course Requirements.....15 hours
MAT 107 or 211; SOC 131 or PSY200 or 200W; ECO 230, 231; CIS 212 or CSC 104.

Free Electives .....5-8 hours

Business Requirements

Pre-Business Core.....12 hours
ACC 201, 202; GBU 204; QMB 200.

Business Core.....21 hours
CCT 300W, CIS 300, FIN 300, MGT 300, 370, MKT 300, GBU 480.

Major Requirements.....27-30 hours

General Business Option (27 hours):
GBU 201, MGT 340, three hours in ~~a 400 level~~ Marketing ~~Course~~ (MKT 304, 306, 309, 310, 320, 350, 400, or 401); three hours in Finance (FIN 301, 302, 304, 310, 311, or 324, 330), and three hours in Management (MGT 320, 330, 406, 430, or 470), and one additional approved upper-division course from Finance, Marketing, or Management, and nine hours of approved business electives.

International Business Option (30 hours):
GBU 201, MGT 340, six hours of foreign language, CCT 310, MGT 430, MKT 400, FIN 330; and six hours of business credit which will include course of study and/or internship in a foreign country. Exemptions from the foreign study requirement are available only with the chairperson approval. International students may choose to fulfill this requirement through internships, cooperative education, or approved upper-division courses in business or economics (ECO 394).

Global Supply-Chain Management Option (30 hours):
GBU 201, MGT 340, 375, 430, MKT 315, 400, 431; 6 hours from the following courses: CIS 335 or 380, INT 400, MGT 406, MKT 312; and 3 hours of approved business electives or International Economics (ECO 394).

Corporate Communication and Technology Option (30 hours):
CCT 302, 310, 550, 570, CIS 410, GBU 201, MGT 340, MGT 480; 3 hours from the following courses: MKT 309, MKT 400, MKT 401; 3 hours from the following courses: MGT 330, MGT 465, MGT 320

Total Curriculum Requirements.....120 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

***(Complete only the section(s) applicable.)*Part I**

(Check one)		Department Name	MMAC
	New Course (Parts II, IV)	College	Business & Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Management (B.B.A.)
	New Program (Part III)		(Major X, Option X; Minor ___; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/3/2010—2/10/2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved X Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Add "or PSY 200 or 200W" to Supporting Course Requirements. Revise the number of total hours required to obtain Management BBA Degree, Management Option and Human Resource Management Option from 128 hours to 120 hours by decreasing 8 hours from Free Electives. Add "W" to CCT 300 in Business Core.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

By decreasing the number of hours for degree completion, students will be able to obtain a BBA degree in Management in a more efficient time frame without compromising quality whether choosing the Management Option or the Human Resource Management Option.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. **Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Management (B.B.A)

CIP Code 52.0201

University Requirement……1 hour
BTO 100
General Education Requirements……36 hours
Standard General Education program, excluding general education blocks II, VB, VC, and VII(QS).
Refer to Section Four of this *Catalog* for details on the General Education and University requirements.
College Requirement: Professional Skills Seminar
BTS 300 (CR) and BTS400 (CR)
Supporting Course Requirements……..…15 hours
MAT 107 or MAT 211; SOC 131 or PSY 200 or 200W; ECO 230, 231;
CIS 212 or CSC 104
Free Electives……..~~13~~ 5 hours
~~May include 3 hours approved business electives~~
Business Requirements
Pre-Business Core……...12 hours
ACC 201, 202; GBU 204; QMB 200
Business Core……21 hours
CCT 300W, CIS 300, FIN 300, MGT 300, 370, MKT 300, GBU 480
Major Requirements……24 hours
MGT 320, 340, 400, 480, and one of the following options:
Management Option:
12 hours of approved management electives above the core
Human Resource Option:
MGT 410, 425, 440, 445
Approved Business Electives……..……....6 hours

Total Curriculum Requirements…….....~~128~~ 120 hours

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Management, Marketing, Adm. Comm.
	New Course (Parts II, IV)	College	Business & Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Minor in Entrepreneurship
	New Program (Part III)		(Major ___, Option ___; Minor _X_; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/3/2010—2/10/2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ___ **No** XX	Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved X Disapproved ___	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Add FIN 310 and FIN 311 to course listings in Business Electives for the Minor in Entrepreneurship.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Adding these two newly developed Finance courses (FIN 310 & FIN 311) gives students opting for a Minor in Entrepreneurship greater flexibility in choosing elective 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:

None

Part III. **Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Minor in Entrepreneurship

The Entrepreneurship Minor is offered to students majoring in programs other than business who have a desire to obtain basic business knowledge and skills related to starting their own business or possibly assuming management of an existing business (family-owned, for example). The program consists of 18 hours of required courses and three hours of electives from specified business courses. To enroll in a 300-level business course, students must have completed a minimum of 60 hours and have met the prerequisites of the specific course. Students must earn at least 12 of the total hours used for the Minor in Entrepreneurship at EKU and attain a cumulative GPA of 2.0 in the minor.

Required Courses……..18 hours

ACC 201, CCT 101, FIN 201, MGT 301, 330, MKT 301

Business Elective…….3 hours

One course from the following:

ACC 202, CCT 201, GBU 204, MGT 320, 465, MKT 304, 306, 310, FIN 310, 311.

Total Requirements……..21 hours

EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

College of Business and Technology
Department of Technology

302 Whalin Technology Complex
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-3232 FAX: (859) 622-2357
Tim.Ross@eku.edu • www.technology.eku.edu

TO: Council on Academic Affairs

VIA: Dr. Robert Rogow, Dean
College of Business and Technology

Approved:
R. B. Rogow
3/1/2010

Dr. William E. Davis, Associate Dean
College of Business and Technology

W. E. Davis 3/2/10

FROM: Dr. Tim Ross, Chair
Department of Technology

DATE: February 25, 2010

RE: Department Name Change

On behalf of the faculty, I am requesting the name of the **Department of Technology** be changed to the **Department of Applied Engineering and Technology.**

This effort was a faculty led and chair supported process. A motion was made and passed by the faculty to change the name of the department. The faculty implemented a decision making process that included three voting rounds to select the name from six possible choices/combinations.

Rationale and Justification

a) The international organization that the department most closely aligns with, and holds a charter, recently conducted an extensive study that resulted in a significant change in name. The organization's name has changed to the **Association of Technology, Management, and Applied Engineering**. Because many programs in the department are accredited by this body, association with the new name is important.

b) The stand alone name 'Technology' is very general and is repeatedly confused with other campus computing entities such as Information Technology.

TECH 1

Kentucky UNBRIDLED SPIRIT

Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution

c) Because of various initiatives in the state of Kentucky, the term Applied Engineering better matches terminology used in these initiatives. Such a name change will help guide prospective students seeking such curriculum to the department

The faculty has developed a plan to move this Department forward and to establish a stronger role for regional and national prominence. This plan includes the following items:

1. Renaming to **Department of Applied Engineering and Technology.**

2. Conducting a review/revision of all undergraduate programs and reducing programs (were appropriate) to 120 hours. Conduct a review/revision of all graduate programs.

3. Develop an articulated Masters Degree with regional institutions (Western Kentucky, Murray State and Morehead State). We have actively been working on this and hope to have an agreement by May 2010.

4. Develop an aggressive recruiting and public relations campaign on and off campus to get out the word about the programs within the department. This would include new materials to be sent out to incoming freshmen and a stronger focus on transfer students and undeclared students.

We feel the changing of the department name is a critical step. We see positive impacts on the entire department and the College of Business and Technology.

We request your approval of this name change for the department

If you have any questions regarding this request, please let me know.

TECH 2

Council on Academic Affairs
Curriculum Change Form

NEW PREFIX
Applied to Multiple Courses

New Prefix: AEM

College: B&T Department: Technology

Proposal Approved by:	Date		Date
Departmental Committee:	2/12/2010	Graduate Council*	Pending
College Curriculum Committee:	2/19/2010	Council on Academic Affairs	
General Education Committee*:	NA	Approved x Disapproved ___	3/18/10
Teacher Education Committee*	NA	*If Applicable (Type NA if not applicable.)	

Completion of A and B is required:

A. Effective Academic Year: (Example: Fall 2010/11) Fall 2010/11

B. The justification for this action:

1. The body that accredits the Industrial Technology program completed a year-long self-study in an effort to understand and better reflect changes in the field. As part of this effort, the organization determined that a name change was appropriate. The name of the accrediting agency has been changed from the "National Association of Industrial Technology" to the "Association of Technology, Management, and Applied Engineering." A program name change at the graduate level is proposed in order to maintain consistency with changes to our undergraduate program and our accreditation agency.
2. A prefix change is recommended to bring it in line with the program name change. Courses listed below:

Affected Courses: All courses listed below will have the <u>new prefix</u> applied as of the specified effective academic year.

Current Prefix	Number	Course Title	Comments
INT	802	Productivity Assessment and Analysis	Add: "Formerly INT 802" in description.
INT	804	Project Management	Add: "Formerly INT 804" in description.
INT	805	Industrial Operations Research	Add: "Formerly INT 805" in description.
INT	820	Industrial Technology Proposal	Add: "Formerly INT 820" in description.
INT	821	Industrial Technology Project	Change Prerequisite(s) prefixes: INT 820 to AEM 820. Add: "Formerly INT 821" in description.
INT	822	Industrial Internship	Add: "Formerly INT 822" in description.

For Registrar Office Use Only:	Date:	Initial:	**Office of the Registrar**
Copy Sent to: Graduate Council	_____	_____	Version 1.1 10/20/09

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Technology
	New Course (Parts II, IV)	College	Business and Technology
XX	Course Revision (Parts II, IV)	*Course Prefix & Number	AEM 406
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Manufacturing Planning Systems
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/12/2010	Graduate Council*	NA
Is this a SACS Substantive Change?	**Yes**** ☐ **No** XX	Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change the prerequisite requirement to AEM 202 and also change the course title to *Integrated Materials Management* which reflects the current trend in the industry environment.

A. 2. Effective date: (Example: Fall 2001)

Fall, 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

The prerequisites to enter AEM 202 and the contents of AEM 202 will allow the instructor of AEM 406 to present and apply statistical calculations in a much great depth and more appropriate for a 400 level course. The title represents the integrated global aspect of planning, material storage and distribution.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

AEM 406 ~~Manufacturing Planning Systems~~ Integrated Materials Mgmt. (3) I,II, Prerequisite ~~STA 215 or 270 or QMB 200~~ AEM 202. Senior course which examines consumer demand characteristics, product bill of materials, establishing sales and operation plans, planning and controlling ~~production and~~ inventory in the supply chain.

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)*
AEM	406	Fall, 2010	AS ____ JS ____ BT XX EM ____ ED ____ PC ____ HS	TECH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis	Date of data entry ____
		Internship	
		Independent Study	Data entry person ____
		Practicum	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	~~STA 215 or 270 or QMB 200~~ AEM 202
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	Technology
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	AEM 499
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Manufacturing Senior Project
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/12/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change the course title to *Senior Capstone Project,* and add prerequisites AEM 352, 371 and Senior Standing, which reflect the requirements of the course.

A. 2. Effective date: (Example: Fall 2001)

Fall, 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

The title represents the synthesis experience of course work in the program. The addition of prerequisites will insure that students have the skill levels required to complete the projects as necessary.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

AEM 499 ~~Manufacturing Senior Project~~ Senior Capstone Project. (3) ~~A~~ II. Prerequisite: AEM 352, 371 and Senior Standing. A synthesis experience involving the application of theory in solving a realistic industrial problem. Emphasis is placed upon project setup, solution, justification, report and presentation.

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)*
AEM	499	Fall, 2010	AS ____ JS ____ BT XX EM ____ ED ____ PC ____ HS	TECH

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 X
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ____	Date of data entry ____
		Internship ____	
		Independent Study ____	Data entry person ____
		Practicum ____	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	AEM 352, 371 and Senior Standing
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	Technology
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	INT 506
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Total Quality Control
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/12/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change the prefix and the course name from "Total Quality Control" to "Six Sigma Quality." Refocus the course from a Total Quality perspective to an emphasis on Six Sigma (philosophy, tools, and techniques).

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

1. The body that accredits the Industrial Technology program completed a year-long self-study in an effort to understand and better reflect changes in the field. As part of this effort, the organization determined that a name change was appropriate. The name of the accrediting agency has been changed from the "National Association of Industrial Technology" to the "Association of Technology, Management, and Applied Engineering." A program name change at the graduate level is proposed in order to maintain consistency with changes to our undergraduate program and our accreditation agency.
2. A prefix change is recommended to bring it in line with the program name change.
3. Six Sigma has evolved from Total Quality and encompasses TQ concepts, but extends past it. Six Sigma has a significant foothold in industry, and our students need to be familiar with the philosophy, tools, and techniques.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

AEM ~~INT~~ 506 Six Sigma Quality ~~Total Quality Control.~~ (3) A. Formerly INT 506. Prerequisite: AEM ~~INT~~ 202. A study of six sigma methodology and current practices with an emphasis on key quality drivers and statistical methods for world-class products and companies. ~~A study of total quality control as it relates to the integration of all functions and processes within an organization in order to achieve continuous improvement of the quality of goods and services.~~

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)*
~~INT~~ AEM	506	Fall 2010	AS ___ JS ___ BT X EM ___ ED ___ PC ___ HS	TECH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ___
	Lecture ___ Laboratory ___ Other ___	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ___ JR ___ SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ___	Date of data entry ___
		Internship ___	
		Independent Study ___	Data entry person ___
		Practicum ___	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	AEM ~~INT~~ 202
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.	Formerly INT 506
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	Technology
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	INT 706
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Total Quality Control
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/12/2010	Graduate Council*	Pending
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved X Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change the prefix and the course name from "Total Quality Control" to "Six Sigma Quality." Refocus the course from a Total Quality perspective to an emphasis on Six Sigma (philosophy, tools, and techniques).

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

1. The body that accredits the Industrial Technology program completed a year-long self-study in an effort to understand and better reflect changes in the field. As part of this effort, the organization determined that a name change was appropriate. The name of the accrediting agency has been changed from the "National Association of Industrial Technology" to the "Association of Technology, Management, and Applied Engineering." A program name change at the graduate level is proposed in order to maintain consistency with changes to our undergraduate program and our accreditation agency.
2. A prefix change is recommended to bring it in line with the program name change.
3. Six Sigma has evolved from Total Quality and encompasses TQ concepts, but extends past it. Six Sigma has a significant foothold in industry, and our students need to be familiar with the philosophy, tools, and techniques.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

AEM ~~INT~~ 706 Six Sigma Quality ~~Total Quality Control~~. (3) A. Formerly INT 706. Prerequisite: AEM ~~INT~~ 202. A study of six sigma methodology and current practices with an emphasis on key quality drivers and statistical methods for world-class products and companies. ~~A study of total quality control as it relates to the integration of all functions and processes within an organization in order to achieve continuous improvement of the quality of goods and services.~~

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)*
~~INT~~ AEM	706	Fall 2010	AS ____ JS ____ BT X EM ____ ED ____ PC ____ HS	TECH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ____	Date of data entry ____
		Internship ____	
		Independent Study ____	Data entry person ____
		Practicum ____	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	AEM ~~INT~~ 202
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.	Formerly INT 706.
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)			

Eastern Kentucky University
Department of Technology

AEM 506 / 706: Six Sigma Quality
506 CRN: #####
706 CRN: #####
3 Credit Hours
Fall 2010

I. Professor:

Dr. Sergio Sgro
Office: 342 Whalin (Ault Building)

Telephone: (859) 622-1195 (office)
E-mail: Sergio.Sgro@eku.edu

Mailing Address:

Eastern Kentucky University
307 Whalin Technology Complex
521 Lancaster Avenue
Richmond, KY 40475

II. CATALOG DESCRIPTION:

A study of six sigma methodology and current practices with an emphasis on key quality drivers and statistical methods for world-class products and companies.

III. PREREQUISITE:

INT 202

IV. TEXTS:

Pyzdek, Thomas (2003). The Six Sigma Handbook: Revised and Expanded. (ISBN 0-07-141015-5). McGraw-Hill. New York, NY.

Wortman, B. (Ed.). (2001). CSSGB Primer. Quality Council of Indiana: W. Terre Haute, IN.

Recommended References:

1. Covey, S. R. (1991). *Principle-centered leadership.* New York: Simon & Schuster.
2. Covey, S. R. (1994). *First things first: To live, to love, to learn, to leave a legacy.* New York: Simon & Schuster.
3. Deming, W. E. (1993). *The new economics for industry, government, education.* Cambridge, MA: Massachusetts Institute of Technology, Center for Advanced Engineering Study.
4. Deming, W. E. (1986). *Out of the crisis.* Cambridge, MA: Massachusetts Institute of Technology, Center for Advanced Engineering Study.
5. Delavigne, K. T., & Robertson, J. D. (1994). *Deming's profound changes: When will the sleeping giant awaken?* Englewood Cliffs, NJ: PTR Prentice Hall.
6. Goetsch, D. L., & Davis, S. (2000). *Introduction to total quality* (3rd *edition)* New York: Macmillan College Publishing Co., Inc.

7. Goldratt, E. M. (1999). *Theory of constraints*. Great Barrington, MA: North River Press.
8. Goldratt, E. M. & Cox, J. (1992). *The goal: A process of ongoing improvement* (2nd ed). Great Barrington, MA: North River Press.
9. Gitlow, H.S., & Gitlow, S.J. (1987). *The Deming guide to quality and competitive position.* Englewood Cliffs, NJ: Prentice-Hall.
10. Kinlaw, D. C. (1992). *Continuous improvement and measurement for total quality: A team-based approach.* San Diego, CA: Pfeiffer & Co.
11. Kume, H. (1985). *Statistical methods for quality improvement.* Tokyo, Japan: The Association for Overseas Technical Scholarship.
12. Scherkenbach, W. W. (1991). *The Deming route to quality and productivity: road maps and roadblocks.* Milwaukee, WI: ASQC Quality Press.
13. Scholtes, P. R. Joiner, B. L., & Streibel, B. J. (1996). *The team handbook* (2nd ed.). Madison, WI: Joiner.

Recommended Periodicals

While this list is not intended to be exhaustive, it does represent a cross section of today's management journals.

- *Academy of Management Review*
- *Business Week*
- *Fortune*
- *Harvard Business Review*
- *Human Resource Management*
- *Human Resource Development Quarterly*
- *Journal of European Industrial Training*
- *Journal of Industrial Teacher Education*
- *Journal of Industrial Technology*
- *Journal of Quality Assurance*
- *Performance and Instruction Journal*
- *Performance Improvement Quarterly*
- *Quality Digest*
- *Quality Progress*
- *Technical and Skills Training*
- *Technology Review*
- *Training*
- *Training and Development Journal*

V. STUDENT LEARNING OUTCOMES:

1. [BOK: I.A.1] The 506 student will be able to describe why organizations use six sigma and how organizations apply their philosophy of six sigma continuous improvement. The 706 student will additionally be expected to analyze the way organizations approach six sigma implementation and evaluate the results.
   1.1. **METRICS:** *Case study analysis, quizzes/exams, project/field study, informal prompts*

2. [BOK: I.A.2] The 506 student will be able to analyze key drivers for a business and describe how key metrics are developed. The 706 student will additionally be expected to evaluate the potential impact of such a measurement system on the entire organization.
   2.1. **METRICS:** *Case study analysis, quizzes/exams, project/field study,*

3. [BOK: II.A.1, II.A.2, and III] The 506 student will be able to collect data and apply graphical, statistical, and qualitative tools to analyze customer requirements and process performance. The 706 student will additionally be expected to evaluate the use of specific tools in specific circumstances.
   3.1. **METRICS:** *Homework assignments, quizzes/exams, project/field study*

4. [BOK: V.C.] The 506 student will be able to create and implement solutions using various improvement methods such as brainstorming, main effects analysis, multi-variable studies, FMEA, measurement system capability, and post-improvement capability analysis to identify and implement solutions through various statistical tests. The 706 student will additionally be expected to evaluate and validate the use of the various improvement methods.
   4.1. **METRICS:** *project/field study*

VI. EVALUATION METHODS:

Final evaluation will be determined by the scores made on the following:

		INT 506	INT 706
A.	Projects	25%	40%
B.	Homework	25%	20%
C.	Exams	25%	20%
D.	WSJ	20%	15%
F.	Participation	5%	5%

**Each student must obtain an EKU email/Blackboard account and maintain participation in Blackboard throughout the semester (at least prior to each class period). Grades, assignments, and supplemental materials will be regularly posted and assigned. Homework submitted more than one class period late will not be accepted.

Grades will be distributed according to the following:

A.....90+
B.....80 - 89
C.....70 - 79
D.....60 - 69
F ..... below 60

NOTE: No grade below a "C" is acceptable in the Applied Engineering Management Degree Program**.**

VII. STUDENT PROGRESS:

Students will be provided with written and/or Blackboard information on their progress at least once prior to mid-term. Additionally, students will meet individually with the professor prior to midterm to discuss current grades.

VIII. ATTENDANCE POLICY:

Students are expected to attend each class session to derive full benefits from the course. One unexcused absent is permitted in the event of an emergency.

IX. LAST DAY TO DROP THE COURSE:

August 31, 2010: Drop without effect to transcript
October 31, 2010: Last day to "withdraw" with a "W" from a full-term class or from the University

X. COURSE OUTLINE:

Part 1: Six Sigma Implementation and Management

1. Six sigma infrastructure
2. Six sigma goals and metrics
3. Creating customer-driven organizations
4. Training for six sigma
5. Six sigma teams
6. Selecting and tracking six sigma projects

Part 2: Six Sigma Tools and Techniques

1. DMAIC and other improvement models
2. Problem solving tools
3. Basic principles of measurement
4. Measurement system analysis
5. Knowledge discovery
6. Statistical process control techniques
7. Process capability analysis
8. Statistical analysis of cause and effect
9. Managing six sigma projects
10. Risk assessment
11. Design of experiments
12. Maintaining control after the project

13. Design for six sigma (DFSS)

14. Lean manufacturing and six sigma

XIII: COURSE REQUIREMENTS:

Adobe Connect
See instructions at the end of this syllabus.

Wall Street Journal Student Subscription
There is no materials fee for this course; however, ***all students are required to obtain*** at least a 15-week subscription to the ***Wall Street Journal*** at a cost of $34.95.

Institutional Expectations
Upper Division Courses (INT 506): Minimum of three hours of outside preparation for every hour of lecture.
Graduate Level Courses (INT 706): Minimum of four hours of outside preparation for every hour of lecture.
The course may, at various times, encompass reading assignments, written assignments, outside speakers, audio-visual presentations, industrial visitations, small group and class discussion, and objective tests. Assignments should be prepared in a careful manner. All written work must be completed using a computer. In all cases where direct quotations, major ideas, or facts are used, the student is to give the proper reference citations according to **APA (6th edition) format**. In such cases, a proper reference or bibliography must be included.

NOTE: ***Material covered in reading assignments from the text may be on exams, even if not covered during class periods.*** Students are expected to complete readings before the topic is covered in class so that all students are able to participate in class discussions.

X. DISABILITY STATEMENT:

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the Office in the Student Services Building Room 361 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 an alternative format.

XI: ACADEMIC INTEGRITY STATEMENT:

Students are advised that EKU's Academic Integrity Policy will strictly be 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.

XII: OFFICIAL E-MAIL:

An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Technology
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	INT 530
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Manufacturing Experiment Design
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/12/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change prefix and course name from "Manufacturing Experiment Design" to "Design of Experiments." Change prerequisites from INT 336 to AEM 202.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

1. The body that accredits the Industrial Technology program completed a year-long self-study in an effort to understand and better reflect changes in the field. As part of this effort, the organization determined that a name change was appropriate. The name of the accrediting agency has been changed from the "National Association of Industrial Technology" to the "Association of Technology, Management, and Applied Engineering." A program name change at the graduate level is proposed in order to maintain consistency with changes to our undergraduate program and our accreditation agency.
2. A prefix change is recommended to bring it in line with the program name change.
3. This is one half of the 530/730 course series, but the current catalog has different course names and different prerequisites for the courses. This change will standardize the course names and prerequisites.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

AEM ~~**INT**~~ **530 Design of Experiments** ~~**Manufacturing Experiment Design.**~~ **(3) A.** Formerly INT 530. Prerequisite: AEM 202 ~~INT 336~~. Principles and practices of efficient experiment design for industry. Topics include the philosophy of experiment design, comparison of various designs, hypothesis testing, and the analysis of data.

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)*
~~INT~~ AEM	530	Fall 2010	AS ____ JS ____ BT X EM ____ ED ____ PC ____ HS	TECH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ____	Date of data entry ____
		Internship ____	
		Independent Study ____	Data entry person ____
		Practicum ____	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)

Course Prefix and No.	AEM 202 ~~INT 336~~
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.	Formerly INT 530
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	Technology
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	INT 730
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Design of Experiments
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/12/2010	Graduate Council*	Pending
Is this a SACS Substantive Change? **Yes**** ( ) **No** (X)		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change prefix and prerequisites from INT 336 to AEM 202.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

1. The body that accredits the Industrial Technology program completed a year-long self-study in an effort to understand and better reflect changes in the field. As part of this effort, the organization determined that a name change was appropriate. The name of the accrediting agency has been changed from the "National Association of Industrial Technology" to the "Association of Technology, Management, and Applied Engineering." A program name change at the graduate level is proposed in order to maintain consistency with changes to our undergraduate program and our accreditation agency.
2. A prefix change is recommended to bring it in line with the program name change.
3. This is one half of the 530/730 course series, but the current catalog has different course names and different prerequisites for the courses. This change will standardize the course names and prerequisites.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

AEM ~~INT~~ 730 Design of Experiments. (3) A. Formerly INT 730. Prerequisite: AEM 202 ~~INT 336~~. Principles and practices of efficient experiment design for industry. Topics include the philosophy of experiment design, comparison of various designs, hypothesis testing, and the analysis of data.

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)*
~~INT~~ AEM	730	Fall 2010	AS ____ JS ____ BT X EM ____ ED ____ PC ____ HS	TECH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ____	Date of data entry ____
		Internship ____	
		Independent Study ____	Data entry person ____
		Practicum ____	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	AEM 202 ~~INT 336~~
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.	Formerly INT 730.
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	Technology
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	INT 801
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Industrial Value Analysis
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/12/2010	Graduate Council*	Pending
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change the prefix and the course name from "Industrial Value Analysis" to "Economics for Lean Operations." Integrate an overview of Lean accounting principles and performance measures to the current course emphasizing engineering economics.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

1. The body that accredits the Industrial Technology program completed a year-long self-study in an effort to understand and better reflect changes in the field. As part of this effort, the organization determined that a name change was appropriate. The name of the accrediting agency has been changed from the "National Association of Industrial Technology" to the "Association of Technology, Management, and Applied Engineering." A program name change at the graduate level is proposed in order to maintain consistency with changes to our undergraduate program and our accreditation agency.
2. A prefix change is recommended to bring it in line with the program name change.
3. To ensure that students graduating from the program have an understanding of cost measurement and management, budgeting, capital planning, and other issues related to making effective economic decisions from a lean perspective.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

AEM ~~**INT**~~ **801** **Economics for Lean Operations** ~~**Industrial Value Analysis.**~~ **(3) A.** Formerly INT 801. Prerequisite: ECO 230. ~~An introduction to~~ Cost management, budgeting, accounting, capital planning, and other topics necessary for making effective ~~manufacturing~~ economic decisions from a lean perspective. Quantitative methods and computer applications ~~will be~~ used to formulate decisions relating to ~~manufacturing~~ operations.

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)*
~~INT~~ AEM	801	Fall 2010	AS ____ JS ____ BT X EM ____ ED ____ PC ____ HS	TECH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ____	Date of data entry ____
		Internship ____	
		Independent Study ____	Data entry person ____
		Practicum ____	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)

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.	Formerly INT 801
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)			

EASTERN KENTUCKY UNIVERSITY
Department of Technology
AEM 801
CRN: XXXXX

DESCRIPTION

AEM 801: Economics for Lean Operations (Credits 3-0)

Meeting times: Wednesdays 6:00 to 8:45 p.m. or by arrangement for Distance Education format

Prerequisites: ECO 230 or equivalent

Cost management, budgeting, accounting, capital planning, and other topics necessary for making effective economic decisions from a lean perspective. Quantitative methods and computer applications used to formulate decisions relating to operations.

Instructor:
Dr. Dennis Field
307A Whalin Technology Complex
Phone: 622-6781
Fax: 622-2357
E-mail: Dennis.Field@eku.edu

Office Hours:
Monday … 1:25 to 3:20 p.m.
Tuesday … 2:00 to 4:45 p.m.
Wednesday … 1:25 to 3:20 p.m.
Thursday … 2:00 to 3:15 p.m.
Friday … 1:25 to 3:20 p.m.

The listed times are my normal office hours, but circumstances may require me to be elsewhere at times, so call ahead if possible. You are welcome to stop by or make an appointment at other times.

Academic Integrity:

Students are advised that EKU's Integrity Policy will be strictly 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.

Provision for Individual Needs:

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.

Materials Fee:

There is no materials fee for this course.

Field Trips:

Any field trips for which the department incurs travel expenses will be billed separately, also through the business office. Unless otherwise notified by the instructor, students will be responsible for their own transportation on field trips.

Texts:

A. Required Textbook:

1. Newnan, D. G., Eschenbach, T. G., and Lavelle, J. P. (2009). Engineering economic analysis (10th ed.). New York: Oxford University Press, Inc.
   - ISBN-13: 978-0-19-533541-5
2. Stenzel, J. (Ed.). (2007). Lean accounting: Best practices for sustainable integration. Hoboken, NJ: Wiley.
   - ISBN-13: 978-0-47-008728-2

Other Resources

Check the INT 801 course listing in Blackboard for additional information concerning course topics. We will be adding web sites, suggested references, etc. as the course progresses.

Purpose

The purpose of this course is threefold:

1. To introduce students to topics that play a role in making effective economic decisions for operations. Quantitative methods and computer applications will be used to formulate decisions relating to manufacturing operations.
2. To familiarize students with economic topics that are critical for a technologist or engineer to consider in order making a managerial decision. Specifically, applications of the value engineering equations used in the decision making process will be discussed; criteria typically used when deciding to manufacture and market a product will be analyzed; and the impact of specific economic decisions on a project and the parent company will be synthesized.
3. To introduce students to the accounting and financial functions in relation to overall lean business and operational objectives. This course will not focus on traditional accounting methods, but will provide a perspective on management accounting from a lean operations point of view.
4. To introduce students to the use of EXCEL spreadsheet for economic analysis.

Institutional Expectations

Graduate level courses, such as INT 801, are expected to require a minimum of four hours of outside preparation for every hour of lecture (2009-2010 EKU Graduate Catalog, p. 33)

Student Progress

The instructor will provide the students with a midterm grade via Blackboard as evidence of their progress in the course prior to midnight on ***Friday, October 15, 2010***.

Attendance Policy:

Unless otherwise noted, the Department of Technology Class Attendance Policy will apply. Students are expected to participate in all on-line sessions. Students should be aware that, due

to the nature of some activities, there might NOT be an opportunity to make up even excused absences.

Course Outline

The course may, at various times, encompass reading assignments, written assignments, outside speakers, audio-visual presentations, industrial visitations, individual participation, role-playing, small group and class discussion, and objective tests.

Assignments should be prepared in a careful manner. All written work must be completed using a word processor. In all cases where direct quotations, major ideas, or facts are used, the student is to give the proper reference citations according to APA (6th edition) format. In such cases, a proper reference or bibliography must be included.

NOTE: Material covered in reading assignments from the text may be on exams, even if not covered during class periods. Students are expected to complete readings before the topic is covered in class, so that all students are able to provide thoughtful, high-quality contributions to class discussions.

On-line quizzes or homework will be posted in Blackboard. Students are expected to check their INT 801 Blackboard accounts several times a week (at a minimum) to ensure that they are aware of any new postings and due dates. On-line quizzes are to be done individually, without assistance from other students, and without reviewing or otherwise using on-line quizzes from previous semesters. These quizzes are intended to help prepare the student for exams, and to help the instructor evaluate which concepts need additional explanation.

Student Learning Objectives

The instructional goals for INT 801 are presented as terminal performance competencies. Upon successfully completing this course, the student will be able to:

1. Calculate the time value of money with respect to inflation rate, interest rates, etc.
2. Select investment alternatives such that an optimal rate of return can be reached.
3. Explain the terms Present Worth, Future Worth, Annual Worth, Cash Flow, etc.
4. Analyze economic risk factors when choosing between maintenance and replacement of equipment, making a product in-house or out-sourcing it, and building or leasing a facility.
5. Evaluate accounting measures, budgeting, and capital planning from a lean perspective.
6. Compare and contrast cost management versus cost accounting.

Course Assessment

Assessment activities include on-line quizzes, examinations, projects, and team evaluations. Each student must be punctual in getting in his or her assigned work. ***Spelling, grammar, and punctuation are integral components of written work; these elements will play a role with respect to the grade assigned to your work.***

Final course grades are based on the following weights, but it should be noted that a student's team evaluation could impact his or her final project grade, in addition to the points associated with the Team Evaluation:

A. Mid-Term.....25%
B. Final 25%
C. Problem Assignments 35%

D. Project 15%

Total 100%

Grade	**% Points**
A	90 ≤ points
B	80 ≤ points < 90
C	70 ≤ points < 80
D	60 ≤ points < 70
F	0 ≤ points < 60

Note: Examination scores may be "curved" to adjust for variations in the difficulties of exams, but the % points required for the various grades will not be higher than those shown to the left. Please note that extra credit assignments are not an option.

The test schedule and due dates for assignments will be announced well beforehand. Problem assignments and due date will be posted on Blackboard at least one week in advance. Late work will not be graded, but one Blackboard quiz and one problem assignment will be eliminated from consideration during final grade calculations. This assures that students who conscientiously plan and complete their work will be acknowledged, while accommodating emergencies that occasional arise. At the discretion of the instructor, work can be marked "not late" if arrangements have been made with the instructor well before the due date.

The last day to turn in any work for grading with instructor's permission will be Friday, December 10, 2010 at 5:00 p.m.

Project:

One of two options will be selected by the instructor:

1. Case studies will be assigned to complete; or,
2. Students, in consultation with the instructor, will select a capital project (equipment or facility-related) and complete an analysis for suitable for a management presentation justifying the investment.

Required Activities and Assignments:

1. Assignments will be evaluated according to their completeness, neatness, organization, legibility, and use of proper forms and format. All mathematical calculations will be shown when and if applicable.
2. Assignments are to be turned in on time, no later than noon on the Monday following the week in which that chapter's reading assignment is due. To accommodate the occasional difficulty in meeting a deadline, one problem assignment will be eliminated from final grade calculations.
3. Make-up arrangement for assignments and tests must be made with the instructor prior to you missing a class and contact the instructor your first day back in class if excused by instructor. If arrangements are not made it will be assumed you do not intend to make the assignment or test up and a score of zero will be recorded. Test must be made up within one week of the day of the original date given.

4. Online quizzes in Blackboard related to the readings are to be completed before the class period for which the reading assignment is listed. These will be short quizzes (no more than 10 points) designed to encourage completion of the reading assignment before class discussion.

Teamwork:

Potentially some assignments will require that the student work with a partner or in a group. In these situations, the team will develop a "contract" that documents the expectations for team members, and the consequences for conduct detrimental to team goals. In addition, each team member may be asked to complete a team member performance evaluation for themselves and other group members. All team members are expected to contribute similar amounts of work to achieve team goals. The evaluation provides the opportunity for student feedback on this "division of labor" within the group. A student who does not submit a team evaluation will be considered to have given himself or herself a zero as a self-evaluation score, and mean scores (calculated from all evaluations submitted) for other team members. It should also be noted that team performance could impact the credit a student earns toward the project grade. Any student that receives poor marks for contributions to the project will not receive the same project grade as other team members. As a last resort after documented attempts to correct a problem have failed, according to the team contract and with the permission of the instructor, a team member may be "fired" from the group for lack of contribution. Under these circumstances, that team member will receive no team evaluation credit, and would need to complete the project on their own in order to receive any final project credit.

Hardcopy Homework Assignment Submissions (Handwritten or Word):

1. Write name in upper right corner of each page
2. Staple multi-page assignments in upper left corner
3. Use smooth edge standard 8½-inch x 11-inch paper
4. Use one side of paper only
5. Show all work for credit (in many cases the answer is available, so points are earned by showing the process by which one arrives at the correct answer)
6. Label all charts and graphs
7. Use a straight-edge for all charts and graphs done by hand

Electronic Homework Assignment Submissions (Excel):

1. Insert name, the chapter and assignment number in a header block so that it shows up on all pages when printed
2. Format the solution so that there are no right margin page breaks within individual problems. Any page breaks that occur at the bottom of the page should be adjusted for maximum readability of the solution and not simply left to fall where they may. Use "Print Preview" to verify that the solution set is easy to read and follow. The instructor reserves the right to send the solution back to the student for formatting if the formatting issue is not addressed.
3. Show all work for credit (in many cases the answer is available, so points are earned by showing the process by which one arrives at the correct answer). Use explanatory notes as needed to help the instructor follow the thought process.
4. Label all charts and graphs.

5. Use the following format to name the files sent electronically to me: course number_homework number_initials (for example, someone with the initials "dwf" would label the first homework file as " 801_hwk01_dwf.xls". If everyone sends me files named "homework1," or something similar, there is no way to keep them straight once they are saved without renaming them or opening up the files.

Tentative Schedule:

WEEK	DATE	DAY	TOPIC	READING
1	25-Aug	Wed	Introductions Syllabus review & Blackboard Course expectations / Active Learning ON CAMPUS	
2	1-Sep	Wed	Making Economic Decisions Engineering Costs and Cost Estimating **Homework Assignment 1 Due**	Chapters 1&2 **BB Quiz 01**
3	8-Sep	Wed	Interest and Equivalence **Homework Assignment 2 Due**	Chapter 3
4	15-Sep	Wed	More Interest Formulas **Homework Assignment 3 Due**	Chapter 4 **BB Quiz 02**
5	22-Sep	Wed	Present Worth Analysis **Homework Assignment 4 Due**	Chapter 5 **BB Quiz 03**
6	29-Sep	Wed	Annual Cash Flow Analysis **Homework Assignment 5 Due**	Chapter 6 **BB Quiz 04**
7	6-Oct	Wed	Rate of Return Analysis **Homework Assignment 6 Due** **Mid-Term Exam Distributed**	Chapter 7 **BB Quiz 05**
8	13-Oct	Wed	**Mid-Term Exam Due**	
9	20-Oct	Wed	***Spring Break***	
10	27-Oct	Wed	Inflation and Price Change **Homework Assignment 7 Due**	Chapter 14 **BB Quiz 06**
11	3-Nov	Wed	Selection of a Minimum Attractive Rate of Return **Homework Assignment 8 Due**	Chapter 15 Chapter 16 **BB Quiz 07**
12	10-Nov	Wed	Rationing Capital Among Competing Projects **Homework Assignment 9 Due**	Chapter 17 **BB Quiz 08**
13	17-Nov	Wed	The Lean Dilemma **Homework Assignment 10 Due**	Stenzel Chapter 1 **BB Quiz 09**
14	24-Nov	Wed	Lean Operations and Cost Management **Homework Assignment 11 Due**	Stenzel Chapter 2 **BB Quiz 10**
15	1-Dec	Wed	Lean Strategy and Accounting **Final Exam Distributed**	Stenzel Chapter 3 **BB Quiz 11**
16	8-Dec	Wed	Project Work	
17	15-Dec	Wed	***Final Exam Due*** ***Projects Due*** ***Project Presentations***	

			6:00 to 8:00 p.m. ON CAMPUS	

NOTE: HOMEWORK PROBLEM NUMBER EQUIVALENCIES BETWEEN THE 9TH EDITION AND 10TH EDITIONS OF THE ENGINEERING ECONOMIC ANALYSIS TEXT ARE PROVIDED ON THE NEXT PAGE.

CONVERSION TABLE: 9TH EDITION PROBLEM NUMBERS TO 10TH EDITION PROBLEM NUMBERS

	9th ed.	10th ed.			9th ed.	10th ed.	
Chapter	Problem	Problem		Chapter	Problem	Problem	
1	32	51		8	4	29	
1	34	53		8	31	23*	
1	41	60		8	33	33	
2	10	10		9	13	13	
2	25	33		9	16	16	
2	33	41		9	43	46	
3	3	5		11	4	4	
3	6	18		11	13	13	
3	13	21		11	18	26	
3	15	17		11	24	32	
3	19	30		11	30	15	
3	20	22		11	35	18	
4	8	19		12	15	15	
4	17	50		12	21	21	
4	49	56		12	52	53	
4	52	71		13	4	11	
4	88	95		13	17	25	
4	132	132		13	27	29	
5	7	7		14	8	7	
5	16	32		14	25	26	
5	31	20		14	26	23	
5	53	34		14	35	44	
5	56	37		14	49	53	
5	83	85		14	52	54	
6	8	25		15	7	13	
6	11	12		16	11	17	
6	22	28		16	12	18	
6	29	31		16	13	14	
6	46	43		16	23	23	
6	55	57		16	24	24	
7	2	21	* slightly different than 9th ed.				
7	12	18					
7	29	47					
7	41	53					
7	54	66					
7	58	75					

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Technology
	New Course (Parts II, IV)	College	Business and Technology
XX	Course Revision (Parts II, IV)	*Course Prefix & Number	AVN 220
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Instrument Pilot: Ground
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/12/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved	3/18/10
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.)

Modify the Prerequisites of AVN 192 and 194A to Prerequisite of AVN 192 and Prerequisite or Corequisite of AVN 194A.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

The course is currently offered once a year in the Spring, causing students an interruption in their flight training if they do not complete AVN194A in the Fall Semester.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

AVN 220 Instrument Pilot: Ground. (4) ~~II~~A. Prerequisite~~s~~: AVN 192, Prerequisite or Co-requisite:194A (with a "C" or better or equivalents.) This course is designed to be integrated with AVN 220A and includes studies of aircraft operations under instrument conditions inclusive of the rules and regulations governing non-visual flight. 3Lec/2Lab.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
AVN	220	Fall 2010	AS ____ JS ____ BT X EM ____ ED ____ PC ____ HS	TECH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
			Date of data entry ____
		Thesis ____	
		Internship ____	
		Independent Study ____	Data entry person ____
		Practicum ____	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	AVN 192 ~~194A (with a C or better 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.	Prerequisite or Co-requisite:194A (with a "C" or better or equivalents)
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	Technology
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	AVN 401
	Hybrid Course ("S," "W")	*Course Title (30 characters)	Airline Management
	Course Dropped (Part II)	*Program Title	
	New Program (Part III)		(Major ____, Option ___; Minor ___; or Certificate ___)
	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/12/2010	Graduate Council*	NA
Is this a SACS Substantive Change? **Yes**** ☐ **No** X		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved	3/18/10
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.)

Delete the Prerequisite of MGT 301 to add the Prerequisite of AVN 350, and to modify the scope of the subject matter.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

The material covered in AVN 350 provides a more relevant background for the material to be covered in AVN 401. The emergence of regional airlines and the decline of legacy commuter airlines dictates a change in the emphasis of this course.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

AVN 401 Airline Management. (3) A. Prerequisite: ~~MGT 301~~ AVN 350 with a "C" or better. Acquaint student with the development, administrative and operational factors peculiar to ~~commuter aviation~~ FAR Part 121 Airline Operations. Emphasis is placed on proper market analysis, financial matters, the company plan, aircraft selection, aircraft acquisition, route structure, timetable and pertinent regulatory requirements.

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
AVN	401	Fall 2010	AS ___ JS ___ BT X EM ___ ED ___ PC ___ HS	TECH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ___
	Lecture ___ Laboratory ___ Other ___	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ___ JR ___ SO ___ SR ___
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ___	Date of data entry ___
		Internship ___	
		Independent Study ___	Data entry person ___
		Practicum ___	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	~~MGT 301~~ AVN 350 with a "C" or better
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	Department of Technology
	New Course (Parts II, IV)	College	Business and Technology
X	Course Revision (Parts II, IV)	*Course Prefix & Number	CTE 463
	Course Dropped (Part II)	*Course Title (30 characters)	Practicum in Career & Tech Ed
	New Program (Part III)	*Program Title	
	Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/12/2010	Graduate Council*	N/A
Is this a SACS Substantive Change?	**Yes**** ☐ **No** X	Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved x Disapproved ___	3/18/10
General Education Committee*	N/A	Faculty Senate**	NA
Teacher Education Committee*	Pending	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.)

Add CTE 361, 363, 364 as prerequisites.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

To provide adequate background for practicum experience.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course,** complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

CTE 463 Practicum in Career and Technical Education. (4-12) A. Prerequisites: CTE 361, 363, 364. Observation, participation and supervised teaching in vocational and technical education. Includes experiences in lesson planning, classroom management, record keeping, development and use of instructional materials and directed teaching in approved centers. Students are graded on a satisfactory-unsatisfactory basis.

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)*
CTE	463	Fall 2010	AS ____ JS ____ BT X EM ____ ED ____ PC ____ HS	TECH

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
			FR ____ JR ____ SO ____ SR ____
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	**FOR BANNER USE ONLY**
		Thesis ____	Date of data entry ____
		Internship ____	
		Independent Study ____	Data entry person ____
		Practicum ____	

Co-Requisites and Prerequisites ****See definitions on following page****

Co-Requisite(s): (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D -.)	
Course Prefix and No.	CTE 361, 363, 364
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	Technology
	New Course (Parts II, IV)	College	Business & Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)		Aviation (B.S.) Area Major
	New Program (Part III)		(Major X, Option ___; Minor ___; or Certificate ___)
X	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	4/17/2009	Graduate Council*	NA
Is this a SACS Substantive Change?	Yes**** [ ] No [X]	Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved [X] Disapproved	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Reduce "Total Curriculum Requirements from 128 to 120 hours. Drop CSC 104 or CIS 212; MAT 107 and 108; MGT 480 or INT 408 from Supporting Courses. Add PSY 200W to Supporting Course Requirements. Drop 8-12 hours from Free Electives. Add AVN 310 to the Professional Flight Option and ECO 231 to Aerospace Management Option. Move AVN 340, 401, 402 from Aerospace Management Option to the Aviation Core. Move AVN 325 from Professional Flight Option to Aviation Core. Eliminate VIII (6hours) in General Education Requirements—Previous editorial error.

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

To align aviation program with the international accrediting body, Aviation Accreditation Board International (AABI).

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

Library Resources:

None

Part III. **Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

Aviation (B.S.) Area Major
CIP Code: 49.0102

University Requirement.....1 hour
BTO 100.

General Education Requirements.....30 hours
Standard General Education program, excluding blocks II, IVB, VB, VII (NS) (QS). ~~and VIII (6 hours)~~.
Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

College Requirement: Professional Skills Seminar
BTS 300 (CR) and BTS 400 (CR).

Supporting Course Requirements.....~~40~~ 31 hours
~~CSC 104 or CIS 212 or~~ TEC 161; ECO 230; GEO 315; MAT ~~107, 108,~~ 211 or 261; MGT 300 or 301; ~~MGT 480 or INT 408~~; PHY 131 (5), 132 (5); PSY 200 or 200W; and STA 215.

Free Electives .....~~12-16~~ 4 hours

Major Requirements.....~~41-45~~ 54 hours

Aviation Core.....~~15~~ 27 hours
AVN 150, 315, 325, 340, 350, 401, 402, 410, 460. Majors must also select an option in professional flight or aerospace management

Options:

Professional Flight.....~~26~~ 27hours
AVN 192 (5), 194A (1), 205A (1), 206A (1), 220 (4), 220A (1), 229A (1), 230A (1), 300 (2), 300A (1), 310 (4), ~~325~~, 400 (1), 400A (1), 425.

Aerospace Management.....~~30~~ 27 hours
ACC 201; AVN ~~340,~~ 360, 370, 390; ECO 231 ~~401, 402~~; and twelve hours*^ from the following prefixes: ACC, AFS, AVN 192, 194A, 205A, 206A, 220, 220A, CIS, ECO, FIN, GBU, INS, MGT, MKT, MSL, PUB, ~~RST~~.
*Selection of lower division courses may result in a failure to meet university requirement of ~~43~~ 42 hours of upper division credits. ^May require prerequisites.

Total Curriculum Requirements.....~~128~~ 120 hours

Students must take an Aviation exit examination before graduation.

Curriculum Change Form

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

Part I

(Check one)		Department Name	Technology
	New Course (Parts II, IV)	College	Business &Technology
	Course Revision (Parts II, IV)	*Course Prefix & Number	
	Hybrid Course ("S," "W")	*Course Title (30 characters)	
	Course Dropped (Part II)	*Program Title	Industrial Technology (M.S.)
	New Program (Part III)		(Major ✓, Option ___; Minor ___; or Certificate ___)
✓	Program Revision (Part III)		
	Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	2/12/2010	Graduate Council*	Pending
Is this a SACS Substantive Change? **Yes**** ☐ **No** ✓		Council on Academic Affairs	
College Curriculum Committee	2/19/2010	Approved X Disapproved ___	3/18/10
General Education Committee*	NA	Faculty Senate**	4/5/10
Teacher Education Committee*	NA	Board of Regents**	6/7/10
		Council on Postsecondary Edu.***	

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program
****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

1. Change name of major program from Industrial Technology to Applied Engineering and Technology Management
2. Change course prefix of program from INT to AEM
3. Change CIP code from 15.0603 to 15.1501.
4. Change the admission requirements from standalone GPA (2.5) and GRE (combined 800 verbal and quantitative) or GMAT (420) scores to a GAP score. The GAP score is the product of the GPA and GRE scores (2.75 x 800 = 2200) or the GPA and GMAT scores (2.75 x 420 = 1155).

A. 2. Effective date: (Example: Fall 2001)

Fall 2010

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

1. The body that accredits the Industrial Technology program completed a year-long self-study in an effort to understand and better reflect changes in the field. As part of this effort, the organization determined that a name change was appropriate. The name has been changed from the "National Association of Industrial Technology" to the "Association of Technology, Management, and Applied Engineering."
2. A prefix change is recommended to bring it in line with the program name change.
3. This change is proposed to better reflect the field of study and career paths of students in the program.
    a. From: 15.0603 Industrial/Manufacturing Technology/Technician. (Deleted, Report under code 15.0612 or 15.0613) (Occupational Crosswalk)
        i. 15.0612 Industrial Technology/Technician.
        ii. (NEW) A program that prepares individuals to apply basic engineering principles and technical skills in support of industrial engineers and managers. Includes instruction in optimization theory, human factors, organizational behavior, industrial processes, industrial planning procedures, computer applications, and report and presentation preparation.
        iii. Manufacturing Technology/Technician. (NEW) A program that prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. Includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure. (Occupational Crosswalk)
    b. To: 15.1501 Engineering/Industrial Management. A program that focuses on the application of engineering principles to the planning and operational management of industrial and manufacturing operations, and prepares individuals to plan and manage such operations. Includes instruction in accounting, engineering economy, financial management, industrial and human resources management, industrial psychology, management information systems, mathematical modeling and optimization, quality control, operations research, safety and health issues, and environmental program management.
4. This change allows for some flexibility in grade point average and entrance exam requirements while slightly increasing overall admission requirements based upon these two factors.

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

New or Revised* Catalog Text
(*Use ~~strikethrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

MASTER OF SCIENCE
Applied Engineering and Technology Management ~~Industrial Technology~~
CIP Code: 15.1501 ~~15.0603~~
Dr. Dennis Field, Graduate Coordinator/Advisor

I. GENERAL INFORMATION

The Master of Science Degree in Applied Engineering and Technology Management ~~Industrial Technology~~ has been planned for those individuals who are interested in careers in industrial or technical management. Courses in the program have been designed to cause students to examine principles, concepts, attitudes, and methods for dealing with many of the challenges that confront business and industry now and in the future. The program will be of value to those who are currently employed in technical fields in business or industry and have professional growth aspirations. It will also be of value to those who have recently completed undergraduate study and want more preparation before embarking upon their career.

Upon completion of a degree in Applied Engineering and Technology Management ~~Industrial Technology~~, graduates will be able to: 1) plan, implement, and analyze technical projects; 2) demonstrate ability to formulate and apply advanced technical problem solving and managerial concepts; and 3) accurately synthesize their total program experience.

II. ADMISSION REQUIREMENTS

Applicants are expected to present proper prerequisite preparation or technical management experience. They should have an understanding of materials and processes, the principles of production control, and the economics of industry; computer literacy; the ability to communicate graphically; and the ability to apply statistics to the solution of industrial problems. ~~The program may have appeal to those with undergraduate preparation in such areas as industrial or manufacturing technology, business administration, and engineering or other graduates who have more than five years of experience in technical management.~~ Applicants must complete either the Graduate Record Examination (GRE) General Test, or the Graduate Management Admissions Test, regardless of undergraduate grade point average. As part of the admission decision, a GAP score is calculated. When the GRE has been taken, the GAP score is obtained by summing the GRE verbal and quantitative scores and then multiplying that sum by the undergraduate grade point average as listed on the candidate's transcript. The minimum expected GAP score for the program based on the GRE is 2200. When the GMAT has been taken, the GAP score is obtained by multiplying the GMAT score by the undergraduate grade point average as listed on the candidate's transcript. The minimum expected GAP score for the program based on the GMAT is 1155. ~~An undergraduate grade point average of 2.5 and a combined score on the Verbal and Quantitative Sections of the Graduate Record Examination of 800 or 420 on the Graduate Management Admissions Test are expected.~~ Attributes of the applicant related to managerial and technical promise and other life experiences may ~~will~~ be considered by the department Graduate Studies Committee.

International Students — Applications from international students are encouraged. Refer to the University admission guidelines for admitting international students.

Students must also meet the general requirements of the Graduate School.

III. PROGRAM REQUIREMENTS

Individual plans of study will include work from three areas:

Major Courses .....18 hours
AEM ~~INT~~ 706, 801, 802, 804, 805, and TEC 830.
Supporting Courses .....6 hours
Selected from ACC 820, CIS 826, FIN 851, GBU 850, MGT 821, MKT 825, QMB 850, STA 700 and other courses by advisement.
Synthesis Experience .....6 hours
AEM ~~INT~~ 820 and 821, or AEM ~~INT~~ 822.
Total .....30 hours

IV. EXIT REQUIREMENTS

Comprehensive Examinations – The candidate will have an opportunity to show professional growth through a written and/or oral examination covering the various program components during the term in which graduation is scheduled.

ACTION ITEM
CAA Approved 3/18/10

First Day of Class Attendance: Use it or Lose it

Class enrollments during the first week.

This new enrollment verification process is designed to ensure:

- clear reinforcement of the message that class attendance at EKU is important
- that students enrolled but not attending EKU are identified and processed out of classes (during the first week of the term) in a way that provides full tuition reversal and no failing grades
- maximum efficiency of allocation of instructional resources, making unused class seats available to other students during the open online-registration period
- all students get the best possible opportunity for academic success by being present on the first day of class

This new enrollment verification process gives EKU instructors the authority to request disenrollment of a student for non-attendance during the first week of class only *(providing the student has made no prior arrangement with the instructor for missing the class*). This method is currently employed at other institutions and has proven effective.

This procedure will be in effect Fall 2010. A rigorous communication plan with faculty and students shall begin during the Spring 2010 term.

The Process:

- **Classes meeting multiple times per week** (MWF, TR, MW, etc.): If a student does not attend the 1st class meeting of the term, as scheduled by the University, the instructor may request that the Registrar disenroll the student.
- **Classes meeting one time per week**: If a student does not attend the 1st class meeting of the term, as scheduled by the University, the instructor may request that the Registrar disenroll the student.
- **Online classes:** Online instructors who wish to employee the faculty drop option of "Use It or Lose It" :
  - Should detail on their syllabus more than student activity intended to serve as confirmation of participation.
  - Devise these as requirements whereby the online student proactively demonstrates connection, communication, and/or some other tangible participation (e.g. emailing from their EKU email account, submitting a document in Blackboard, responding to a survey).
  - Schedule the participation requirements to begin as early as possible in the first week of the semester.
  - May then use the absence of such explicit class participation, as per the syllabus, to justify their determination that the online student is "not attending", and (lacking any communication with the instructor) the student may be disenrolled.
- **Students who know they will be absent** should contact their instructor or the academic department office PRIOR TO THE CLASS MEETING to explain their absence and request that the instructor NOT drop them from the class.
- The additional 1st week data will enhance the ability of the Registrar and the Advising Office to identify "phantom first-time students".
  - This faculty provided data will be combined with other objective indicators held in Banner, as well as information from University Housing and Student Accounting, to help confirm identity of students who are registered but not attending the university.

- This new process will also assist departments with efficiency of course offerings, and prevent inflated D, F, W rates because of such students.

First Day of Class Attendance: Use it or Lose it, cont.

Proposed Procedure:

1. A dedicated link will be in EKUDirect/Faculty Services with a roster where the instructor can indicate a student is missing during the 1st week of the full term, or during the online add/drop period of shorter partial-semester classes.
2. If a student misses class (see previous detail bullets), faculty may check the box:
   - ***"N/A Drop"*** *= No-Attendance 1st Week-Faculty Drop. Registrar, disenroll this student for no-attendance/no-participation at 1st class meeting of term and no attendance related communication to instructor.*
3. **Faculty will be asked to identify these students immediately following the determining "missed class",** thereby making the missing student's seat accessible to students waiting for availability in that class.
4. The Registrar will promptly drop the student from the class, per the instructor's directive, **providing the information is relayed DURING THE 1ST WEEK OF CLASS**.
5. The Registrar's Office will email each student immediately after the drop has been performed, via the student's EKU email account; alerting the student that enrollment in one of his/her courses has been removed.
6. Students who are dropped for non-attendance, but who have a desire to take the class, may re-enroll online, *(provided seats are still available),* or may petition to register through the Late Enrollment process.
   - Students should note that the Late Enrollment process is dependent upon availability, and requires the written permission of the instructor, department chair, and dean of the college.
   - Depending upon the week of the term, the late add may also require approval at the Provost level.

ACTION ITEM

CAA Approved 3/18/10

EASTERN KENTUCKY UNIVERSITY

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Office of the Registrar

Academic Affairs and Research
Office of the Registrar
Registrar@eku.edu

SSB CPO 58, 521 Lancaster Avenue
Richmond, KY 40475-3158
Phone: (859) 622-3876

TO: Council on Academic Affairs

FROM: M. Tina Davis, University Registrar

SUBJECT: Advising and Course Load, Admission to AGS, *Catalog* revisions

DATE: 2/10/09

(Revisions on pp. 40-41 of the 2009-10 *Undergraduate Catalog)*

~~**Advising and Course Load**~~

~~Students with two or more developmental area requirements are enrolled as "undeclared" majors and restricted to 13 hours of University enrollment, unless otherwise specified by admission status. The Office of Academic Advising will assist these students in creating linkages to the departments of their intended majors.~~

Restrictions with Developmental Requirements

• Students with more than one developmental area requirement will be enrolled in the Associate of General Studies Degree program. The Office of Academic Advising will assist these students in creating linkages to departments of academic interest.

• Students affected by the above policy, but who would be rendered ineligible for specific scholarship opportunities, or who would be denied entrance into academic programs with proven student retention success, may petition for permission to declare a baccalaureate degree program. Letters of petition should be sent after the student's initial admission into EKU and addressed to the EKU Office of Advising."

• Students with two or more developmental area requirements are restricted to 13 hours of University enrollment, unless otherwise specified by admission status.

• Students enrolled in MAT 090 (Prealgebra) cannot enroll in any course with the following prefixes: AST, BIO, CHE, CIS, CNM, CSC, FOR, GLY, NAT, PHY, SCI, or STA.

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ACTION ITEM

CAA Approved 3/18/10

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Office of the Registrar

Academic Affairs and Research
Office of the Registrar
Registrar@eku.edu

SSB CPO 58, 521 Lancaster Avenue
Richmond, KY 40475-3158
Phone: (859) 622-3876

TO: Council on Academic Affairs

FROM: M. Tina Davis, University Registrar

SUBJECT: Academic Dismissal, *Catalog* Revision

DATE: 2/10/09

The Office of the Registrar submits the following *Catalog* text revision for your consideration, effective Fall 2010.

Minimum Academic Standards
(pg. 44 of the 2009-10 *Undergraduate Catalog*)

E. Academic Dismissal: Students returning to the University at the end of a third academic suspension must earn and maintain a term GPA of 2.0 or better each semester. Students returning after a third academic suspension will be academically dismissed from the University if they have a term GPA of less than 2.0 at the end of any semester. Students who are academically dismissed may not enroll in courses at EKU for five calendar years.

F. Attending Another School While Suspended or Dismissed ~~However~~ Course work earned at another regionally-accredited university ~~during this period~~ , while suspended or academically dismissed, will be considered for transfer to EKU. Students are responsible for requesting that an official transcript of any transfer course work be sent to the EKU Office of Advising when they apply for readmission to EKU. Students should consult with their advisor or college for the applicability of course work taken at another institution to their degree program at EKU.

G. Appealing Academic Standing If a student believes their academic suspension was the result of catastrophic circumstances beyond their control, they may appeal the academic suspension to the University Readmission Appeals Committee. The appeal must be in writing and students must provide appropriate documentation supporting the appeal. **Students may not appeal an academic dismissal.**

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Academic Affairs and Research
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M. Tina Davis, University Registrar
SSB CPO 58, 521 Lancaster Avenue
Richmond, KY 40475-3158

TO: JANNA VICE, INTERIM PROVOST

FROM: TINA DAVIS, UNIVERSITY REGISTRAR

SUBJECT: CR/NC COURSEWORK

DATE: FEBRUARY 17, 2010

Currently the catalog is silent on the use of "CR" (credit) and "NC" (no credit) course work for progress toward degree. I submit for CAA consideration language based upon the existing P/F (pass/fail) catalog text and past practice at EKU.

Previously all CR coursework was implied as similar to P/F courses but the catalog restrictions for P/F coursework is not appropriate for many situation where CR/NC is employed. Explicit language is needed for correct programming in the Degree Works software.

CR/NC CREDIT/NO CREDIT COURSEWORK

The grade of "CR" (credit) is awarded as recognition of appropriate scores on AP, IB, CLEP or other proficiency exams. This grade is also given for all transferred international coursework.

Course work with CR grades may be used to fulfill General Education, major, minor, and/or supporting program requirements to a maximum of 15 credit hours per degree program. There is no limit to the use of CR course work counting as free electives. Course work in which a CR is given may not count toward the 42 hour upper division university graduation requirement.

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