

2-17-2011

## Council on Academic Affairs Minutes, Feb 17, 2011

Eastern Kentucky University

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**COUNCIL ON ACADEMIC AFFAIRS MINUTES**  
**February 17, 2011**

Members Present: Rich Boyle, Steve Byrn, Deborah Core, Ed Davis, Tina Davis, Verna Freer, Linda Frost, Andrew Holcomb, Kirk Jones, Jaleh Rezaie, Sherry Robinson, Jack Rutherford, Benton Shirey, Norm Spain, John Taylor, Sherwood Thompson, Janna Vice, Deborah Whitehouse, Sara Zeigler.

Members Absent: Linda Fossen\*, E.J. Keeley, Sandra Moore\*, Jack Rutherford\*, Claire Schmelzer\*,  
\*indicates prior notification

Non-Members Present: Sandy Cain, Derrick Morton, Julie Patterson, Ka-Wing Wong.

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Dr. Janna Vice called the Council on Academic Affairs to order at 1:00 p.m. on February 17, 2011.

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Approval of the Minutes – January 20, 2011  
*The minutes were approved as distributed.*

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**CURRICULUM ITEMS**

***Education***

Special Education

**New Program**

**DISCUSSION ONLY**

**Withdrawn** Master of Education in Special Education with Teacher Leader and Additional Certification (MAEdTLC)  
*The new program proposal was withdrawn pending submission of additional information including program goals. The Council discussed the possibility of the proposal returning to CAA as a Program Revision to add a new emphasis, rather than as a New Program proposal. Drs. Debbie Haydon and Sherwood Thompson will provide clarification and submit the proposal to the Council at a later date when it is prepared for voting.*

**Course Revision**

**Approved** SED 811 IECE Assessment and Intervention – *revise course description to include students who are seeking to add IECE certification with the MAEd in Special Education.*

Fall 2011

**New Courses**

**Withdrawn** SED 580/780 Audiology for Teachers of DHH (Deaf and Hard of Hearing)

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***University Programs***

Veterans Studies

*All Veterans Studies proposals were presented for discussion only and are returning to the March CAA meeting as Action Items.*

**New Programs**

**DISCUSSION ONLY** – Items will return to the March CAA meeting for action.

**Discussion** Minor in Veterans Studies

**Discussion** Departmental Certificate in Veterans Studies

**Discussion** Veterans Studies continued...  
Associates of General Studies Concentration in Veterans Studies

**Discussion** **New Courses**  
VTS 200 Intro to Veterans Studies  
**Discussion** VTS 349 Applied Learning in Veterans Studies  
**Discussion** VTS 349 (A-N) Cooperative Study: Veterans Studies  
**Discussion** VTS 350 Special Topics: \_\_\_\_\_  
**Discussion** VTS 400 Veterans Studies Capstone Seminar  
**Discussion** VTS 490 Independent Study

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**Health Sciences**

Master of Public Health

**Program Revisions**

**Approved** Master of Public Health Proposed Effective Term: Fall 2011  
*Page 80-81 of catalog – Remove Exit Requirements and refer to each option’s department page for details (for EHS page 84 and CHE page 87)*

**Approved** Master of Public Health Environmental Health Science Proposed Effective Term: Fall 2011  
*Page 84-85 of catalog – Add exit requirements to part III program requirements and Change Part IV exit requirements*

**Approved** Master of Public Health Community Health Education Proposed Effective Term: Fall 2011  
*Page 87-88 of catalog – Add exit requirements to part III program requirements and Change Part IV exit requirements*

Exercise and Sport Science

**New Course**

**Approved** PHE 840 Disability Sport and Rehabilitation Fall 2011

**Course Revisions**

**Approved** PHE 415 Outdoor and Lifelong Leisure Motor Activities Fall 2011  
*Add prerequisites EDF 103, 203*

**Program Revision**

**Approved** Master of Science in Physical Education Proposed Effective Term: Fall 2011  
*Correct Catalog and allow more flexibility in choices for students to fulfill requirements*

Family and Consumer Science

**Program Revision**

**Approved** MS in Community Nutrition - *clarify differences between option 1 and 2 and remove subscripts by listed courses.* Proposed Effective Term: Fall 2011

Occupational Therapy

**Course Revision**

**Approved** OTS 896 Non-Thesis Contribution -*change title to better reflect course is research-focused. Change description to meet the appropriate standards for our accreditation organization (ACOTE)* Fall 2011

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**Justice and Safety**

Criminal Justice

**Program Revision**

**Approved** Criminal Justice B.S. - *reduce major hours from 128 to 120* Proposed Effective Term: Fall 2011

Safety, Security and Emergency Management

*Assets Protection Program*

**Course Revision**

Approved APS 210 Vulnerability & Risk Assessment- *change name to Physical Security & revise course description* Proposed Effective Term: Fall 2011

**New Course**

Approved APS 338 Classification Management Fall 2011

**Program Revision**

Approved Assets Protection & Security BS- *reduce major hours from 128 to 120; create 3 options* Proposed Effective Term: Fall 2011

*Homeland Security Program*

**Course Revision**

Approved HLS 461 Disaster Recovery - *change name to Mitigation and Disaster Recovery & revise course description* Fall 2011

**Hybrid Course**

Approved HLS 321W Critical Problem Analysis -*add 321W course (TCAC Approval in Appendix CJS-49)* Fall 2011

**Program Revision**

Approved Associate of General Studies (A.G.S.) Concentration in Homeland Security Proposed Effective Term: Fall 2011

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**Arts and Sciences**

Anthropology, Sociology & Social Work

**New Courses**

Approved ANT 344 Applied Anthropology Fall 2011

Approved ANT 377 Medical Anthropology Fall 2011

Approved ANT 393 Kinship and Marriage Fall 2011

**Dropped Courses**

Approved ANT 391 Marriage and Family Cross-Culturally Fall 2011

Approved ANT 400 Kinship and Social Structure Fall 2011

**Program Suspension**

Approved Canadian Studies Minor- *Drop the Canadian Studies Minor from the Anthropology Program* Proposed Effective Term: Fall 2011

**Program Revision**

Approved Anthropology B.A. - *Revise program curriculum listing due to changes in courses offered* Proposed Effective Term: Fall 2011

Computer Science

**Course Revisions**

Approved CSC 520 Multimedia System Design - *Change prerequisite from CSC120 or one of TEC 190, 255, 313, 355 to CSC 310 and update course content/title* Fall 2011

Approved CSC 720 Multimedia System Design - *Update course content/title* Fall 2011

**New Courses**

Approved CSC 547 Network Forensics & Investigation Fall 2011

Approved CSC 747 Network Forensics & Investigation Fall 2011

Approved CSC 548 Personal Electronic Device Forensics Fall 2011

Approved CSC 748 Personal Electronic Device Forensics Fall 2011

Approved CSC 549 Computer Forensics Capstone Fall 2011

Approved CSC 749 Computer Forensics Capstone Fall 2011

English & Theatre

**Course Revision**

Approved ENG 863 Writing and Teaching Writing - *remove the prerequisite of ENG 301 from ENG 863* Fall 2011

**Arts and Sciences continued...**

**New Courses**

Approved ENG 801 Introduction to Graduate Study - *create a new introductory course on graduate-level writing and scholarship, and the demands of the profession, which will be common to all students in the Master of Arts in English program* Fall 2011

Approved ENG 895 Mentored Scholarly Project - *Create a credit-bearing course for the work required on the end-of-program Mentored Scholarly Project, similar to credits awarded for thesis work.* Fall 2011

**Program Revision**

Approved Master of Arts in English - *Change the core course requirement of ENG 809 OR ENG 812 with ENG 801. Include language about the proposed course ENG 895: Mentored Scholarly Paper; and to clarify language about the comprehensive exams and master's thesis.* Proposed Effective Term: Fall 2011

History

**Program Revision**

Approved History B.A. (Non-Teaching) - *reflect the previously approved revision of HIS 312 to HIS 312A and the addition of HIS 312B and HIS 312C.* Proposed Effective Term: Fall 2011

Mathematics and Statistics

**Course Revision**

Approved STA 320 Applied Statistical Inference - *remove the "no credit with" statement* Fall 2011

**Program Revision**

Approved Mathematics B.S. - *Remove 8 hours of free electives to have 120 total hours in the degree* Proposed Effective Term: Fall 2011

Approved Statistics B.S. - *Remove 8 hours of free electives to have 120 total hours in the degree* Proposed Effective Term: Fall 2011

**Dropped Course**

Approved MAT 205 Problem Solving with Logo Fall 2011

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**Business and Technology**

Applied Engineering and Technology

**Course Revisions**

Approved AEM 202 Introduction to Quality - *Drop QMB 200 as a prerequisite.* Fall 2011

Approved AEM 301 Non-Metallic Material Processes - *Drop AEM 238 as a prerequisite.* Fall 2011

Approved AEM 308 Methods of Lean Operations - *Drop QMB 200 as a prerequisite.* Fall 2011

**Program Revisions**

Approved General Studies (AGS); Applied Engineering & Technology Concentration -*Establish a Concentration in Applied Engineering & Technology for the Associate of General Studies degree program.* Proposed Effective Term: Fall 2011

Communication

**Program Revision**

Approved Public Relations B.A. - *Revise the courses listed in the degree requirements for Public Relations majors, and incorporate two new alternative areas of emphasis: Management Public Relations and Creative Public Relations. Modify the Public Relations major by excluding Block VII (SBS) from general education and requiring selected courses from that block under "Supporting Course Requirements". To increase free electives by 3 hours for the Public Relations major. COM 200 is required for the major and will be listed as a supporting course. Eliminate the statement "Professional Skills Seminar" from College Requirement and add "s" to Requirement.* Proposed Effective Term: Fall 2011

Accounting, Finance and Information Systems

**Dropped Courses**

Approved ACC 727 Managerial Cost Accounting Fall 2011

Approved ACC 855 Advanced Auditing Fall 2011

Approved	ACC 858 Accounting Theory	Fall 2011
Approved	CIS 861 Trends in E-Commerce	Fall 2011
Approved	CIS 870 Strategic Information Systems	Fall 2011
Approved	FIN 851 Seminar in Investments	Fall 2011
Approved	FIN 854 Financial Markets and Institutions	Fall 2011

**Course Revisions**

Approved	ACC 501 International Accounting & Combinations- <i>Change the prerequisite from a "C-" to "C".</i>	Fall 2011
Approved	ACC 701 International Accounting & Combinations- <i>Change the prerequisite from a "C-" to "C".</i>	Fall 2011
Approved	ACC 521 Fund Accounting- <i>Change the prerequisite from a "C-" to "C".</i>	Fall 2011
Approved	ACC 721 Fund Accounting- <i>Change the prerequisite from a "C-" to "C".</i>	Fall 2011
Approved	ACC 523 Taxation of Corporations- <i>Change the prerequisite from a "C-" to "C".</i>	Fall 2011
Approved	ACC 723 Taxation of Corporations- <i>Change the prerequisite from a "C-" to "C".</i>	Fall 2011
Approved	ACC 525 Forensic Accounting- <i>Change the prerequisites and "C-" to "C or better."</i>	Fall 2011
Approved	ACC 725 Forensic Accounting- <i>Change the prerequisites and "C-" to "C or better."</i>	Fall 2011
Approved	ACC 820 Survey of Accounting- <i>Make restriction on using ACC 820 as MBA elective clear in the catalog.</i>	Fall 2011
Approved	ACC 850 Managerial Accounting- <i>Reduce the number of prerequisites in the course.</i>	Fall 2011
Approved	ACC 860 Seminar in Accounting- <i>Change the prerequisite to departmental approval and correct typo.</i>	Fall 2011
Approved	CIS 826 Information Systems Application - <i>Make restriction on using CIS 826 as MBA elective clear in the catalog.</i>	Fall 2011
Approved	CIS 850 Management of Information Systems- <i>Reduce the number of prerequisites in the MBA program</i>	Fall 2011
Approved	FIN 824 Survey of Finance - <i>Make restriction on using FIN 824 as MBA elective clear in the catalog.</i>	Fall 2011
Approved	FIN 850 Strategic Financial Management - <i>Reduce the number of prerequisites to the course.</i>	Fall 2011
Approved	FIN 855 Topics in Finance - <i>Change prerequisites.</i>	Fall 2011
Approved	QMB 850 Statistical Methods for Business - <i>Reduce the number of prerequisites in the course.</i>	Fall 2011

EKUBusiness [Departments of Accounting, Finance & Information Systems (AFIS) and Management, Marketing & Administrative Communication (MMAC)]

**Program Revision**

Approved	Master of Business Administration - <i>Create provisional MBA status for students not having completed all prerequisite MBA foundation courses.</i>	Proposed Effective Term: Fall 2011
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Management, Marketing and Administrative Communication

**Course Revisions**

Approved	MGT 821 Survey of Management - <i>Make restriction on using MGT 821 as MBA elective clear in the catalog.</i>	Fall 2011
Approved	MGT 850 Leading & Managing Organizations - <i>Reduce the number of prerequisites in the course.</i>	Fall 2011
Approved	MKT 825 Survey of Marketing - <i>Make restriction on using MKT 825 as MBA elective clear in the catalog.</i>	Fall 2011
Approved	MKT 850 Marketing Management - <i>Reduce the number of prerequisites in the course.</i>	Fall 2011
Approved	MKT 852 Marketing Research & Analysis - <i>Reduce the number of prerequisites in the course.</i>	Fall 2011

### Action Items

- |          |   |                         |
|----------|---|-------------------------|
| Approved | 1. Commencement Participation, Graduation Fee, Degree Conferral Date, and University Certificate Production | Office of the Registrar |
| Approved | 2. Proposal 3+2<br><i>Proposal for 3+2 Joint Graduate/Undergraduate Degrees</i>                             | Graduate School         |
| Approved | 3. Tuition Waiver<br><i>Proposal for Partial Tuition Waivers for Graduate Assistantships</i>                | Graduate School         |

### Information Items

- |    |  |                         |
|----|--|-------------------------|
| 1. | <b>Student Learning Outcomes and Program Assessments<br/>2011-2015 Reporting Unit Action Plan Components –</b><br><i>As shared with the Deans and Chairs at the College meetings in November, this report shows the departments what they are to assess, both in terms of student learning outcomes and other planning objectives, for their 2011-2015 action plans.</i> | Office of the Provost   |
| 2. | <b>Revised CAA Submission Dates for March CAA</b><br><i>Due to the University being closed for Spring Break, a revised submission calendar was distributed to all CAA members and associates indicating the earlier deadlines for CAA proposals.</i>   | Office of the Registrar |

The Council on Academic Affairs was adjourned at 3:00 p.m.

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# COUNCIL ON ACADEMIC AFFAIRS AGENDA

February 17, 2011

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1. Call to Order
2. Approval of the Minutes – January 20, 2011

## *Curriculum Items*

### **Education** Special Education

#### **New Program**

#### **DISCUSSION ONLY**

Master of Education in Special Education with Teacher Leader and Additional Certification (MAEdTLC)  
*The new program proposal will return in the March CAA meeting as an action item.*

#### **Course Revision**

SED 811 IECE Assessment and Intervention – *revise course description to include students who are seeking to add IECE certification with the MAEd in Special Education.*

#### **New Courses**

SED 580/780     Audiology for Teachers of DHH (Deaf and Hard of Hearing)

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### **University Programs** Veterans Studies

#### **New Programs**

**DISCUSSION ONLY** – Items will return to the March CAA meeting for action.

Minor in Veterans Studies

#### **Page**

VTS 3

Departmental Certificate in Veterans Studies

VTS 6

Associates of General Studies Concentration in Veterans Studies

VTS 8

#### **New Courses**

VTS 200 Intro to Veterans Studies

VTS 10

VTS 349 Applied Learning in Veterans Studies

VTS 20

VTS 349 (A-N) Cooperative Study: Veterans Studies

VTS 26

VTS 350 Special Topics: \_\_\_\_\_

VTS 32

VTS 400 Veterans Studies Capstone Seminar

VTS 37

VTS 490 Independent Study

VTS 48

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### **Health Sciences** Master of Public Health

#### **Program Revisions**

Master of Public Health

CHS 1

*Page 80-81 of catalog – Remove Exit Requirements and refer to each option's department page for details (for EHS page 84 and CHE page 87)*

Master of Public Health     Environmental Health Science

CHS 4

*Page 84-85 of catalog – Add exit requirements to part III program requirements and Change Part IV exit requirements*

Master of Public Health     Community Health Education

CHS 7

*Page 87-88 of catalog – Add exit requirements to part III program requirements and Change Part IV exit requirements*

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**Health Sciences continued...**

Exercise and Sport Science

**New Course**

PHE 840 Disability Sport and Rehabilitation CHS 10

**Course Revisions**

PHE 415 Outdoor and Lifelong Leisure Motor Activities CHS 15

*Add prerequisites EDF 103, 203*

**Program Revision**

Master of Science in Physical Education CHS 19

*Correct Catalog and allow more flexibility in choices for students to fulfill requirements*

Family and Consumer Science

**Program Revision**

MS in Community Nutrition - clarify differences between option 1 and 2 and remove subscripts by CHS 21

*listed courses.*

Occupational Therapy

**Course Revision**

OTS 896 Non-Thesis Contribution -change title to better reflect course is research-focused. Change CHS 22

*description to meet the appropriate standards for our accreditation organization (ACOTE)*

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**Justice and Safety**

Criminal Justice

**Program Revision**

Criminal Justice B.S. - reduce major hours from 128 to 120 CJS-2

Safety, Security and Emergency Management

*Assets Protection Program*

**Course Revision**

APS 210 Vulnerability & Risk Assessment- change name to Physical Security & revise CHS-4

*course description*

**New Course**

APS 338 Classification Management CJS-12

**Program Revision**

Assets Protection & Security BS- reduce major hours from 128 to 120; create 3 options CJS-18

*Homeland Security Program*

**Course Revision**

HLS 461 Disaster Recovery - change name to Mitigation and Disaster Recovery & revise CHS-27

*course description*

**Hybrid Course**

HLS 321W Critical Problem Analysis -add 321W course (TCAC Approval in Appendix CJS-49) CJS-40

**Program Revision**

Associate of General Studies (A.G.S.) Concentration in Homeland Security

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**Arts and Sciences**  
Anthropology, Sociology & Social Work

**New Courses**

ANT 344 Applied Anthropology	ANSW 1
ANT 377 Medical Anthropology	ANSW 8
ANT 393 Kinship and Marriage	ANSW 15

**Dropped Courses**

ANT 391 Marriage and Family Cross-Culturally	ANSW 22
ANT 400 Kinship and Social Structure	

**Program Suspension**

Canadian Studies Minor- <i>Drop the Canadian Studies Minor from the Anthropology Program</i>	ANSW 23
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**Program Revision**

Anthropology B.A. - <i>Revise program curriculum listing due to changes in courses offered</i>	ANSW 25
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Computer Science

**Course Revisions**

CSC 520 Multimedia System Design - <i>Change prerequisite from CSC120 or one of TEC 190, 255, 313, 355 to CSC 310 and update course content/title</i>	COSC 1
CSC 720 Multimedia System Design - <i>Update course content/title</i>	COSC 4

**New Courses**

CSC 547 Network Forensics & Investigation	COSC 11
CSC 747 Network Forensics & Investigation	COSC 14
CSC 548 Personal Electronic Device Forensics	COSC 20
CSC 748 Personal Electronic Device Forensics	COSC 23
CSC 549 Computer Forensics Capstone	COSC 29
CSC 749 Computer Forensics Capstone	COSC 32

English & Theatre

**Course Revision**

ENG 863 Writing and Teaching Writing - <i>remove the prerequisite of ENG 301 from ENG 863</i>	ENTH 1
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**New Courses**

ENG 801 Introduction to Graduate Study - <i>create a new introductory course on graduate-level writing and scholarship, and the demands of the profession, which will be common to all students in the Master of Arts in English program</i>	ENTH 4
ENG 895 Mentored Scholarly Project - <i>Create a credit-bearing course for the work required on the end-of-program Mentored Scholarly Project, similar to credits awarded for thesis work.</i>	ENTH 9

**Program Revision**

Master of Arts in English - <i>Change the core course requirement of ENG 809 OR ENG 812 with ENG 801. Include language about the proposed course ENG 895: Mentored Scholarly Paper; and to clarify language about the comprehensive exams and master's thesis.</i>	ENTH 15
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History

**Program Revision**

History B.A. (Non-Teaching) - <i>reflect the previously approved revision of HIS 312 to HIS 312A and the addition of HIS 312B and HIS 312C.</i>	HIST 1
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Mathematics and Statistics

**Course Revision**

STA 320 Applied Statistical Inference - <i>remove the "no credit with" statement</i>	MTST 1
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**Program Revision**

Mathematics B.S. - <i>Remove 8 hours of free electives to have 120 total hours in the degree</i>	MTST 4
Statistics B.S. - <i>Remove 8 hours of free electives to have 120 total hours in the degree</i>	MTST 6

**Dropped Course**

MAT 205 Problem Solving with Logo	MTST 8
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**Business and Technology**  
Applied Engineering and Technology

**Course Revisions**

AEM 202 Introduction to Quality - <i>Drop QMB 200 as a prerequisite.</i>	AE&T 1
AEM 301 Non-Metallic Material Processes - <i>Drop AEM 238 as a prerequisite.</i>	AE&T 4
AEM 308 Methods of Lean Operations - <i>Drop QMB 200 as a prerequisite.</i>	AE&T 7

**Program Revisions**

General Studies (AGS); Applied Engineering & Technology Concentration <i>-Establish a Concentration in Applied Engineering &amp; Technology for the Associate of General Studies degree program.</i>	AE&T 10
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Communication

**Program Revision**

Public Relations B.A. - <i>Revise the courses listed in the degree requirements for Public Relations majors, and incorporate two new alternative areas of emphasis: Management Public Relations and Creative Public Relations. Modify the Public Relations major by excluding Block VII (SBS) from general education and requiring selected courses from that block under "Supporting Course Requirements". To increase free electives by 3 hours for the Public Relations major. COM 200 is required for the major and will be listed as a supporting course. Eliminate the statement "Professional Skills Seminar" from College Requirement and add "s" to Requirement.</i>	COMM 1
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Accounting, Finance and Information Systems

**Dropped Courses**

ACC 727 Managerial Cost Accounting	AFIS 1
ACC 855 Advanced Auditing	
ACC 858 Accounting Theory	
CIS 861 Trends in E-Commerce	
CIS 870 Strategic Information Systems	AFIS 1
FIN 851 Seminar in Investments	
FIN 854 Financial Markets and Institutions	

**Course Revisions**

ACC 501 International Accounting & Combinations- <i>Change the prerequisite from a "C-" to "C".</i>	AFIS 2
ACC 701 International Accounting & Combinations- <i>Change the prerequisite from a "C-" to "C".</i>	AFIS 5
ACC 521 Fund Accounting- <i>Change the prerequisite from a "C-" to "C".</i>	AFIS 8
ACC 721 Fund Accounting- <i>Change the prerequisite from a "C-" to "C".</i>	AFIS 11
ACC 523 Taxation of Corporations- <i>Change the prerequisite from a "C-" to "C".</i>	AFIS 14
ACC 723 Taxation of Corporations- <i>Change the prerequisite from a "C-" to "C".</i>	AFIS 17
ACC 525 Forensic Accounting- <i>Change the prerequisites and "C-" to "C or better.</i>	AFIS 20
ACC 725 Forensic Accounting- <i>Change the prerequisites and "C-" to "C or better.</i>	AFIS 23
ACC 820 Survey of Accounting- <i>Make restriction on using ACC 820 as MBA elective clear in the catalog.</i>	AFIS 26
ACC 850 Managerial Accounting- <i>Reduce the number of prerequisites in the course.</i>	AFIS 29
ACC 860 Seminar in Accounting- <i>Change the prerequisite to departmental approval and correct typo.</i>	AFIS 32
CIS 826 Information Systems Application - <i>Make restriction on using CIS 826 as MBA elective clear in the catalog.</i>	AFIS 35
CIS 850 Management of Information Systems- <i>Reduce the number of prerequisites in the MBA program</i>	AFIS 38
FIN 824 Survey of Finance - <i>Make restriction on using FIN 824 as MBA elective clear in the catalog.</i>	AFIS 41
FIN 850 Strategic Financial Management - <i>Reduce the number of prerequisites to the course.</i>	AFIS 44
FIN 855 Topics in Finance - <i>Change prerequisites.</i>	AFIS 47
QMB 850 Statistical Methods for Business - <i>Reduce the number of prerequisites in the course.</i>	AFIS 50

**Business and Technology continued...**

EKUBusiness [Departments of Accounting, Finance & Information Systems (AFIS)  
and Management, Marketing & Administrative Communication (MMAC)]

**Program Revision**

Master of Business Administration - *Create provisional MBA status for students not having completed all prerequisite MBA foundation courses.* EKUBusiness 1

Management, Marketing and Administrative Communication

**Course Revisions**

MGT 821 Survey of Management - *Make restriction on using MGT 821 as MBA elective clear in the catalog.* MMAC 1

MGT 850 Leading & Managing Organizations - *Reduce the number of prerequisites in the course.* MMAC 4

MKT 825 Survey of Marketing - *Make restriction on using MKT 825 as MBA elective clear in the catalog.* MMAC 7

MKT 850 Marketing Management - *Reduce the number of prerequisites in the course.* MMAC 10

MKT 852 Marketing Research & Analysis - *Reduce the number of prerequisites in the course.* MMAC 13

**Action Items**

The following items were discussed in the January CAA meeting and are returning as action items:

- |   |                         |
|---|-------------------------|
| 1. Graduation Pre-Check<br><i>New Catalog language and clarification for Graduation Application and Pre-check</i> | Office of the Registrar |
| 2. Proposal 3+2<br><i>Proposal for 3+2 Joint Graduate/Undergraduate Degrees</i>                                   | Graduate School         |
| 3. Tuition Waiver<br><i>Proposal for Partial Tuition Waivers for Graduate Assistantships</i>                      | Graduate School         |

**Discussion Item**

- |  |                       |
|--|-----------------------|
| 1. Student Learning Outcomes and Program Assessments<br><b>2011-2015 Reporting Unit Action Plan Components –</b><br><i>As shared with the Deans and Chairs at the College meetings in November, this report shows the departments what they are to assess, both in terms of student learning outcomes and other planning objectives, for their 2011-2015 action plans.</i> | Office of the Provost |
|--|-----------------------|

## Information Item

1. The Faculty Senate approved the following CAA items on February 7, 2011:

### **New Program**

Minor in Land Surveying

### **Program Revisions**

Technology A.A.S.

*Reduce the total number of credit hours from 64 to 60. In the Digital Imaging Design option, drop CSC 160, TEC 190 and NET 303, and add GBU 204 and GCM 318. In the Computer Aided Drafting option, drop AEM 192 and CON 303 and add AEM 338 (4) and CON 294.*

Technical Agriculture A.A.S.

*Allow a broader array of courses in the humanities area. Revise Supporting Course requirements from "three hours of general education humanities" to "three hours from General Education block IIIA, IIIB or IIIA/B\*".*

Associate of General Studies Concentration in Broadcasting and Electronic Media

*Establish a Concentration in Broadcasting & Electronic Media for the Associate of General Studies degree program.*

General Dietetics B.S.

- a. *incorporate course revisions to NFA 325 Quantity Food Production and NFA 326 Field Experiences in Quantity Food Production (increase hrs from 2 to 3 for both courses)*
- b. *add supporting courses BIO 171 Human Anatomy, EHS 380 Food Hygiene, and EMC 105 Survey of Medical Terminology*
- c. *delete major courses NFA 321 Meal Management and NFA 415 Seminar in the Dietetics Profession*
- d. *delete supporting course BIO 273 Clinical Microbiology*

Community Nutrition M.S.

*Clarify the difference between Option 1 and Option 2 for the MS in Community Nutrition. Remove subscripts from all course numbers listed, as suggested by the Grad Council.*

Health Education B.S.

*Change name of major from Health Education to Public Health. Correct a number in Worksite Health Promotion Option from HEA 360 to HEA 460. That course number was changed last year but was missed in the revised catalog.*

Master of Public Health

*Add HEA 856 to MPH program electives for Health Education.*

Occupational Therapy M.S.

*Add the revised text "or OTS 855S" to reflect the creation of service-learning courses within the program.*

Correctional/Juvenile Justice Studies M.S.

*Revise the existing Correctional/Juvenile Justice Graduate Studies Program into the Adult, Juvenile & Community Corrections Leadership Graduate Program, revise the Certificate in Adult/Juvenile Correctional Leadership, and revise/create/delete courses.*

### **Catalog Text Revision**

Declaring a Program of Study/Change of Major

*New Catalog text was provided to clarify process to change major/minor/concentration.*

**COUNCIL ON ACADEMIC AFFAIRS MINUTES**  
**January 20, 2011**

Members Present: Rich Boyle, Steve Byrn, Deborah Core, Ed Davis, Tina Davis, Verna Freer, Debbie Haydon, Andrew Holcomb, Jaleh Rezaie, Sherry Robinson, Jack Rutherford, Benton Shirey, Norm Spain, John Taylor, Janna Vice, Deborah Whitehouse, Sara Zeigler.

Members Absent: Linda Fossen\*, Linda Frost, Claire Good\*, E. J. Keeley, Sandra Moore, Claire Schmelzer\*.  
\*indicates prior notification

Non-Members Present: Sheila Adkins, Sandy Cain, Julie Robinson.

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Dr. Janna Vice called the Council on Academic Affairs to order at 1:00 p.m. on January 20, 2011.

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Approval of the Minutes – December 16, 2010  
The minutes were approved as distributed.

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**CURRICULUM ITEMS**

***Business and Technology***

**Business and Technology**

Applied Engineering & Technology

**ACTION ITEM**

**New Program**

Approved Minor in Land Surveying Proposed Effective Term: Fall 2011  
-New program proposal was introduced in the December CAA meeting for discussion.

**New Course**

Approved GCM 318 Flexographic Printing Fall 2011

**Course Revision**

Approved GCM 319 Printing Processes – revise course prerequisite and course description Fall 2011

**Program Revision**

Approved A.A.S. in Technology - Reduce the total number of credit hours from 64 to 60. In the Proposed Effective Term: Fall 2011  
Digital Imaging Design Option, drop CSC 160, TEC 190 and NET 303 and add GBU 204 and GCM 318.  
In the Computer Aided Drafting Option, drop AEM 192 and CON 303 and add AEM 338 (4) and CON 294.

Agriculture

**Program Revision**

Approved Technical Agriculture A.A.S. - Allow a broader array of courses in the humanities area. Proposed Effective Term: Fall 2011  
From “three hours of general education humanities” to “three hours from General Education Block IIIA, IIIB or IIIA/B\*”.

## **Business and Technology continued...**

### Communication

#### **Course Revisions**

- Approved CMS 353 Health Communication - *Include CMS 200, 205W and 210 as prerequisites for CMS 353 and to update the course description.* Fall 2011
- Approved PUB 490 Public Relations Campaigns - *Decrease the number of credit hours for PUB 490 from 4 to 3.* Fall 2011
- Approved PUB 491 Senior Seminar in Public Relations - *Decrease the number of credit hours for PUB 491 from 2 to 1.* Fall 2011

#### **Program Revision**

- Approved General Studies (A.G.S.): Broadcasting & Electronic Media Concentration – *Establish a Concentration in Broadcasting & electronic Media for the Associate of General Studies degree program.* Proposed Effective Term: Fall 2011

### Management, Marketing and Administrative Communication

#### **Course Revision**

- Approved CCT 850 Strategic Business Communications - *Change course name, course description and student learning outcomes to reflect research emphasis with syllabus.* Fall 2011

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## **Health Sciences**

### Family and Consumer Science

#### **Course Revision**

- Approved NFA 325 Quantity Food Production – *increase number of hours from 2 to 3* Fall 2011
- Approved NFA 326 Field Experiences in Quantity Food Production – *increase number of hours from 2 to 3* Fall 2011

#### **Program Revision**

- Approved General Dietetics – *curriculum changes will address recent changes in Commission on Accreditation and Dietetic Education (CADE); Eligibility Requirements and Accreditation Standards (ERAS); total program hours will not change.* Proposed Effective Term: Fall 2011

#### **Editorial**

- Approved MS in Community Nutrition - *Clarify difference between Opt 1 and Opt 2 per suggestion of Grad Council* Proposed Effective Term: Fall 2011

### Health Promotion and Administration

#### **Program Revision**

- Approved Health Education B.S. - *Change name of major to BS in Public Health and correct number in Worksite Health Promotion Option from HEA360 to HEA460* Proposed Effective Term: Fall 2011

#### **New Course**

- Approved HEA 856 Applied Epidemiology Fall 2011

#### **Program Revision**

- Approved Master of Public Health – *add HEA 856 to program* Proposed Effective Term: Fall 2011

### Occupational Therapy

#### **Course Revision**

- Approved OTS 362 Human Motion for Activity – *change the title to better reflect content; change description to incorporate recent theory and research, emphasize application, make editorial changes* Fall 2011

#### **Hybrid Course**

- Approved OTS 479S Equine Assisted Activity Fall 2011

#### **Dropped Course**

- Withdrawn OTS 479 Equine Assisted Activity – *course is being replaced with OTS 479S* Withdrawn

#### **Hybrid Course**

- Approved OTS 855S The Role of Occupational Therapy and the Aging Adult Fall 2011

#### **Dropped Course**

- Withdrawn OTS 855 Equine Assisted Activity Withdrawn

#### **Editorial**

- Approved Occupational Therapy M.S. – *add OTS 855S to Option 1 and 3* Proposed Effective Term: Fall 2011

Criminal Justice

**Program Revision**

Proposed Effective Term: Fall 2011

Approved Correctional/Juvenile Justice Studies M.S. - *revise the existing Correctional/Juvenile Justice Graduate Studies Program into the Adult, Juvenile & Community Corrections Leadership Graduate Program, revise the Certificate in Adult/Juvenile Correctional Leadership, and revise/create/delete courses.*

**Course Drop**

Approved COR 806 Advanced Workshop Fall 2011

**New Course**

Approved COR 809 Program/Policy Evaluation & Analysis Fall 2011

**Course Revision**

Approved COR 810 Understanding Crime, Delinquency & Correctional Programs – *revise the course title and description* Fall 2011

**New Course**

Approved COR 812 Leading with Political, Ethical and Emotional Intelligence Fall 2011

**Course Revisions**

Approved COR 818 Research in Corrections & Juvenile Justice – *revise the title and description* Fall 2011

Approved COR 820 Juvenile Justice – *revise the title and description* Fall 2011

**New Courses**

Approved COR 825 Illicit Offender Networks Fall 2011

Approved COR 826 International Responses to Juvenile & Adult Offenders Fall 2011

Approved COR 827 Corrections and Crime Mythology Fall 2011

Approved COR 828 Mental Health/Substance Abuse Issues in the Correctional Setting Fall 2011

**Course Revisions**

Approved COR 830 Corrections and Society – *revise the title and description* Fall 2011

Approved COR 835 Administration of Corrections & Juvenile Justice – *revise title and description* Fall 2011

Approved COR 840 Adult Corrections – *revise the title and description* Fall 2011

Approved COR 850 Offender Rehabilitation Strategies – *revise title and description* Fall 2011

Approved COR 856 Law & Ethics in Corrections & Juvenile Justice – *revise title and description* Fall 2011

**New Courses**

Approved COR 857 Community Context of Adult/Juvenile Corrections Fall 2011

Approved COR 878 Capstone Applied Research Project Fall 2011

**Action Items**

Approved 1. Academic Integrity, Revision  
-Proposal was introduced in the December CAA meeting for discussion.

Office of the Provost

**Discussion Items**

The following items will return for vote by the CAA in the February 17, 2011, meeting.

1. 3 + 2, Joint Graduate/Undergraduate Degrees

Graduate Program and Research

2. Clarification to the Graduate Tuition Waiver for the Graduate Assistants

Graduate Program and Research

3. Graduation Pre-Check

Office of the Provost

## *Information Items*

1. An Early Alert Update was provided by Mr. Benton Shirey. The next Early Alert notifications are going out on Monday, January 24, 2011.
2. The Board of Regents met on January 26, 2011. CAA items from May through November of 2010 were on the agenda for vote by the Board, and all items were approved. The *CAA Updates\_Curriculum Report* details the items approved by the Board. The report can be found at the Academic Affairs Quick Reference link at: [http://www.academicaffairs.eku.edu/committee/academic\\_council/reference/](http://www.academicaffairs.eku.edu/committee/academic_council/reference/)

The Council on Academic Affairs was adjourned at 3:00 p.m.



**EASTERN KENTUCKY UNIVERSITY**

*Serving Kentuckians Since 1906*

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**M E M O R A N D U M**

**TO:** Rick McGee  
**FROM:** Dr. Sherwood Thompson  
Assistant Dean  
**DATE:** February 9, 2011  
**SUBJECT:** COE INFORMATIONAL Agenda Items for CAA

Please consider the following agenda items for the College of Education at the next Council on Academic Affairs Committee meeting on February 17, 2011:

**Dept: Special Education**

**Chair: Dr. Deborah Haydon**

New Program	Master of Education in Special Education with Teacher Leader and Additional Certification (MAEdTLC)	Page 1
Course Revision	SED 811	Page 2
New Course	SED 580/780	Page 12



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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input checked="" type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Special Education</u> College <u>Education</u> *Course Prefix & Number _____ *Course Title ( <u>30 characters</u> ) _____ *Program Title <u>Master of Education in Special Education with Teacher Leader and Additional Certification (MAEdTLC)</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	12/13/10	Graduate Council* <u>2/18/11</u>
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		Council on Academic Affairs <u>discussion</u>
College Curriculum Committee	1/11/11	Approved _____ Disapproved _____
General Education Committee*		Faculty Senate** _____
Teacher Education Committee*	1/25/11	Board of Regents** _____
		Council on Postsecondary Edu.*** _____
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  1) To approve a new Master of Arts in Education in Special Education Program that meets KY EPSB requirements for the Kentucky Teacher Leader Endorsement AND allows students to add an additional teaching certificate in Learning and Behavior Disorders, Education of the Deaf and Hard of Hearing, OR Interdisciplinary Early Childhood Education.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) n/a	
<b>B. The justification for this action:</b>  The Department of Special Education is proposing a new Master of Arts in Special Education Program that meets the KY EPSB requirements for Kentucky Teacher Leader Endorsement as well as allowing candidates who already hold a Kentucky Provisional or Professional Teaching Certification to gain an additional certification in Learning and Behavior Disorders, Education of the Deaf and Hard of Hearing, OR Interdisciplinary Early Childhood Education. This program would meet the needs of schools in our service region in terms of increasing the number of teachers with special education certification and would allow our students to increase their Rank level (assuring continued employment and pay raise). This program would also help the graduate program in the Department of Special Education remain competitive with other regional colleges and universities.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b>  None	

**Operating Expenses Impact:**

None

**Equipment/Physical Facility Needs:**

None

**Library Resources:**

None

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

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

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

New or Revised\* Catalog Text

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

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

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

New or Revised\* Program Text

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

New or Revised\* Catalog Text

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

The Department of Special Education offers graduate programs leading to the Master-of Arts in Education in Communication Disorders, the Master of Arts in Education in Special Education with Teacher Leader Endorsement, the Master of Arts in Education with Teacher Leader Endorsement and Additional Certification, Rank II and Rank I, and Director of Special Education Professional Certificate. Options for the Master of Arts in Education in Special Education with Teacher Leader Endorsement are Learning and Behavior Disorders, Education of the Deaf and Hard of Hearing, and Interdisciplinary Early Childhood Education. Options for the Master of Arts in Education in Special Education with Teacher Leader Endorsement and Additional Certification are Learning and Behavior Disorders, Education of the Deaf and Hard of Hearing, or Interdisciplinary Early Childhood Education. In addition, the Department offers the Master of Arts in Education in Communication Disorders. Options for graduate certification programs are Learning and Behavior Disorders, Education of the Deaf and Hard of Hearing, Interdisciplinary Early Childhood Education, and Moderate and Severe Disabilities. The Master of Arts in Education, non-teaching option, is offered in Interdisciplinary Early Childhood Education. Candidates should consult with a graduate advisor for the desired certification program as early as possible.

Proposed Catalog Entry for New Program: Page 76, 2010-11 Grad Catalog Precedes MAEd with CD

**MASTER OF ARTS IN EDUCATION**

**Special Education with Teacher Leader Endorsement and Additional Certification**

**I. GENERAL INFORMATION**

Options for the Master of Arts in Education in Special Education with Teacher Leader Endorsement and Additional Certification are Learning and Behavior Disorders, Education of the Deaf and Hard of Hearing, or Interdisciplinary Early Childhood Education.

**II. ADMISSION REQUIREMENTS**

For clear admission to the MAED program options with Teacher Leader Endorsement and Additional Certification, the student must have:

- An undergraduate GPA of 3.0 overall or a 3.0 in the last 60 hours completed
- Minimum GRE scores of verbal 450, qualitative 350 Or a combined GRE verbal, quantitative score of 800 OR a Miller Analogies Test (MAT) scaled score of 389.
- A current Kentucky Provisional or Professional Teaching Certificate

**III. PROGRAM REQUIREMENTS**

**Teacher Leader Core.....15 hours**

**ETL 800, 801, 802, 803 and 804**

**Teaching Options:**

**Learning and Behavior Disorders (LBD)**

SED 775, SED 722, SED 776, SED 778, SED 856, SED 790, SED 897....22 hours

**Deaf and Hard of Hearing (DHH) (Prerequisites: ASL 101, 102)**

SED 775, SED 722, SED 781, SED 710, SED 780, SED 830, SED 832, SED 897....25 hours.

**Interdisciplinary Early Childhood Education (IECE)**

SED718, SED722, SED790, SED811, CDF741 or CDF744, OTS715, SED897.....23 hours

**Comprehensive Exam**

GRD 877m.....0 hours.

**IV. EXIT REQUIREMENTS**

The following are exit requirements for Master of Arts in Education in Special Education with Teacher Leader Endorsement and Additional Certification candidates:

**Program GPA:** Candidate must earn an overall GPA of 3.0 or higher, with no grade below a C.

**Research Requirement:** An action research project which culminates in a satisfactory written research report and oral presentation is required in the Capstone Course (ETL 804).

**Comprehensive Examinations:** Candidate must pass a written comprehensive examination (GRD 877m).

**Graduate Practicum Requirement:** Candidate must successfully complete practicum in their area of additional certification.

**Praxis II Series Examinations;** Candidate must take all required Praxis II exams for new area of certification.





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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Special Education Education SED 811 IECE Assessment and Intervention Master of Education in Special Education with Teacher Leader Endorsement and Additional Certification (MAEdTLC) (Major ____, Option <u>X</u> ; Minor ____ ; or Certificate ____)
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	12/13/2010	Graduate Council*
<i>Is this a SACS Substantive Change?</i>	<b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	1/11/11	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*		Faculty Senate**
Teacher Education Committee*	1/25/11	Board of Regents**
		Council on Postsecondary Edu.***
		2/18/11
		NA
		NA
		NA

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

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

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>To change the course description to include students who are seeking to add IECE certification with the MAEd in Special Education.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)</p> <p>Fall 2011</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p>	<p><b>B. The justification for this action:</b> This change is being made to include students who are adding IECE certification while pursuing the MAEd in Special Education with Teacher Leader Endorsement and the MAEd in Special Education with Teacher Leader Endorsement and Additional Certification. Currently, the course description only includes students pursuing the Master of Arts in Teaching (MAT) in IECE.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b> No additional</p> <p><b>Operating Expenses Impact:</b> No additional</p> <p><b>Equipment/Physical Facility Needs:</b> No additional</p>	

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

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

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

**New or Revised\* Catalog Text**

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

SED 811 IECE Assessment and Intervention. (4)

This course, for MAT IECE and MAEd with IECE certification students only, encompasses identification and program development / implementation for children ages 0-5. Collaboration with families / professionals and continuous assessment of individual needs and program efficacy is also addressed.

**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)*
SED	811	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED <u>X</u> _____ PC _____ HS _____	SPED
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

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

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

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

(\*Use Validation Tables.)

SED811 IECE Assessment and Intervention

Dr. Megan Purcell

Wallace 201

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**A. DEPARTMENT OF SPECIAL EDUCATION**

SED 811: IECE Assessment and Intervention

4 Credit Hours

**B. COURSE DESCRIPTION:** This course, for MAT IECE and MAED with IECE certification students only, encompasses identification and program development / implementation for children ages 0-5. Collaboration with families / professionals and continuous assessment of individual needs and program efficacy is also addressed.

**C. TEXTS**

Deiner, P.L. (2010). Inclusive Early Childhood Education: Development, Resources, and Practice 5<sup>th</sup> edition. Belmont, CA: Wadsworth.

McLean, M., Wolery, M., & Bailey, Jr. D.B. (2004). Assessing Infants and Preschoolers with Special Needs 3<sup>rd</sup> edition. Upper Saddle River, NJ: Pearson.

Sandall, S., Hemmeter, M.L., McLean, M., & Smith, B. (2004). DEC Recommended Practices: A Comprehensive Guide. Longmont CO: Sopris West.

State documents:

- Building a Strong Foundation for School Success: Kentucky's Early Childhood Standards
- Building a Strong Foundation for School Success: Kentucky's Early Childhood Continuous Assessment Guide
- The GPS to a Child's Success: Ages Birth – Three: Field Guide to the Kentucky Early Childhood Standards
- The GPS to a Child's Success: Ages Three-Four: Field Guide to the Kentucky Early Childhood Standards

Above documents can be retrieved from the following website:

<http://www.education.ky.gov/kde/instructional+resources/early+childhood+development/building+a+strong+foundation+for+school+success+seriescorrect+one.htm>

There will be additional readings provided by the instructor.

**D. COURSE OBJECTIVES**

Upon satisfactory completion of the course, students will be able to:

1. Discuss current Part B and Part C legislation of the Individuals with Disabilities Education Act, research and best practice.
2. Identify families concern, resources, and priorities and translate these into assessment plans, outcomes, goals, and objectives for a child receiving early intervention services.
3. Identify and demonstrate skills necessary for successful collaboration with families and professionals, including those from different cultures for assessment and implementation of intervention services.
4. Discuss models of teaming currently used in assessment and early intervention.
5. Select appropriate advanced instruments and procedures for identifying and assessing children ages birth to five

with at-risk conditions or developmental delays as well as alternative methods and / or levels of support necessary in the assessment process.

6. Administer, score, and interpret test protocols for at least one selected instrument and write a report.
7. Design age-appropriate, activity-based and routine-based intervention programs which could be used in home-based programs, center-based programs and/or child care settings, including necessary adaptations.
8. Determine appropriate adaptations and modifications to the environment and routines through the use of assistive technology.
9. Develop strategies for monitoring and evaluating child progress, including methods for family involvement, and overall progress effectiveness.
10. Discuss transition issues and the role of the early intervention team.

## **E. COURSE OUTLINE**

This course will address the following topics. An instructional calendar is included.

1. Legal foundations of Early Childhood Intervention
  - a. History of law and children with special needs
  - b. Part C and Part B
  - c. Philosophy of Inclusion
  - d. Overview of assessment
2. Families
  - a. History of Parent/Professional Partnership
  - b. A Family Systems Perspective
  - c. Working with families who are different from yourself
  - d. Service Coordination
3. IFSP/IEP
  - a. Identifying concerns, priorities, resources
  - b. Outcomes vs. goals and objectives
  - c. Models of Teaming
  - d. Collaborative Teaming Skills
4. Assessment / Evaluation
  - a. Collaboration in assessment
  - b. Standardized tests and test development vs. Informal measurements
  - c. Alternative assessment approaches
  - d. Screening tools and measurements
  - e. Evaluation tools and measurements
  - f. Assessment tools and measurements
  - g. Assessing play skills
  - h. Procedural considerations in assessing young children with special needs
  - i. Cultural competence in assessment
5. Intervention
  - a. Natural environments and contexts
  - b. Activity-based and routine-based intervention planning
  - c. Continuous assessment, monitoring and program evaluation
  - d. Assistive technology use in intervention
6. Transition
  - a. Opportunities for transition
  - b. Seamless service delivery

## **F. COURSE REQUIREMENTS**

1. **Class Attendance:** Regular attendance is expected throughout the semester.
2. **Assigned Readings:** Candidates are expected to have completed all readings prior to class. E-reserve articles pertinent to each topic are located through Blackboard or given to the candidates.

**3. Class Participation:** Graduate candidates are expected to contribute to class discussions and seek and share resources above and beyond those on the syllabus. The information in this course will enable graduate candidates to think differently about young children with special needs and their families.

#### **4. Individual Projects:**

##### *Self Evaluation and Professional Growth Plan*

Each candidate will complete a self evaluation based on the KY IECE Teacher Standards at the start and completion of the course. Additionally, each candidate will complete a Professional Growth Plan at the start of the term and then a Professional Growth Documentation and Reflection at the end of the term.

##### Assessment Instrument Demonstration (Parts I, II and III)

##### *Part I Class Demonstration*

Candidates will study 3 assessment instruments and present in class. This presentation will include an overview of the instrument, administration and scoring guidelines, and hands-on demonstration. Candidates will become “experts” on the test in order to be able to accurately teach administration for peers. They should be able to correctly answer candidates’ and instructor’s questions about the instrument presented. The Sunday prior to the demonstration, the candidate will post handouts on the appropriate spot on Blackboard; a description of handouts will be provided in class. Class members are responsible for picking up the handout prior to the presentation; class members will also have visited the test website and will be familiar with the information prior to the actual presentation. On the night of the presentation, it is the responsibility of the presenter to get the test and materials to the classroom and to return the test to the SED office following class. This assignment may be used as a portfolio entry. (20 points for each testing tool presentation for a total of 60 points)

##### *Part II Screening Tool completion and reflection*

Each candidate will complete the Ages and Stages Questionnaire and complete an accompanying family-focused interview for a typically-developing child between the ages of 4-48 months. A final portion of the assignment will be a reflection on the project. **Candidates may not use their own child(ren) for the assignment. Candidates using a family from a different culture for this project will receive 2 additional points added to the grade. Candidates using this bonus point option should talk with the instructor first.** (50 points)

##### *Part III BDI completion, assessment write-up, reflection*

As an authentic assessment task. Each candidate will videotape administration of the revised Battelle Developmental Inventory to a child between the ages of 1-5 years, score the test, analyze results and write a brief report of the evaluation using an outline provided by the instructor. (This assignment may be used as a portfolio entry). A final portion of the assignment will be a reflection of the project. **Candidates may not use their own child(ren) for the assignment. Candidates using a family from a different culture for this project will receive 2 additional points added to the grade. Candidates using this bonus point option should talk with the instructor first.** (50 points)

#### **5. Team Projects**

##### IFSP and IEP Development (Parts I, II, III, IV)

##### *Part I IFSP*

Using a vignette as provided by the instructor, teams of two candidates each will develop pieces of an IFSP. First, candidates will identify at least 10 concerns of the family / child. Then, candidates will prioritize 5 of the concerns. (40 points)

##### *Part II IFSP*

From the 5 concerns prioritized in Part I, candidates will complete the outcome statements page from the KY IFSP with appropriate outcome statement to address the concern, strategies, resources, persons involved and their roles, etc. for each of the 5 concerns. (40 points)

*Part III IEP*

Using a vignette as provided by the instructor, teams of two candidates each will develop a list of concerns for the child. From the concerns, teams will then develop 5 separate goals with at least 3 objectives for each goal. (40 points)

*Part IV ABI Matrix*

Using the previously developed goals and objectives and a sample daily schedule, teams will develop a detailed Activity-Based Matrix. Included should be not only the completed matrix but also a listing of appropriate materials, methods, and progress documentation for the skills. (40 points)

**6. Quizzes**

There will be five quizzes throughout the course. These will be take home, essay / open ended style assessments to evaluate how well candidates are integrating information covered in course topics. (20 points each for a total of 100 points)

**G. ADDITIONAL REQUIREMENTS FOR GRADUATE STUDENTS IN 700-LEVEL:** Not applicable

**H. EVALUATION METHODS**

Self evaluation and Professional Growth Plan	30 points
Self evaluation and Professional Growth Documentation and Reflection	30 points
In class assessment tool demonstration 3x20 points each	60 points
Ages and Stages completion and reflection	50 points
BDI completion and reflection	50 points
IFSP CPR	40 points
IFSP Outcomes	40 points
IEP Goals / Objectives	40 points
Activity-based matrix	40 points
Quizzes 5x20 points each	100 points
<b>Total possible points</b>	<b>480 points</b>

Grading Scale: 90 - 100% = A; 80 - 89% = B; 70 - 79% = C; 60 - 69% = D; Below 60%=F

**I. STUDENT PROGRESS:** All grades will be posted on Blackboard, making it easy for candidates to monitor their own progress. All assignments will be returned in a timely manner. Mid-term grades will be posted on Banner per university policy.

**J. ATTENDANCE POLICY:** Absences equating to 20% of class meetings will result in automatic failure. Class sessions missed as a result of late entry into the class will be counted as absences (unless otherwise approved). The candidate is responsible for presenting the instructor with a reason for absences in order to be given an opportunity to make up missed work. Adequate reasons for class absences include personal illness, death or serious illness in the immediate family, or participation in an approved University activity.

**K. NOTIFICATION OF THE LAST DAY TO DROP THE COURSE:** Can be found in the Colonel Compass

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

**M. Academic Integrity Statement:** Candidates are advised that EKU’s Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at <http://www.academicintegrity.eku.edu>. Questions regarding

the policy may be directed to the Office of Academic Integrity.

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

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title _____ (Major <u>  X  </u> , Option <u>  </u> ; Minor <u>  </u> ; or Certificate <u>  </u> ) *Provide only the information relevant to the proposal.	Special Education Education SED 580/780 Audiology for Teachers of DHH
Proposal Approved by:		
	<u>Date</u>	
Departmental Committee	12/13/2010	Graduate Council* <span style="float: right;"><u>Date</u> 2/18/11</span>
<i>Is this a SACS Substantive Change?</i> <b>Yes***</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		
College Curriculum Committee	1/11/11	Approved <u>  </u> Disapproved <u>  </u> <span style="float: right;"><u>Date</u> Discussion</span>
General Education Committee*	_____	Faculty Senate** <span style="float: right;">Withdrawn</span>
Teacher Education Committee*	1/25/11	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 <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To develop a new course in audiology for the Deaf and Hard of Hearing Program that focuses on information needed as a classroom teacher of deaf and hard of hearing students.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> To incorporate a course into the curriculum that focuses on audiology for teachers and not clinicians (CDS 380) which is currently taught in the Deaf and Hard of Hearing Program.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

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

SED 580/780 Audiology for Teachers of the Deaf and Hard of Hearing. (3) II.

Physics of sound; anatomy, physiology, pathology and medical treatment of the auditory system; introduction to the audiometer and basic pure-tone and speech (auditory) testing; hearing aids and devices.

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

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

**New or Revised\* Program Text**

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
SED	580/780	Fall, 2011	AS _____ JS _____ BT _____ EM _____ ED <u>X</u> _____ PC _____ HS _____	
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u>	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3		FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

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

(\*Use Validation Tables.)

Department of Special Education  
SED 580/780, Audiology for Teachers of DHH  
3 hours

Dr. Karen Dilka  
Wallace 106  
Office: 859-622-1043  
Karen.dilka@eku.edu

A. COURSE DESCRIPTION

Physics of sound; anatomy, physiology, pathology and medical treatment of the auditory system; introduction to the audiometer and basic pure-tone and speech (auditory) testing; hearing aids and devices.

B. TEXT, REQUIRED READINGS AND REFERENCES

Martin. F. Introduction to Audiology, latest edition, Boston: Allyn and Bacon.

C. STUDENT LEARNING OUTCOMES:

1. The student will gain knowledge about how sound is generated, transmitted and received.
2. The student will be able to explain the dimensions of sound, i.e., frequency, intensity and phase.
3. The student will be able to identify current incidence and prevalence figures of hearing loss.
4. The student will demonstrate appropriate procedures for identification of hearing loss.
5. The student will be able to explain etiology, pathology and treatment of diseases and disorders of the auditory mechanism.
6. The student will demonstrate the ramifications of various types of hearing loss as compared to the varieties of audiometric results and the impact of hearing loss through audiometric interpretation.
7. The student will understand the theoretical and physiological basis for impedance audiometry and pure-tone air and bone audiometry, tympanometry, and speech audiometry.
8. The student will be able to explain the principle of hearing aid evaluation, selection, and other assistive devices and other forms of auditory training equipment.
9. The student will be able to identify and locate the anatomical structures and physiology of the outer, middle, and inner ear and to the eighth nerve.
10. The student will be able to interpret audiograms of different types of hearing loss and explain the difficulties encountered by students with hearing losses.

D. COURSE EVALUATION METHODS:

Undergraduate Requirements:

FOUR Exams

Two projects

Class attendance and participation

Graduate Requirements:

Four Exams

Two projects

Research Article Reviews

Professional Presentation

EKU has officially established expectations for class preparation: 3 hours of minimum outside preparation is expected for each hour of class lecture for 300-500 level courses. SED 580/780 adheres to this policy. Students are expected to come to class prepared, fulfilling all readings and project assignments as specified in the class schedule of the current semester. The requirements for this course are as follows:

Undergraduate level

Tests 200 PTS

Project (Audiogram) 50 PTS

Project (Screening) 50 PTS

TOTAL 300PTS

Graduate level

Tests 200 PTS

Project (Audiogram) 50 PTS

Project (Screening)	50 PTS
Article Reviews	25 PTS
Professional Presentation	25 PTS
<hr/>	
TOTAL	350PTS

Grading Scale:

A = 90- 100%

B = 80 - 89%

C = 70 - 79%

D = 60 –69%

F = 59% and below

All course requirements listed above must be completed for a grade to be given in this course. All written work must be submitted in standard English. English usage will be considered in course work evaluation, in accordance with EKU policy. Class attendance/participation will be deciding factor in borderline cases.

#### E. STUDENT PROGRESS

All grades will be posted in Blackboard, making it easy for you to monitor your own progress. All personal feedback and grades will be provided within one week (7 days) after the completion of each assignment that makes it imperative that you stay current with assignments. Mid-term grades will be posted on Banner per university policy.

#### F. ATTENDANCE POLICY

Class attendance is expected. Consistently arriving on time, being regularly attentive in class and staying until each class meeting is concluded are components of attendance. Coming to class late and leaving class early may be counted as absences. Absences equating to 20% of class meetings will result in a lowered grade for the course. Missing more than 20% of class meetings may result in failure of the course. For this class, 2 absences may result in your grade being lowered by one letter grade. More than 3 absences may result in an F for the course. You are responsible for providing a reason for absences in order to be given the opportunity to make up missed work. Adequate reasons for class absences include personal illness, death or serious illness in the immediate family, or participation in an approved University or professional activity.

G. Last Day to Withdraw from the Course without penalty: *See Colonel's Compass*

#### H. UNIVERSITY 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](mailto: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.

#### I. ACADEMIC INTEGRITY STATEMENT

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](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Policy.

#### J. COURSE REQUIREMENTS

Class attendance is required, except in cases of significant illness or family emergency. If you are sick or unable to attend class please notify me in advance. *Missing part or all of class may be considered an unexcused absence.* If you miss class, you are responsible for getting notes from fellow students and obtaining any assignments or handouts. Arrangements for accepting late assignments or exams will only be made in unusual circumstances and only if you contact me immediately about your situation and are able to provide documentation to support your need.

Students are expected to understand and follow the university academic honor code. This means that any information you collect is accurate to the best of your ability, and that you write your assignments in your own words, and that all ideas and information taken from outside sources are properly cited and referenced. Please ask if you ever have any questions on these issues. Also, if you have a documented disability and wish to discuss academic accommodations, please contact me as soon as possible.

In addition to attending class, you will be required to complete out-of-class assignments. All assignments must be typed unless otherwise stated. Grades on written assignments will be based on 1) the completeness and

accuracy of your information, 2) the soundness and creativity of your ideas, and 3) organization, grammar, and professional writing style.

Most assignments will be submitted via Blackboard. Please save all files as either Microsoft Word documents or save in RTF format before submitting on Blackboard.

#### K. COURSE OUTLINE

This course consists of a lecture, discussion, and practical experience format. Topics covered include:

- I. Auditory pathology and related types of hearing loss
- II. Early tests of hearing acuity
- III. The audiogram, basic interpretation
- IV. Audiometric standards, the audiometer, evaluation battery
- V. Impedance audiometry
- VI. Environmental acoustics
- VII. Assistive/adaptive equipment



## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

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

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

TO: Council on Academic Affairs

FROM: Dr. Sara Zeigler  
Interim Dean, University Programs

DATE: February 4, 2011

RE: Agenda Items for February 17, 2011 Council on Academic Affairs meeting

The following items are being submitted to the Council on Academic Affairs for consideration at the February 17, 2011 meeting:

### **NEW PROGRAMS**

Minor in Veterans Studies  
Departmental Certificate in Veterans Studies  
Associates of General Studies Concentration

### **NEW COURSE PROPOSALS**

VTS 200 To create a course that will serve as an introduction to the Veterans Studies Program

VTS 349 To create a course that will serve as a cooperative learning opportunity for the Veterans Studies minor/certificate/AGS concentration students.

VTS 349 (A-N) To create a course that will serve as a cooperative learning opportunity for the Veterans Studies minor/certificate/AGS concentration students

VTS 350 To create a course that will serve as a special topics placeholder for faculty Interested in teaching a course for the Veterans Studies minor/certificate/AGS concentration

VTS 400 To create a capstone course for the Veterans Studies minor

VTS 490 To create a course that will serve as an independent learning opportunity for the Veterans minor/certificate/AGS concentration



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The Veterans Studies (VTS) Inter-Departmental Minor is a multi-disciplinary program that provides veterans and non-veteran students a foundation of understanding regarding military structure, culture, combat, and the psychological and physiological changes resulting from military service. The VTS Minor facilitates an environment of inquiry about the transformative nature of military service to include the return to civilian life. The Minor provides students the knowledge necessary to improve services for veterans and their interaction and relations with veterans. Veterans may also find VTS helpful in better understanding their own service experience. VTS elective course offerings are divided into three dimensions -Cultural, Institutional, and Relational- spanning multiple disciplines.

### **Veterans Studies Minor**

**Core Requirement.....3 hours**

VTS 200 – Intro to Veterans Studies

**Electives.....12 hours**

Students must take VTS 200 before beginning elective studies. Students must at a minimum of one course from each dimensional elective listed below. Students may substitute VTS 349, 350, or 490 as the fourth dimensional elective.

#### **VTS Dimensional Electives:**

**Cultural (3-6):** BEM 460, Advanced Film Genre: Veterans in Film (This special topic only); ENG 374, Shakespeare at War; ENG 386W, War & Peace in Literature since 1900; or WGS 304, Gender Perspectives on Contemporary Terrorism.

**Institutional (3-6):** HIS 412, U.S. in Peace and War, 1920-1945; MSL 303, American Military History; PLS 375, Terrorism/Counterterrorism; POL 320, National Security Strategy; or POL 415, Terrorism and Political Violence.

**Relational – (3-6):** CDF 331, Marriages and Intimate Relationships; CDF 437, Stress and Military Family Resilience; SOC 313, Social Deviance; SWK 440, Addictions; PSY 308, Abnormal Psychology; or PSY 410, Health Psychology.

**OR** substitute 3 hours of special topics courses as approved by the Director of Veterans Studies. Students interested in researching a specific veterans issue within the confines of a non-listed course may petition the Director for VTS credit.

**Note: Course titles included for CAA review and will be dropped for catalog version.**

**Capstone Requirement.....3 hours**

VTS 400 – Veterans Studies Capstone Seminar. Students must have completed all VTS electives or may be simultaneously enrolled with final elective.

**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	<u>Veterans Studies</u>
<input type="checkbox"/> New Course (Parts II, IV)	College	<u>University Programs</u>
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title ( <u>30 characters</u> )	
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	<u>Veterans Studies Departmental Certificate</u>
<input checked="" type="checkbox"/> New Program (Part III)	<u>(Major __, Option __; Minor __; or Certificate <u>X</u>)</u>	
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	<u>2/1/2011</u>	Graduate Council*	<u>N/A</u>
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	Council on Academic Affairs		
College Curriculum Committee	<u>2/2/2011</u>	Approved      Disapproved	<u>Discussion</u>
General Education Committee*	<u>N/A</u>	Faculty Senate**	
Teacher Education Committee*	<u>N/A</u>	Board of Regents**	<u>N/A</u>
		Council on Postsecondary Edu.***	<u>N/A</u>
<p>*If Applicable (Type NA if not applicable.)</p> <p>**Approval needed for new, revised, or suspended programs</p> <p>***Approval/Posting needed for new degree program or certificate program</p> <p>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</p>			

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

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)          Create a multi-disciplinary, inter-departmental certificate in Veterans Studies (VTS)</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)          Fall 2011</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)          N/A</p>
<p><b>B. The justification for this action:</b></p> <p>The Veterans Studies program is designed to help veteran and non-veteran students better understand the military lifestyle, what it means to be a veteran, and current/historical issues that impact veterans' lives on a daily basis.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b> The Associate Director for Veterans Affairs will serve as the Program Coordinator with GA and VA workstudy assistance. Dimensional electives are current course offerings. Adjunct faculty would support VTS specific courses with funding being generated by student enrollment gains</p> <p><b>Operating Expenses Impact: None</b></p> <p><b>Equipment/Physical Facility Needs:</b> Standard Classroom</p> <p><b>Library Resources:</b> Standard Services</p>

The Veterans Studies (VTS) Inter-Departmental Certificate is a multi-disciplinary certificate that provides veterans and non-veteran students a foundation of understanding regarding military structure, culture, combat, and the psychological and physiological changes resulting from military service. The VTS Certificate facilitates an environment of inquiry about the transformative nature of military service to include the return civilian life. Veterans may also find VTS helpful in better understanding their own service experience. VTS elective course offerings are divided into three dimensions -Cultural, Institutional, and Relational- spanning multiple disciplines.

**Inter-Departmental Certificate**

**Core Requirements.....3 hours**

VTS 200 – Intro to Veterans Studies

**Electives.....9 hours**

Students must take VTS 200 before beginning elective studies which consists of one course from each dimensional elective listed below. Students may substitute VTS 349, 350, or 490 as one dimensional elective.

**VTS Dimensional Electives:**

**Cultural (3):** BEM 460, Advanced Film Genre: Veterans in Film (This special topic only); ENG 374, Shakespeare at War; ENG 386W, War & Peace in Literature since 1900; or WGS 304, Gender Perspectives on Contemporary Terrorism.

**Institutional (3):** HIS 412, U.S. in Peace and War, 1920-1945; MSL 303, American Military History; PLS 375, Terrorism/Counterterrorism; POL 320, National Security Strategy; or POL 415, Terrorism and Political Violence.

**Relational – (3)** CDF 331, Marriages and Intimate Relationships; CDF 437, Stress and Military Family Resilience; SOC 313, Social Deviance; SWK 440, Addictions; PSY 308, Abnormal Psychology; or PSY 410, Health Psychology.

OR substitute 3 hours of special topics courses as approved by the Director of Veterans Studies. Students interested in researching a specific veterans issue within the confines of a non-listed course may petition the Director for VTS credit.

**Note: Course titles included for CAA review and will be dropped for catalog version.**

**Total Curriculum Requirements.....12 hours**

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Veterans Studies University Programs  Associates of General Studies Concentration in Veterans Studies (Major ____, Option __x__; Minor ____; or Certificate ____)
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Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/1/2011	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	2/2/2011	Approved      Disapproved	Discussion
General Education Committee*	N/A	Faculty Senate**	
Teacher Education Committee*	N/A	Board of Regents**	
		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.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Create a multi-disciplinary, inter-departmental option in Veterans Studies (VTS) for the A.G.S. program.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) N/A	<b>B. The justification for this action:</b> The Veterans Studies program is designed to help veteran and non-veteran students better understand the military lifestyle, what it means to be a veteran, and current/historical issues that impact veterans' lives on a daily basis.
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> The Associate Director for Veterans Affairs will serve as the Program Coordinator with GA and VA workstudy assistance. Dimensional electives are current course offerings. Adjunct faculty would support VTS specific courses with funding being generated by student enrollment gains.  <b>Operating Expenses Impact: None</b>  <b>Equipment/Physical Facility Needs:</b> Standard Classroom  <b>Library Resources:</b> Standard Services	

The A.G.S. Veterans Studies (VTS) Concentration is a multi-disciplinary option within the Associates of General Studies program. The Concentration provides veterans and non-veteran students a foundation of understanding regarding military structure, culture, combat, and the psychological and physiological changes resulting from military service. The Concentration facilitates an environment of inquiry about the transformative nature of military service to include the return civilian life. Veterans may also find VTS helpful in better understanding their own service experience. VTS elective course offerings are divided into three dimensions -Cultural, Institutional, and Relational- spanning multiple disciplines.

**Associate of General Studies (A.G.S.) – Veterans Studies Concentration**

**Veterans Studies Concentration .....12 hours**

**Course Requirements.....**

VTS 200 – Intro to Veterans Studies (3), plus 9 hours of electives consisting of one course from each dimensional elective category below:

**VTS Dimensional Electives:**

Students may substitute VTS 349, 350, or 490 as one dimensional elective. A minimum grade of “C” is required of all courses counted toward the concentration.

**Cultural (3):** BEM 460, Advanced Film Genre: Veterans in Film (This special topic only); ENG 374, Shakespeare at War; ENG 386W, War & Peace in Literature since 1900; or WGS 304, Gender Perspectives on Contemporary Terrorism.

**Institutional (3):** HIS 412, U.S. in Peace and War, 1920-1945; MSL 303, American Military History; PLS 375, Terrorism/Counterterrorism; POL 320, National Security Strategy; or POL 415, Terrorism and Political Violence.

**Relational – (3)** CDF 331, Marriages and Intimate Relationships; CDF 437, Stress and Military Family Resilience; SOC 313, Social Deviance; SWK 440, Addictions; PSY 308, Abnormal Psychology; or PSY 410, Health Psychology.

**OR** substitute 3 hours of special topics courses as approved by the Director of Veterans Studies. Students interested in researching a specific veterans issue within the confines of a non-listed course may petition the Director for VTS credit.

**Note: Course titles included for CAA review and will be dropped for catalog version.**

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

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____)	Veterans Studies University Programs VTS 200 Intro to Veterans Studies _____
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Proposal Approved by:		<u>Date</u>		<u>Date</u>
Departmental Committee	2/1/2011	Graduate Council*		N/A
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		Council on Academic Affairs		
College Curriculum Committee	2/2/2011	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 course that will serve as a introduction to the Veterans Studies program

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

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**B. The justification for this action:**  
 Veterans and non-veterans need a better understanding of military culture, combat, and the psychological and physiological changes that occur as the result of military service. This course provides the necessary foundation for students to effectively engage in subsequent Veterans Studies dimensional electives.

---

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

**Personnel Impact:** Adjunct assistance needed to augment instruction based on student enrollment gains.

**Operating Expenses Impact:** None

**Equipment/Physical Facility Needs:** Standard Classroom

**Library Resources:** Relevant texts placed on hold

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

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

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

### New or Revised\* Catalog Text

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

**VTS 200: Intro to Veterans Studies (3) A.** Prerequisite: ENG102 or 105(B) or HON102. Explores military/veteran culture through the study of war literature, history and psycho/social experiences. May include field trips. First course for VTS certificate, concentration, or minor.

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

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

### New or Revised\* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
VTS	200	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____ UPX _____	VETS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u>	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____	
B	3		SO _____ SR _____	
E	3			
K	3	Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b> Date of data entry _____ Data entry person _____	
S	3			
T	3	Thesis _____		
V	3	Internship _____		
W	3	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.	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.	
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.)

**Sample Syllabus**  
**VTS 200: Intro to Veterans Studies**

Instructor: Fall 2011  
Office: CRN:  
Office hours:  
Office phone:  
Instructor email:

**Catalogue description:** VTS 200: Intro to Veterans Studies (3) A. Prerequisite: ENG 102 or 105(B) or HON 102. Explores military/veteran culture through the study of war literature, history and psycho/social experiences. May include field trips. Required for VTS certificate, concentration or minor.

**Course description:** This course will be divided into three segments that explore the relational, institutional and cultural dimensions of the veteran experience:

Cultural: The first portion of the course seeks to define the veteran. What is it like *over there*? What do the troops want us to know about the wars they fight? By examining selected works of literature like excerpts from war memoirs or Ernest Hemingway's short story "Soldier's Home") alongside anthropological research, we will explore the current reality of veterans' lives in America, particularly in Kentucky.

Institutional: How do armies maintain themselves? What are the historical differences between the armies of today and those of the past? How did/do politics influence the raising and deployment of warfighters? What is a warrior caste? Do we have one today? The second section of the course looks at veteran society in context, facilitating a deeper understanding of the individual soldier through an understanding of the military as an institution. Specifically, we will look at each branch of service and discuss the inherent cultural norms within each. We will look at rank structure, orders, the roles of the military during both war and peace, and try to understand how people from all walks of life are able to come together and fight under a single banner of freedom.

Relational: How do veterans interact with non-veterans? What aspects of an individual's psyche change as a result of military service? What are the negative and positive changes that occur? The first section of the course will prepare students to get "inside the heads" of service members, laying the groundwork for psycho/social exploration. We will identify and discuss the relevant psychological outcomes of military service as well as veterans' role (currently, historically and stereotypically) within society. Selected texts will explore the process of indoctrination, the psychological ramifications of combat, and the integration(s) necessitated by military service.

Students will supplement their reading and other classroom experiences with field trips as determined by the instructor. Interviews with veterans and visits to military installations are likely activities. Each student will prepare a final project (see below) which will be shared in a public forum determined by students and instructors. Particular areas for individual study include such topics as the experience of women veterans, veterans and medical/disability studies, Kentucky veterans, veterans as portrayed in literature, and the status of current veterans.

This course will offer information but will also require students to explore, evaluate, write, and develop the information using their own thoughts and experiences. The final project will engage the student in independent research presented creatively. In these ways, the course will fulfill the QEP expectation that ECU will develop informed, critical and creative thinkers who communicate effectively.

VTS Program Student Learning Outcomes: Students will be able to:

- Discuss and describe the cultural, relational, and institutional dimensions of Veterans Studies through a variety of mediums.
- Construct arguments and articulate experiences in clear, effective writing.
- Contribute to the growing body of research and efforts centered on improving the lives of veterans

Communicate with local and regional veterans, Veteran Service Organizations (e.g. VFW, etc. ) and military on issues affecting veteran reintegration into civilian life.  
Plan and carry out a significant research project that will inform non-veterans about the positive and negative effects of military service.  
Collaborate with community, state and federal organizations in a work environment to assist veterans.  
Apply knowledge gained in the VTS program to a variety of professions where direct contact with veterans is necessary.  
Critique, defend, and translate relevant current dialogue concerning veterans' issues.  
Understand and assist military service members, veterans and their families with difficulties associated with service.

VTS 200 Student Learning Outcomes: Students will be able to:

Describe, differentiate, and summarize the cultural, institutional, and relational dimension of veterans studies.  
Differentiate between the experiences of veterans and non-veterans; describe in writing how these differences affect the daily lives of veterans.  
Enumerate the functions of the four major services and identify the rank structure and sub-branches/components within each service.  
Integrate out-of-class experiences into an overall understanding of the veterans' experience.  
Summarize historical knowledge of wars and battles fought by the American military.  
Explain the variance of training and indoctrination philosophies between services.  
Identify and give examples of hardships incurred by veterans at war and the likely disability associated with those hardships.  
Compare and contrast the various methods used to help veterans reintegrate into civilian culture  
Describe marital/family relationships in the context of service experiences.  
Students can apply the understanding of veterans' issues to values, experiences, and meanings in their own lives.  
Select an emphasis of study within the VTS program as a whole

Texts:

**(Please note that you are only required to purchase certain texts. Others will be on hold for research purposes in the library):**

### **Relational**

(On Hold) Gambone, Michael. *The Greatest Generation Comes Home: The Veteran in American Society.*  
**(Required)** Shay, Jonathan. *Achilles in Vietnam: Combat Trauma and the Undoing of Character.*  
(On Hold) Meagher, ILona. *Moving a Nation to Care: Post-Traumatic Stress Disorder and America's Returning Troops*

### **Institutional**

(On Hold) Nicosia, Gerald. *Home to War: A History of the Vietnam Veterans' Movement.*  
(On Hold) Hagopian, Patrick. *The Vietnam War in American History: Veterans, Memorials, and the Politics of Healing.*  
(On Hold) Logue, Larry. *To Appomattox and Beyond: The Civil War Soldier in War and Peace*  
**(Required)** Schading, Barbara. *A Civilian's Guide to the U.S. Military: A comprehensive reference to the customs, language and structure of the Armed Forces*

### **Cultural**

**(Required)** Fussell, Paul, ed. *The Norton Book of Modern War.*  
(On Hold) Vernon, Alex. *Most Succinctly Bred.*  
**(Required)** Junger, Sebastian. *War.*

Texts will be occasionally be supplemented with photocopied or online materials. To deepen their sense of the cultural impact of veteran life, students will watch parts of relevant films.

**Academic honesty:** 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](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity. Note in particular the penalties for cheating, plagiarism, and other violations. See me if you are not clear on the meaning of terms included in this policy.

**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](mailto: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:** I expect you to be at all class meetings. Students who miss more than 10% of class meetings will fail. If you know you will have to miss a class, you may drop off or email any assignments for that day. However, I don’t accept late work. Tests may be made up only at my discretion.

**Requirements and grades:** Your final grade will be calculated as follows:

Assignment	Value	Number of Assignments	Total Points Possible
Out of Class Experience Reports	50	2	100
Discussion Questions	5	12	60
Quizzes	10	3	30
Research Project	60	1	60
Final Exam	50	1	50
Total Points Possible→			300

300 points are possible for the course.

300-270 points = A

269-240 points = B

239-210 points = C

209-180 points = D

Anything below 180 = F.

**Midterm grade notification:**

**Last day to drop a regular course:**

Description of assignments:

**1) Out-of-class experiences** will be 2-4 page writings in response to your chosen interactions with the veteran community. Ideas for interaction:

Volunteering at the Department of Veterans Affairs

Touring the Blue Grass Army Depot

Attending a student veterans organizational meeting

Attending a Veteran Service Organization (VSO) meeting (i.e. VFW, American Legion, DAV)

Touring Fort Knox or Fort Campbell

Interviewing a war veteran from any war

See instructor for more ideas throughout the semester

**2) Discussion Questions** will be based on your reactions to the guest lecturers in the previous class. You will come up with three, thought-provoking questions based on each presenter. Questions like “What is a veteran?”

or “Where is the nearest military facility?” are unacceptable. Rather, each question should begin by showing that you learned something from the presentation and end with a question that encourages inquiry into the lecturer’s particular approach to veterans studies. Here is an example of a thought-provoking question:

Dr. Joe from the English department explained how war memoirs are often scrutinized by the military because of stated concerns of operational security. How valid are these concerns? What are the risks and what gets blown out of proportion? Should veterans write about ongoing conflicts?

...That would be an example of one question.

**3) Quizzes** will be five-point multiple choice checks on your learning about each dimension of veterans studies.

**4) The course project** may be an individual or group presentation of research in traditional, multi-media or other forms of conveyance. The students and instructor should work together to select a substantial project appropriate to the course that reflects the individual or groups’ desired interest within the program. Students may choose to present their research again at the Veterans Studies Symposium and it may be used in part to create a more comprehensive research project for the VTS 400 course.

**5) The Final Exam** will test you on the importance of veterans studies, the assigned readings, the guest lectures and ask you to critically analyze selected “hot-topics” in the veteran communities.

### Example Course Outline

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#### Week 1- Relational

**M-**Introductions; explanation of the syllabus; discussion of the VTS program

#### **W- The Relational Dimension of Veterans Studies**

**F- Discussion:** What is a Veteran?

Reading Due: Training and Indoctrination (Handouts)

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#### Week 2-Relational

**M- Guest Lecturer CDF**

**W-Discussion:** The Veteran Family

Reading Due: Tears of a Warrior (Handout)

Homework Due: Discussion questions from CDF lecture

**F-Discussion:** Treatment and the Department of Veterans Affairs

Reading Due: Shay TBA

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#### Week 3-Relational

**M- Guest Lecturer PSY**

**W-Discussion:** How can the military create a positive change in an individual’s psyche?

Reading Due: Gambone TBA (reserves)

Homework Due: Discussion questions from PSY lecture

**F- Discussion:** How can the military create a negative change in an individual's psyche?

Reading Due: Meagher TBA

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#### **Week 4-Relational**

##### **M-Guest Lecturer SOC**

**W-Discussion:** The Branches of the Military

Reading Due: Schading TBA

Homework Due: Discussion questions from the SOC lecture

**F-Discussion:** The Jobs of the Military

Reading Due: Schading TBA

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#### **Week 5-Relational**

##### **M- Guest Lecturer SWK**

**W-Discussion:** What are the responsibilities of the community to returning veterans?

Reading Due: Gambone TBA

Homework Due: Discussion questions from the SWK lecture

Homework Due: First out-of-class experience report

##### **F- Quiz 1: Relational Veterans Studies**

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#### **Week 6-Institutional**

##### **M- The Institutional Dimension of Veterans Studies**

**W-Discussion:** How have veterans usually dealt with assimilation both during and after service?

Reading Due: Logue TBA

##### **F- Guest Lecturer HIS**

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#### **Week 7-Institutional**

**M- Discussion:** How has service been beneficial for leaders and entrepreneurs throughout history?

Reading Due: Hagopian TBA

Homework Due: Discussion questions from the HIS lecture

##### **W-Guest Lecturer POL**

**F- Discussion:** Is the veteran identity appropriated for political gain?

Reading Due: News Articles (Handouts)

Homework Due: Discussion questions from the POL lecture

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#### **Week 8-Insitutional**

**M- Guest Lecturer MSL**

**W-Discussion:** What is a “good” soldier/sailor/airman/marine?

Reading Due: AR 670—1; Soldier’s Creed; Non-Com/Officer Oaths (Handouts)

Homework Due: Discussion questions from the MSL lecture

**F- Discussion:** Misconceptions

Reading Due: Shading TBA

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**Week 9-Institutional**

**M-Guest Lecturer PLS**

**W-VSO Panel**

**F-Field Trip to Department of Veterans Affairs**

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**Week 10-Institutional**

**M-Field Trip to BGAD**

**W- Student Veteran Panel**

**F- Quiz 2: Institutional Veterans Studies**

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**Week 11-Cultural**

**M- The Cultural Dimension of Veterans Studies**

**W- Students Will Share Research Topics, Motivations and Implications with the Class**

**F- Guest Lecturer BEM**

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**Week 12-Cultural**

**M-Discussion:** How are veterans equipped to respond at a moment’s notice?

Reading Due: Schading TBA

**W-Guest Lecturer ENG**

**F-Discussion:** What do veterans want us to know about the military?

Reading Due: Junger TBA

Homework Due: Discussion questions from ENG lecture

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**Week 13-Cultural**

**M- Guest Lecturer WGS**

**W- Discussion:** Women in the military

Reading: Women in the Military TBA

Homework Due: Discussion questions from WGS lecture

**F- Guest Lecturer AFA**

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## **Week 14-Cultural**

**M- Discussion:** Has the military traditionally been ahead of the game or behind the times?

Reading Due: The History of African Americans in the Military (Handout)

Homework Due: Discussion questions from AFA lecture

Homework Due: Second out-of-class experience report

## **W-Quiz 3: Cultural Veterans Studies**

## **F- Preparation for Research Presentations**

Reading Due: Handout on Presentation Techniques

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## **Week 15-Cultural**

**M- Presentation of Research Project (Group 1)**

**W-Presentation of Research Project (Group 2)**

**F-Review for Final Exam**

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

**Part I**

<b>(Check one)</b>	Department Name	Veterans Studies
X <input type="checkbox"/> New Course (Parts II, IV)	College	University Programs
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	VTS 349
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Applied Learning in Veterans Studies
<input type="checkbox"/> New Program (Part III)	*Program Title	
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

<b>Proposal Approved by:</b>	<u>Date</u>	<u>Date</u>
Departmental Committee	2/1/2011	Graduate Council* N/A
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	2/2/2011	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.)  
 To create a course that will serve as a cooperative learning opportunity for the Veterans Studies minor/certificate/AGS concentration students.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

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**B. The justification for this action:**  
 Military and Department of Veterans Affairs activities offer volunteer and work opportunities throughout the United States. Students enrolled in the VTS certificate, concentration or minor would gain understanding about the three dimensions of Veterans Studies (cultural, relational and institutional) through the co-op experience. Cooperative learning credit would be awarded based upon completion of training and 80 volunteer/work hours per credit hour.

---

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

**Personnel Impact:** Program coordinator and Co-op staff will oversee the course and co-op experience.

**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 strike through for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

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

**VTS 349 Applied Learning for Veterans Studies (1-8) A.** Prerequisite: VTS 200 and junior standing. Work or volunteer in an area related to Veterans Studies. One to eight hours credit. A minimum of 80 hours employment required for each semester hour credit. No more than 3 hours may count toward VTS program.

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

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

New or Revised\* Program Text

(\*Use strike through for deletions and underlines for additions.)

**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: UP	Dept. (4 letters)*
VTS	349	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____ UPX _____	VETS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>8</u>	
3 hrs	Lecture _____	Laboratory _____	Other <u>C</u>	Cip Code (first two digits only) <u>50</u>
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
C	3	N	FR _____	JR <u>X</u>
			SO _____	SR <u>X</u>
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b> Date of data entry _____ Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum Co-op/Applied X Learning		
<b>Co-Requisites and Prerequisites</b> <span style="color: red;">**See definitions on following page**</span>				
<b>Co-Requisite(s):</b> (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				

<b>Prerequisite(s):</b> (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	<u>VTS 200</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	<u>Students must have junior standing and must have completed at least one semester of full-time course work at EKU.</u>
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Equivalent Course(s):</b> (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

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

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

## Sample Syllabus

VTS 349 Applied Learning for Veterans Studies

INSTRUCTOR: Brett Morris

OFFICE: SSB 442

PHONE: 622-7838

E-MAIL: brett.morris@eku.edu

OFFICE HOURS: By appointment

**Course Description: VTS 349 Applied Learning for Veterans Studies (1-8) A.** Prerequisite: VTS 200 and junior standing. Work or volunteer in an area related to Veterans Studies. May be take concurrently with VTS 400. Prerequisite: VTS 200 and junior standing. Work or volunteer in an area related to Veterans Studies. One to eight hours credit. A minimum of 80 hours employment required for each semester hour credit. No more than 3 hours may count toward VTS program.

Prerequisite: Departmental approval required. Work under faculty and field supervisors in placements related to veterans studies. Three hours credit maximum to be applied towards VTS program. A minimum of 80 hours work required for each academic credit.

Co-op Student Learning Outcomes: The student will:

- Develop a resume.
- Secure a position that is related to his/her academic program.
- Integrate classroom theory with workplace practical training.
- Understand workplace culture and gain workplace competencies.
- Act in a professional manner on the job.
- Clarify career goals.
- Develop/improve interpersonal skills.

VTS Program Student Learning Outcomes: Students will be able to:

- Discuss and describe the cultural, relational, and institutional dimensions of Veterans Studies through a variety of mediums.
- Construct arguments and articulate experiences in clear, effective writing.
- Contribute to the growing body of research and efforts centered on improving the lives of veterans
- Communicate with local and regional veterans, Veteran Service Organizations (e.g. VFW, etc. ) and military on issues affecting veteran reintegration into civilian life.
- Plan and carry out a significant research project that will inform non-veterans about the positive and negative effects of military service.
- Collaborate with community, state and federal organizations in a work environment to assist veterans.
- Apply knowledge gained in the VTS program to a variety of professions where direct contact with veterans is necessary.
- Critique, defend, and translate relevant current dialogue concerning veterans' issues.
- Understand and assist military service members, veterans and their families with difficulties associated with service.

VTS 349 Student Learning Outcomes: Students will be able to:

- Share firsthand knowledge gained through interaction with veterans.
- Describe and communicate observations about veterans issues, organizations and lifestyles based on cooperative learning experience.
- Assimilate interpersonal conversation with and about veterans into an overall understanding of the issues facing veterans.
- Apply experiential knowledge to the completion of a VTS capstone course.

Required texts: None

### Orientation Session:

Each student must complete the co-op orientation.

### Hours:

Students must work 80 hours for each hour of academic credit. This is to be documented on a daily log that is to be submitted to the co-op office. Students must work the entire semester or the time period that is agreed upon on the job information form.

### Assignments:

Information about requirements is found at [www.coop.eku.edu](http://www.coop.eku.edu). Please read this information in its entirety. All student requirements except for the time sheet can be submitted online. The following must be completed in a satisfactory manner in order to receive credit:

- Application
- Orientation
- Resume
- Performance Skills Assessment
- Time sheet
- Discussion Board

Details about each of these are online along with the due dates. All assignment will be due approximately 3 weeks before the end of the term. The time sheet will be due the last week of class. Once the term begins, check on [www.coop.eku.edu](http://www.coop.eku.edu) for specific dates.

### Requirements of Others:

#### Employer:

Your employer will complete a form that indicates your job responsibilities, your compensation, and beginning and ending dates of employment. He/she will also complete an evaluation of your work performance. The co-op office sends these forms to your employer. These forms are also available online to print and return by mail.

#### Coordinator:

Mr. Morris will visit your place of employment and either observe you working or talk to your supervisor about your work.

### Evaluation:

In the Veterans Studies Program students enroll in applied learning to complement their classroom education. In addition to employer feedback, the following marks are possible:

300 points are possible for the course.

300-270 points = A

269-240 points = B

239-210 points = C

209-180 points = D

Anything below 180 = F.

Last Day to Drop the Class: Check with Mr. Morris, the co-op office, or the co-op website for established deadlines.

Office of Services for Individuals 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](mailto:disserv@eku.edu) or by telephone at (859)-622-2933 /VTDD.

Veterans Studies Requirements:

Students participating in VTS 349 may take the co-op experience concurrently with the VTS 400 – Veterans Studies Capstone Seminar.



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

New or Revised\* Catalog Text

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

**VTS 349 (A-N) Cooperative Study: Veterans Studies (1-8) A.** Prerequisite: VTS 200 and junior standing. Work or volunteer in an area related to Veterans Studies. One to eight hours credit. A minimum of 80 hours employment required for each semester hour credit. No more than 3 hours may count toward VTS program.

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

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

New or Revised\* Program Text

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

**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: UP	Dept. (4 letters)*
VTS	349 (A-N)	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____ UPX _____	VETS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>8</u>	
3 hrs	Lecture _____	Laboratory _____	Other <u>C</u>	Cip Code (first two digits only) <u>50</u>
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
C	3	N	FR _____	JR <u>x</u>
			SO _____	SR <u>x</u>
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum Co-op/Applied X Learning		
<b>Co-Requisites and Prerequisites</b> <span style="color: red;">**See definitions on following page**</span>				
<b>Co-Requisite(s):</b> (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				

<b>Prerequisite(s):</b> (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	<u>VTS 200</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	<u>Students must have junior standing and must have completed at least one semester of full-time course work at EKU.</u>
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Equivalent Course(s):</b> (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

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

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

## Sample Syllabus

VTS 349 (A-N) Cooperative Study: Veterans Studies

INSTRUCTOR: Brett Morris

OFFICE: SSB 442

PHONE: 622-7838

E-MAIL: brett.morris@eku.edu

OFFICE HOURS: By appointment

**Course Description: VTS 349 (A-N) Cooperative Study: Veterans Studies (1-8) A.** Prerequisite: VTS 200 and junior standing. Work or volunteer in an area related to Veterans Studies. One to eight hours credit. A minimum of 80 hours employment required for each semester hour credit. No more than 3 hours may count toward VTS program.

Prerequisite: Departmental approval required. Work under faculty and field supervisors in placements related to veterans studies. Three hours credit maximum to be applied towards VTS program. A minimum of 80 hours work required for each academic credit.

Co-op Student Learning Outcomes: The student will:

- Develop a resume.
- Secure a position that is related to his/her academic program.
- Integrate classroom theory with workplace practical training.
- Understand workplace culture and gain workplace competencies.
- Act in a professional manner on the job.
- Clarify career goals.
- Develop/improve interpersonal skills.

VTS Program Student Learning Outcomes: Students will be able to:

- Discuss and describe the cultural, relational, and institutional dimensions of Veterans Studies through a variety of mediums.
- Construct arguments and articulate experiences in clear, effective writing.
- Contribute to the growing body of research and efforts centered on improving the lives of veterans
- Communicate with local and regional veterans, Veteran Service Organizations (e.g. VFW, etc. ) and military on issues affecting veteran reintegration into civilian life.
- Plan and carry out a significant research project that will inform non-veterans about the positive and negative effects of military service.
- Collaborate with community, state and federal organizations in a work environment to assist veterans.
- Apply knowledge gained in the VTS program to a variety of professions where direct contact with veterans is necessary.
- Critique, defend, and translate relevant current dialogue concerning veterans' issues.
- Understand and assist military service members, veterans and their families with difficulties associated with service.

VTS 349 Student Learning Outcomes: Students will be able to:

- Share firsthand knowledge gained through interaction with veterans.
- Describe and communicate observations about veterans issues, organizations and lifestyles based on cooperative learning experience.
- Assimilate interpersonal conversation with and about veterans into an overall understanding of the issues facing veterans.
- Apply experiential knowledge to the completion of a VTS capstone course.

Required texts: None

### Orientation Session:

Each student must complete the co-op orientation.

### Hours:

Students must work 80 hours for each hour of academic credit. This is to be documented on a daily log that is to be submitted to the co-op office. Students must work the entire semester or the time period that is agreed upon on the job information form.

### Assignments:

Information about requirements is found at [www.coop.eku.edu](http://www.coop.eku.edu). Please read this information in its entirety. All student requirements except for the time sheet can be submitted online. The following must be completed in a satisfactory manner in order to receive credit:

- Application
- Orientation
- Resume
- Performance Skills Assessment
- Time sheet
- Discussion Board

Details about each of these are online along with the due dates. All assignment will be due approximately 3 weeks before the end of the term. The time sheet will be due the last week of class. Once the term begins, check on [www.coop.eku.edu](http://www.coop.eku.edu) for specific dates.

### Requirements of Others:

#### Employer:

Your employer will complete a form that indicates your job responsibilities, your compensation, and beginning and ending dates of employment. He/she will also complete an evaluation of your work performance. The co-op office sends these forms to your employer. These forms are also available online to print and return by mail.

#### Coordinator:

Mr. Morris will visit your place of employment and either observe you working or talk to your supervisor about your work.

### Evaluation:

In the Veterans Studies Program students enroll in applied learning to complement their classroom education. In addition to employer feedback, the following marks are possible:

300 points are possible for the course.

300-270 points = A

269-240 points = B

239-210 points = C

209-180 points = D

Anything below 180 = F.

Last Day to Drop the Class: Check with Mr. Morris, the co-op office, or the co-op website for established deadlines.

Office of Services for Individuals 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](mailto:disserv@eku.edu) or by telephone at (859)-622-2933 /VTDD.

### Veterans Studies Requirements:

[http://www.forms.eku.edu/docs/Curriculum\\_Change\\_Form.doc-9-05](http://www.forms.eku.edu/docs/Curriculum_Change_Form.doc-9-05)

Students participating in VTS 349 may take the co-op experience concurrently with the VTS 400 – Veterans Studies Capstone Seminar.

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

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title  *Provide only the information relevant to the proposal.	Veterans Studies University Programs VTS 350 Special Topics: _____  (Major ____, Option ____, Minor ____; or Certificate ____)
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	2/1/2011	Graduate Council* NA
<i>Is this a SACS Substantive Change?</i>	<b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	Council on Academic Affairs Discussion
College Curriculum Committee	2/2/2011	Approved _____ Disapproved _____
General Education Committee*	NA	Faculty Senate** N/A
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 <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>		

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

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)          To create a course that will serve as a special topics placeholder for faculty interested in teaching a course for the Veterans Studies minor/certificate/AGS concentration.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)          Fall 2011</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)          NA</p>
<p><b>B. The justification for this action:</b> This course will allow faculty to develop special topics related to the Veterans Studies program.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b> Course could be cross listed or used by a department to fulfill an elective requirement.</p> <p><b>Operating Expenses Impact:</b> NA</p> <p><b>Equipment/Physical Facility Needs:</b> NA</p>

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

New or Revised\* Catalog Text

**VTS 350 Special Topics:** (3) A. Prerequisite: VTS 200. Exploration of topics not covered in the existing VTS curriculum. May be taken for a maximum of six hours provided the subject matter is different each time.

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

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

New or Revised\* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
VTS	350	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____ UP <u>X</u>	VETS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>6</u>	
3	Lecture <u>3</u> 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 _____
B	3		SO _____	SR _____
E	3			
K	3	Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____	
S	3			
T	3			
V	3			
W	3	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.	<u>VT 200</u>
-----------------------	---------------

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

Test Scores	
-------------	--

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

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

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

Test Scores	
-------------	--

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

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

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

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

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

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

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

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

(\*Use Validation Tables.)

## Draft Syllabus Shell

VTS 350 Special Topics: Veterans from the War on Terror

Instructor:

Office:

Office hours:

Office phone:

Instructor email:

CRN:

Catalogue Description: VTS 350 Special Topics: (example) Veterans from the War on Terror (3) A.

Prerequisite: VTS 200. Exploration of topics not covered in the existing VTS curriculum. May be taken for a maximum of six hours provided the subject matter is different each time.

### Course Description:

This course explores the cultural, institutional and relational experiences of veterans who have fought or continue to fight in the War on Terror. The course will be divided into two key parts: 1) "Life at War" and 2) "The Return Home." The goal of the course will be to foster understanding of the modern wartime experience while encouraging critical inquiry into our nation's approach and responsibility to the newest generation of war veterans.

### VTS Program Student Learning Outcomes: Students will be able to:

Discuss and describe the cultural, relational, and institutional dimensions of Veterans Studies through a variety of mediums.

Construct arguments and articulate experiences in clear, effective writing.

Contribute to the growing body of research and efforts centered on improving the lives of veterans

Communicate with local and regional veterans, Veteran Service Organizations (e.g. VFW, etc.) and military on issues affecting veteran reintegration into civilian life.

Plan and carry out a significant research project that will inform non-veterans about the positive and negative effects of military service.

Collaborate with community, state and federal organizations in a work environment to assist veterans.

Apply knowledge gained in the VTS program to a variety of professions where direct contact with veterans is necessary.

Critique, defend, and translate relevant current dialogue concerning veterans' issues.

Understand and assist military service members, veterans and their families with difficulties associated with service.

### VTS 350 Student Learning Outcomes: Students will be able to:

Describe, differentiate, and summarize aspects of the Global War on Terror in relation to conventional warfare.

Enumerate the functions of the four major services and identify the rank structure and sub-branches/components within each service.

Integrate out-of-class experiences into an overall understanding of the veterans' experience.

Summarize historical elements of the Global War on Terror and describe the impact of various operations on political policies and veteran morale.

Identify and give examples of hardships incurred by veterans at war and how the asymmetrical warfare environment is unique.

Describe the similarities and differences between the return home for veterans of Vietnam and veterans returning home from Iraq, Afghanistan or other theaters of war.

Required texts:

TBD

TBD

TBD

TBD

Attendance:

Regular class attendance is mandatory. All absences must be pre-approved or the student must provide a written statement from a doctor or other emergency personnel. **THERE ARE NO EXCEPTIONS.** Attendance will be recorded daily at the beginning of class; therefore if you arrive after the roll is taken, it will be necessary to inform the instructor, following class, of your attendance for that day. Students are responsible for the completion of all assigned readings. There will be guest lecturers during the term and each student is responsible for a one-page response paper on the lectures and trip that are to be submitted at the next class meeting.

Contingent upon availability and opportunity, this course may offer trips to local installations and/or VA facilities. The class will be notified in advance.

Academic Honesty: 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](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity. Note in particular the penalties for cheating, plagiarism, and other violations. See me if you are not clear on the meaning of terms included in this policy.

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](mailto: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.

Requirements and Grades: TBD

Description of assignments: TBD

Midterm grade notification: TBD

Last day to drop a regular course: TBD

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

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title ( <u>30 characters</u> ) *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____)	Veterans Studies University Programs VTS 400 Veterans Studies Capstone Seminar
*Provide only the information relevant to the proposal.		

Proposal Approved by:		<u>Date</u>	<u>Date</u>
Departmental Committee	2/1/2011	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		Council on Academic Affairs	Discussion
College Curriculum Committee	2/2/2011	Approved _____ Disapproved _____	Discussion
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 <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>			

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Creates a capstone course for the Veterans Studies minor.	
<b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011	
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) N/A	
<b>B. The justification for this action:</b> A capstone course is necessary to bring the understanding gained through the multi-disciplinary dimensional studies on veterans' issues into focus.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> Adjunct assistance needed to augment instruction based on student enrollment gains.  <b>Operating Expenses Impact:</b> None  <b>Equipment/Physical Facility Needs:</b> Standard classroom adequate for the presentation of mentored research to the university. Facilities to support a symposium.  <b>Library Resources:</b> Relevant texts placed on hold	

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

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

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

New or Revised\* Catalog Text

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

**VTS 400: Veterans Studies Capstone Seminar (3) A.** Prerequisites - VTS 200 and 12 hours of VTS dimensional electives. Instructor mentored seminar incorporating previous gained knowledge concomitantly with course research to produce material presentable for publication and/or conference presentation. Class will organize a capstone symposium.

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

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

New or Revised\* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
VTS	400	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____ UPX _____	VETS
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 _____	
B	3		SO _____ SR _____	
E	3			
K	3	Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>	
S	3			
T	3		Date of data entry _____	
V	3	Thesis _____		
W	3	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.	VTS 200 plus twelve hours of dimensional VTS electives. VTS 349 may be taken concurrently.
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.)

## Sample Syllabus

### VTS 400: Veterans Studies Capstone Seminar

Instructor:  
Office:  
Office hours:  
Office phone:  
Instructor email:  
CRN:

**Catalogue description: VTS 400: Veterans Studies Capstone Seminar (3) A.** Prerequisites - VTS 200 and 12 hours of VTS dimensional electives. Instructor mentored seminar incorporating previous gained knowledge concomitantly course research to produce material presentable for publication and/or conference presentation. Class will organize a capstone symposium.

Course Description: This course will apply insights gained from previous VTS coursework into a collaborative, mentored research project of students' choosing. Students will discuss their areas of interests with the instructor and, as a class, formulate a detailed research plan, research topics related to military culture, prepare a presentation in stages, and conclude with the creation, promotion and management of a university-wide symposium on veterans' studies.

Student interest will help determine some of the course content, guest lecturers, etc. However, and in addition to research and symposium organization, VTS 400 will be broken down into four sections: 1) Relational, 2) Institutional, 3) Cultural and 4) Research and Presentation techniques. Relational understanding will involve current and historical approaches to veterans from the fields of psychology, social work, sociology, etc. Institutional veterans studies will involve historical, political and environmental health science. Cultural understanding will include coursework pertaining to anthropology, African American/Gender studies, and English. Research and presentation techniques will help prepare students for the final research symposium.

This course will offer information but will also require students to explore, evaluate, write, and develop the information using their own thoughts and experiences. The final project will engage the student in research presented creatively. In these ways, the course will fulfill the QEP expectation that ECU will develop informed, critical and creative thinkers who communicate effectively.

VTS Program Student Learning Outcomes: Students will be able to:

- Discuss and describe the cultural, relational, and institutional dimensions of Veterans Studies through a variety of mediums.
- Construct arguments and articulate experiences in clear, effective writing.
- Contribute to the growing body of research and efforts centered on improving the lives of veterans
- Communicate with local and regional veterans, Veteran Service Organizations (e.g. VFW, etc. ) and military on issues affecting veteran reintegration into civilian life.
- Plan and carry out a significant research project that will inform non-veterans about the positive and negative effects of military service.
- Collaborate with community, state and federal organizations in a work environment to assist veterans.
- Apply knowledge gained in the VTS program to a variety of professions where direct contact with veterans is necessary.
- Critique, defend, and translate relevant current dialogue concerning veterans' issues.
- Understand and assist military service members, veterans and their families with difficulties associated with service.

VTS 400 Student Learning Outcomes: Based on the topic of research, students will be able to (selectively):

- Describe, differentiate, and summarize the cultural, institutional, and relational dimensions as they related to veterans.

Differentiate between the experiences of veterans and non-veterans; describe in writing how these differences affect the daily lives of veterans.  
Integrate out-of-class experiences into an overall understanding of the veterans' experience.  
Integrate historical knowledge of wars and battles fought by the American military into research as applicable.  
Integrate and explain the hardships incurred by veterans at war and the associated affect wartime service has on the veteran.  
Compare and contrast the various methods used to help veterans reintegrate into civilian culture.  
Describe marital/family relationships in the context of service experiences.  
Apply the understanding of veterans' issues to values, experiences, and meanings in their own lives.  
Discuss and collaborate with other students, veterans and veteran related organizations on research for presentation at the Veterans symposium.  
Organize and staff a university symposium on Veterans Studies  
Research, create and present at the symposium, applying all previous VTS coursework to the presentation of a topic relevant in the lives of American military veterans.

Required texts:

**Research Procedures:**

Ann Sloan Devlin, *Research Methods: Planning, Conducting, and Presenting Research* (2005)

**Relational Veterans Studies:**

(Hold) Don Catherall. *Back from the Brink: A Family Guide to Overcoming Traumatic Stress* (1992)

ILona Meagher. *Moving a Nation to Care: Post-Traumatic Stress Disorder and America's Returning Troops* (2007)

(Hold) Robin Shapiro. *The Trauma Treatment Handbook: Protocols Across the Spectrum* (2010)

**Institutional Veterans Studies:**

Richard Severo and Lewis Milford. *The Wages of War: When America's Soldiers Came Home from Valley Forge to Vietnam* (1989)

(Hold) Mark Reardon and Jeffrey Charlston. *From Transformation to Combat: The First Stryker Brigade at War* (2007)

**Cultural Veterans Studies:**

(Hold) Thomas Conroy and Jarice Hanson. *Constructing America's War Culture: Iraq, Media, and Images at Home* (2008)

Colby Buzzell. *My War: Killing Time in Iraq* (2006)

Texts will occasionally be supplemented with photocopied or online materials. To deepen their sense of the cultural impact of veteran life, students will watch parts of relevant films.

Academic Honesty: 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](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity. Note in particular the penalties for cheating, plagiarism, and other violations. See me if you are not clear on the meaning of terms included in this policy.

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](mailto: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: I expect you to be at all class meetings. Students who miss more than 10% of class meetings will fail. If you know you will have to miss a class, you may drop off or email any assignments for that day. However, I don't accept late work. Tests may be made up only at my discretion.

Requirements and Grades: Your final grade will be calculated as follows:

Assignment	Total Points Possible
Proposal	25
Step One: Working Thesis	25
Step Two: Critical Introduction	50
Step Three: Body of Research	50
Step Four: Conclusion	50
Presentation to the University	100

300 points are possible for the course.

300-270 points = A

269-240 points = B

239-210 points = C

209-180 points = D

Anything below 180 = F.

Midterm grade notification:

Last day to drop a regular course:

Committees:

This course culminates in the creation and implementation of a research symposium. Students will form and serve on at least one committee throughout the semester:

**Logistics:** Responsible for room reservations, scheduling and the management of the symposium.

**Communication:** Members of this committee will report progress of other committees to the instructor, invite guests (honored and otherwise) to the symposium, and create promotional materials

**Staffing:** Members of this committee will ensure that the rooms are ready before the day of the symposium, work a greeting desk, and serve as moderators for all presentation sessions.

**Procurement:** Members of this committee will be responsible for locating and acquiring the necessary materials needed by the other committees.

Description of assignments:

- 1) Proposal:** Students will choose either the relational, environmental or cultural dimensions of military understanding. Then, they will choose a specific topic within that dimension and share their reasons and motivations for research with the class. Finally, students will partner with other students within their chosen dimension and collaborate to examine and study ongoing research and discussions concerning their chosen topic.
- 2) Working Bibliography:** Students will continue to work in groups based on their dimensions of study. Then students will submit a 20-source, working bibliography of sources relevant to the proposed topic of study.

- 3) **Critical Introduction:** A 5 minute presentation to the class concerning the thesis and plans for conducting research.
- 4) **Body of Research:** Students will submit a 5-10 page paper discussing the research conducted throughout the semester.
- 5) **Conclusion:** Students will give a 10 minute presentation based on the findings of their research, discussing the original thesis, process, current theories, implications and interpretations of the results.
- 6) **Presentation:** Half of the grade will be based on how students perform the duties of the symposium organization committee, organizing, promoting, staffing and managing the event. The other half of students' grade will be based on the polish and final execution of the research presentation.

Weekly Schedule:

(Course assignments are underlined and in **bold** text)

Reading assignments are to be read before the day in class in which they are listed (i.e. Buzzell, Ch. 1 is listed for Friday of the first week of class. You will need to have read the chapter before class meets on that day).

Readings listed as "TBA" or events listed "TBD" will be determined based upon the research interests of the class.

Week 1

M- *Introductions, Syllabus, Explanation of Texts:*

Formation of symposium committees: Logistics, advertising, staffing, communication, etc.

W- *Research and Presentation Techniques:*

Devlin (pages 1-40)

Discussion: Picking a topic. What is important research? Personal and professional goals. Getting the most out of your course work.

F- *Relational Dimension:*

Meagher (pages 3-49); "The Face of War" "A Brief History of PTSD" "March"

Discussion: Why is PTSD so commonly associated with images of returning soldiers? What is the reality of the situation? What are the stereotypes? How do soldiers describe this problem? What is a disorder?

Week 2

M- *Proposal Presentations:*

**Proposal due:** What area of veterans studies interests you most? Be prepared to explain your proposed topic, how it fits into one of the dimensions of Veterans Studies, what previous course-work you will apply, and any anticipated research.

W- *Institutional Dimension:*

Reardon and Charlston (pages 1-16) "A Need for Change" "Establishing a Process"

Severo and Milford (pages 315-334) "The Korean War"

Discussion: What is military history? What is trying to be conveyed through this text? Why is the Korean War known as the forgotten war?

F- *Cultural Dimension:*

Conroy and Hanson (pages

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### Week 3

#### *M-Relational Dimension:*

Meagher (pages 39-99) "Media, Society and the Packaging of War" "Leadership, Politics and the Price of War" "The Rumsfeld Revolution in Military Affairs" "21<sup>st</sup> Century Warfare and PTSD" "Idealism, Guild and the Degeneration of War"

Discussion: The role of politics in war and in the life of the common soldier

#### *W-Cultural Dimension:*

Conroy and Hanson TBA

Buzzell TBA

#### *F- Research and Presentation Techniques:*

Devlin (pages 41-70)

Discussion: Doing Research, how to complete a bibliography, the purpose of a bibliography.

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### Week 4

#### *M- Bibliographies and conferences about research:*

**Working Bibliography due:** 20-sources in MLA style are due in class and on Blackboard. Afterwards, students will meet with the instructor to discuss plans for research. Students not meeting with the instructor will meet with their symposium committee.

#### *W-Institutional Dimension:*

Severo and Milford (pages 281-298) "Sweet Wine at Last" "Forgotten Women, Failed Men"

Handouts TBA

Discussion: What has been the role of women in the military throughout history? How has that role changed and to what can we attribute the change? How do you perceive women in uniform in the days to come?

#### *F-Relational Dimension:*

Meagher (pages 117-131) "Returning to a Foreign World" "Setting it all into Motion: Resources for concerned citizens"

Discussion: The role of concerned citizens and the history of vets helping vets

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### Week 5

#### *M-Cultural Dimension:*

Buzzell TBA

#### *W-Relational Dimension:*

Catherall TBA

#### *F-Institutional Dimension:*

Reardon and Charlston (pages 17-44) "A Taste of Combat: November 2003-November 2004"

Discussion: What are the similarities and differences between Buzzell's personal tale of war and this personal history?

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### Week 6

M- *Critical Introduction Presentations:*

**Critical Introduction due:** Students will give a five-minute, informal presentation of research progress.

W-*Research and Presentation Techniques:*

Devlin (pages 76-100)

Discussion: Turning a proposal into a researched argument

F-*Cultural Dimension:*

Conroy and Hanson TBA

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## Week 7

M-*Relational Dimension:*

Catherall TBA

Shapiro TBA

W-*Institutional Dimension:*

Severo and Milford (pages 345-360) "Vietnam War and the Agent Orange Affair"

Discussion: How has the Department of Veterans Affairs served the troops? What are common illnesses associated with warfare? How has military medicine translated to the civilian world?

F-*Cultural Dimension:*

Conroy and Hanson (pages

Buzzell TBA

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## Week 8

M-*Relational Dimension:*

Shapiro TBA

W-*Institutional Dimension:*

Severo and Milford (pages 360-397)

Discussion: The Vietnam war and military medicine continued

F-*Research and Presentation Techniques:*

Devlin (100-150)

Discussion: Creating the polished research paper

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## Week 9

M- *Research Paper and Conferences:*

**Research Paper due:** Students will submit their research papers on Safe Assign no later than the end of the day. Expect feedback by the end of the week and apply it to your in class presentation next week.

After conferences plan to meet with your symposium committee.

W-Cultural Dimension

Conroy and Hanson TBA

Buzzell TBA

F-Relational Dimension  
Catherall TBA  
Shapiro TBA

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### Week 10

M- *Conclusions Presentation:*

**Conclusion due:** In Class Presentation of Research. Students will need to bring copies of the peer evaluation form for each member of the class. Review the comments and make the necessary improvements for your in-class presentation.

W- Institutional  
TBA

F- Cultural Dimension  
Conroy and Hanson TBA  
Buzzell TBA

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### Week 11

M- Relational Dimension  
Catherall TBA  
Shapiro TBA

W- Institutional Dimension  
Severo and Milford TBA

F- Cultural Dimension  
Conroy and Hanson TBA  
Buzzell TBA

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### Week 12

M- Relational Dimension  
Catherall TBA  
Shapiro TBA

W- *Institutional Dimension:*

Reardon and Charlston (pages 44-67) "Task Force Arrow" through "Analysis"

Discussion: What conclusions does the author draw about the Stryker unit's role in the war? What were Buzzell's conclusions? Why is there a need for both forms of exploration?

F- Cultural Dimension

Handouts on Buzzell

Discussion: How does social media change the way we understand war? How do veterans' lives become influence our perceptions of the military? Their words?

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### Week 13

M-Relational Dimension  
Guest Speaker TBD

W-Institutional Dimension  
Guest Speaker TBD

F- Cultural Dimension  
Guest Speaker TBD

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#### Week 14

M- Research and Presentation Techniques  
Devlin (pages 150-200)  
Discussion: Presenting research

W-Research and Presentation Techniques  
Devlin (pages 200-250)  
Discussion: Visual aids and appearance

F- Research and Presentation Techniques  
Devlin: What improvements do we each need to make after reviewing the feedback from our in-class presentation? Review of presentation techniques. Committees report on the completion of their assigned tasks.

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#### Week 15

M- Consultations/Final Preparations  
Discussion: In class consultations with the instructor. We will meet individually and discuss your presentations, any last minute changes and techniques for presenting well at the symposium. When not meeting with the instructor, students will meet with their various committees and complete preparations for the symposium on Wednesday.

W- **Symposium**

F- Review of course, symposium and plans for continued research or application of knowledge.

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

**Part I**

<b>(Check one)</b>	<b>Department Name</b>	Veterans Studies
X <input type="checkbox"/> <b>New Course (Parts II, IV)</b>	<b>College</b>	University Programs
<input type="checkbox"/> <b>Course Revision (Parts II, IV)</b>	<b>*Course Prefix &amp; Number</b>	VTS 490
<input type="checkbox"/> <b>Course Dropped (Part II)</b>	<b>*Course Title (30 characters)</b>	Independent Study
<input type="checkbox"/> <b>New Program (Part III)</b>	<b>*Program Title</b>	
<input type="checkbox"/> <b>Program Revision (Part III)</b>		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> <b>Program Suspended (Part III)</b>	<b>*Provide only the information relevant to the proposal.</b>	

<b>Proposal Approved by:</b>	<u>Date</u>	<u>Date</u>
Departmental Committee	2/1/2011	Graduate Council* N/A
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	2/2/2011	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.)  
To create a course that will serve as an independent learning opportunity for the Veterans Studies minor/certificate/AGS concentration.

**A. 2. Effective date:** (Example: Fall 2001)  
Fall 2011

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

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**B. The justification for this action:**  
Students enrolled within the Veterans Studies certificate, concentration, or minor may choose to pursue areas of interest related to the military experience not offered in the established VTS curriculum. The VTS Independent Study course offers motivated students with a clear direction the opportunity to pursue individual interests. Only three hours of Independent study may be applied to VTS program.

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

**Personnel Impact:** Class will be administered by a faculty member in the dimensional elective category chosen.

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

New or Revised\* Catalog Text

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

**VTS 490 Independent Study (3) A.** Prerequisite: VTS 200 and junior standing. Independent research and study in an area related to veterans studies. Regular reports and final research paper required. Students must have the independent study proposal form approved by faculty supervisor and program director prior to enrollment.

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

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

New or Revised\* Program Text

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

**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: UP	Dept. (4 letters)*
VTS	490	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS _____ UPX _____	VETS
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>3</u>	
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)
3	3	N		FR _____ JR <u>x</u> _____ SO _____ SR <u>x</u> _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		<b>FOR BANNER USE ONLY</b>
		Thesis _____		
		Internship _____		
		Independent Study <u>X</u>		
		Practicum _____ Co-op/Applied Learning _____		
				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.

<b>Prerequisite(s):</b> (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	VTS 200
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Equivalent Course(s):</b> (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

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

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

**Sample Syllabus**  
**VTS 490: Independent Study (ex: War Memoirists of WWI & WWII)**

Instructor: Fall 2011  
Office: CRN:  
Office hours:  
Office phone:  
Instructor email:

**Catalogue description: VTS 490 Independent Study (3) A.** Prerequisite: VTS 200 and junior standing. Independent research and study in an area related to veterans studies. Regular reports and final research paper required. Students must have the independent study proposal form approved by faculty supervisor and program director prior to enrollment.

**Course description:** What's the difference between a memoir and an autobiography? What is unique about the war memoir and what are the characteristics of the genre? How did memoirists of WWI and WWII describe military, combat and the return home? What about the lives of veterans has changed today? This approach to the cultural dimension of Veteran Studies Program seeks to unlock the secrets of the "Great War" and the exploits of America's "Greatest Generation" in and after combat.

Research will begin the day that class begins. By the end of the class you will have read enough memoirs and accompanying theory that you will be able to speak knowledgeably about the subject. The goal of this independent course will be a well-constructed, informed paper roughly 15-20 pages in length that explores a key aspect of the genre.

The Cultural Dimension of Veterans Studies: What is it like *over there*? What do the troops want us to know about the wars they fight? By examining selected works of literature (ex: Ernest Hemingway's short story "Soldier's Home"), like excerpts from war memoirs, and other relevant works alongside anthropological research, we will explore the current reality of veterans' lives in America.

This course will offer information and instruction during private meetings; but students will explore, evaluate, write, and develop information using their own thoughts and experiences. The final project will engage the student in independent research presented creatively. In these ways, the course will fulfill the QEP expectation that ECU will develop informed, critical and creative thinkers who communicate effectively.

VTS Program Student Learning Outcomes: Students will be able to:

- Discuss and describe the cultural, relational, and institutional dimensions of Veterans Studies through a variety of mediums.
- Construct arguments and articulate experiences in clear, effective writing.
- Contribute to the growing body of research and efforts centered on improving the lives of veterans
- Communicate with local and regional veterans, Veteran Service Organizations (e.g. VFW, etc. ) and military on issues affecting veteran reintegration into civilian life.
- Plan and carry out a significant research project that will inform non-veterans about the positive and negative effects of military service.
- Collaborate with community, state and federal organizations in a work environment to assist veterans.
- Apply knowledge gained in the VTS program to a variety of professions where direct contact with veterans is necessary.
- Critique, defend, and translate relevant current dialogue concerning veterans' issues.
- Understand and assist military service members, veterans and their families with difficulties associated with service.

VTS 490 Student Learning Outcomes: Students will be able to:

- Describe, differentiate, and summarize the cultural, institutional, or relational dimension chosen for the independent study area of emphasis as it relates to Veterans Studies.

Differentiate between the experiences of veterans and non-veterans; describe in writing how these differences affect the daily lives of veterans.  
 Collect and integrate out-of-class contact with veterans into an overall understanding of the veterans' experience.  
 Students can apply the understanding of veterans' issues to values, experiences, and meanings in their own lives.  
 Read and write critically about historical and current veterans issues  
 Identify and discuss common themes in war memoirs and the nature of war memoirists

Texts:

- The Great War and Modern Memory  
~ Paul Fussell
- Doing Battle  
~ Paul Fussell
- Goodbye to All That  
~ Robert Graves
- Reading Autobiography: A Guide for Interpreting Life Narratives (Paperback)  
~ Sidonie Smith
- The Language of War: Literature and Culture in the U.S. from the Civil War through World War II  
~ James Dawes
- Toward the Flame: A Memoir of World War I  
~ Hervey Allen
- Trench Knives and Mustard Gas: With the 42nd Rainbow Division in France  
~ Hugh S. Thompson

Texts will be occasionally be supplemented with photocopied or online materials. To deepen their sense of the cultural impact of veteran life, students will watch parts of relevant films as recommended by the instructor.

**Academic honesty:** 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](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity. Note in particular the penalties for cheating, plagiarism, and other violations. See me if you are not clear on the meaning of terms included in this policy.

**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](mailto: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:** Weekly in-office meetings are required to assess progress for this independent study.

**Requirements and grades:** Your final grade will be calculated as follows:

Assignment	Value	Number of Assignments	Total Points Possible
Reading Responses	20	5	100
Weekly Meeting Participation	10	10	100
Final Paper	200	1	200
Total Points Possible→			300

300 points are possible for the course.

300-270 points = A  
269-240 points = B  
239-210 points = C  
209-180 points = D  
Anything below 180 = F.

**Midterm grade notification:**

**Last day to drop a regular course:**

Description of assignments:

**1) Reading Responses:** For five of the texts listed on this syllabus, you will be required to submit a 1-2 page paper that reflects your reactions to the text. These reactions will then be used to facilitate discussion and direction towards a final course paper.

**2) Weekly Meetings:** These meetings will serve to provide you with detailed feedback on your reaction papers, assess your progress towards a final paper, and ensure that your research is applicable to the goals of the VTS program. Your grade will be assigned based on 1) Attendance, 2) Knowledge of the texts listed for the particular week, and 3) Steady progress towards the final paper in the submission of bibliographies (to be updated each week) and drafts of your writing process.

**3) The Final Paper:** You will incorporate the texts listed as assigned readings along with others that are relevant for use in forming an argument in your final paper. Excerpts and anthologies will make for good references as well. You need to choose and borrow, buy your supplemental text as soon as possible.

## MEMORANDUM

To: Council on Academic Affairs

FROM: Deborah Whitehouse

DATE: February 11, 2011

SUBJECT: Agenda Items for February 17, 2011 Council on Academic Affairs Meeting

### **Master of Public Health**

#### **Program Revision**

Master of Public Health

**(CHS 1-3)**

Page 80-81 of catalog – Remove Exit Requirements and refer to each options

Department page for details (for EHS page 84 and CHE page 87)

Fall 2011

Master of Public Health Environmental Health Science **(CHS 4-6)**

Page 84-85 of catalog – Add exit requirements to part III program requirements and  
Change Part IV exit requirements

Fall 2011

Master of Public Health Community Health Education **(CHS 7-9)**

Page 87-88 of catalog – Add exit requirements to part III program requirements and  
Change Part IV exit requirements

Fall 2011

### **Exercise & Sport Science**

#### **New Course**

PHE840 New course for graduate program, had been taught under PHE590/790  
Under special topics over five summers **(CHS 10-14)**

Fall 2011

#### **Course Revision**

PHE415 Add prerequisites EDG103, 203 and edit description **(CHS 15-16)**

Fall 2011

#### **Program Revision**

Master of Science in Physical Education

**(CHS 19-20)**

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To correct catalog and allow more flexibility in choices for students to fulfill requirements  
Fall 2011

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**Family and Consumer Science**

**Program Revision**

MS in Community Nutrition

**(CHS 21)**

To clarify differences between option 1 and 2 and remove subscripts by listed  
Courses.

Fall 2011

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**Occupational Therapy**

**Course Revision**

**(CHS 22-25)**

OTS896

Change title of the class to better reflect that the class is research focused  
Change catalog description that came from self study to meet the appropriate  
Standards for our accreditation organization (ACOTE)

Fall 2011

# Curriculum Change Form

## Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title (Major <u>  X  </u> , Option <u>  </u> ; Minor <u>  </u> ; or Certificate <u>  </u> )	Master of Public Health Health Science  Master of Public Health Program (Major <u>  X  </u> , Option <u>  </u> ; Minor <u>  </u> ; or Certificate <u>  </u> )
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/22/2010	Graduate Council*	01/21/11
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
College Curriculum Committee	12/8/10	Approved      Disapproved	2/17/11
General Education Committee*	NA	Faculty Senate**	3/14/11
Teacher Education Committee*	NA	Board of Regents**	4/18/11
		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:** Remove explanation of Part IV Exit Requirements and instruct to see department of option

**A. 2. Effective date:** Fall 2011

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

**B. The justification for this action:** To correct catalog to better reflect the actual exit requirements of the Master of Public Health Degree.

**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

New or Revised* Program Text (*Use <del>strike through</del> for deletions and <u>underlines</u> for additions.)  <i>Page 80-81 of Graduate Catalog 2010-2011</i>
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# MASTER OF PUBLIC HEALTH PROGRAM

*CIP Code: 51.2201*

**Dr. Carolyn Harvey, MPH Director**

**[www.mph.eku.edu](http://www.mph.eku.edu)**

**(859) 622-6342**

## I. GENERAL INFORMATION

The College of Health Sciences at Eastern Kentucky University offers a Master of Public Health (MPH) degree with options in Community Health Education and Environmental Health Science. The two participating departments include the Department of Health Promotion and Administration and the Department of Environmental Health Science and Clinical Lab Sciences.

The program is tailored to meet the needs of individuals working in or planning to work in a public health profession. Classes are offered on evenings, Saturdays, and via the Internet.

**Mission** — The mission of the ECU Master of Public Health Program (MPH) is to provide quality education for preparing competent public health practitioners to enhance the health status and quality of life in local, state, regional and global communities.

**Program Goal** — To achieve its mission, the MPH Program prepares professionals for broad-based practice in public health, through 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.

**Education Objectives** — Students who complete the MPH degree will be able to:

1. Contribute to the public health profession through sound professional public health attitudes, values, concepts and ethical practices.
2. Recognize and facilitate diversity of thought, culture, gender, and ethnicity through communication and collaboration.
3. Participate in professional development, scholarship, service, and educational activities that contribute to public health.
4. 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).
5. Demonstrate advanced knowledge and skills necessary for specialized roles within public health specific to community health education, environmental health science, and public administration.

## II. ADMISSION REQUIREMENTS

Clear admission to the MPH program requires a baccalaureate degree from an accredited institution with a minimum 2.5 grade point average, satisfactory performance on the Graduate Record Exam (GRE) with a combined verbal and quantitative score of 800, or a Miller Analogy Test (MAT) score of 385. A TOEFL score of at least 580 (237 computerized) is also required for international applicants. Satisfying the minimum entrance requirements does not guarantee admission.

### **To apply:**

**Submit the following directly to the MPH Program Director:**

- MPH application (see [www.mph.eku.edu](http://www.mph.eku.edu));
- Statement of personal and professional objectives (1 1/2 to 2 pages); and
- 3 letters of recommendation from employers and/or previous professors.

**Send all other application materials directly to the Graduate School office:**

- Graduate School application and fee;
- Official transcripts;
- GRE or MAT scores; TOEFL score.

### **Application Deadlines**

All materials must be submitted to the MPH Office no later than:

Fall admission: April 15 - international applicants

July 1 - domestic applicants

Spring admission: October 15 - domestic and international applicants

### III. PROGRAM REQUIREMENTS

<b>MPH Core Courses</b> .....	<b>21 hours</b>	
EHS 850, HEA810, 816, 830, 855; EHS 800 or HEA840; EHS 825.		
<b>MPH Option Required Courses</b> .....	<b>9-12 hours</b>	
Community Health Education (see <i>Department of Health Promotion and Administration</i> ).....		<b>12 hours</b>
Environmental Health Science (see <i>Department of Environmental Health Science</i> ).....		<b>9 hours</b>
<b>Electives</b> .....	<b>3-6 hours</b>	
<b>Research</b> .....	<b>3 hours</b>	
<b>Practicum</b> .....	<b>3 hours</b>	
<b>MPH Capstone</b> .....	<b>1 hour</b>	
<b>Exit Requirement</b>		
GRD887a and 888a		
<b>Total Program Hours</b> .....	<b>43 hours</b>	

### IV. EXIT REQUIREMENTS

**See Environmental Health Science Program, Page 84**

**For Community Health Education, see Department of Health Promotion and Administration, Page 87**

**Core Competency Examination**— After satisfactory completion of all required core courses (or the end of the semester of enrollment in such), and no later than the second to last semester, all students are required to pass a written examination that assesses knowledge, skills, and attitudes in the core competencies. The items on this exam integrate content from the core areas of study in Environmental Health, Health Behavior, Biostatistics, Public Health Administration, and Epidemiology.

— The exam will be offered each fall and spring semester. A committee of faculty with teaching experience in the specific core course will grade the responses on a scale from 0-5 (5 being the highest score). All students will be required to earn a minimum score of 2 or better on each individual question, and score a 3 or better overall (average) on the core exam. Students that fail a question (score of 0 or 1) will be subjected to mitigation efforts (research paper, assigned reading, oral exam, etc. as deemed appropriate). Students that fail the overall exam (average score of less than 3) will be limited to one additional attempt to take the exam.

**Culminating Experience (Oral Comprehensive Exam)**— As their culminating experience, students in the MPH program are required to complete a research project (i.e. EHS 899 and 899C, EHS 893, HEA880). The experience requires a student to synthesize and integrate advanced knowledge and skills acquired in the program and to apply those to some aspect of public health specific to community health education, or environmental health science. At its completion, students present the culminating experience to an interdisciplinary audience of faculty, students, and practitioners. The culminating experience and presentation will be evaluated against the MPH program goals.

# Curriculum Change Form

## Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Environmental Health & Clinical Lab Science Health Science  MPH – Environmental Health Science (Major ____, Option <u>X</u> __; Minor ____; or Certificate ____)
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Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/19/2010	Graduate Council*	1/21/11
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
College Curriculum Committee	12/8/10	Approved      Disapproved	2/17/11
General Education Committee*	NA	Faculty Senate**	3/14/11
Teacher Education Committee*	NA	Board of Regents**	4/18/11
		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 Exit Requirements to Part III. Program Requirements. Change Part IV. Exit Requirements  
**A. 2. Effective date:** Fall, 2011  
**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:** [To correct catalog to better reflect the actual exit requirements of the Master of Public Health Degree.](#)

**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**

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

*Page 84 – 85 of Graduate Catalog 2010-2011*

**DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCE**  
**Mr. Worley Johnson, Acting Chair**  
**Dr. Gary Brown, Graduate Coordinator/Advisor**  
[www.health.eku.edu/ehs/](http://www.health.eku.edu/ehs/)  
(see link to [www.mph.eku.edu](http://www.mph.eku.edu))  
**(859) 622-3078**

**I. GENERAL INFORMATION**

The Department of Environmental Health Science is one of two departments that participate in the Master of Public Health (MPH) program. The department houses the MPH: Environmental Health Science option. The program is tailored to meet the needs of the individuals working in or planning to work in a public health profession.

~~The Department of Environmental Health Science also provides courses in conjunction with the College of Arts and Sciences leading to a Masters of Public Administration degree with an Environmental Health Science option. (This was removed thru CAA 10/21/10)~~

**II. ADMISSION REQUIREMENTS**

Clear admission to the MPH program requires a baccalaureate degree from an accredited institution with a minimum 2.5 grade point average, satisfactory performance on the Graduate Record Exam (GRE) with a combined verbal and quantitative score of 800, or a Miller Analogy Test (MAT) score of 385. ATOEFL score of at least 580 (237 computerized) is also required for international applicants. Satisfying the minimum entrance requirements does not guarantee admission.

**Prerequisites: Applicant must have completed at least 12 hours of biology and/or chemistry in their undergraduate program. (This was added thru CAA 10/21/10)**

**To apply:**

**Submit the following directly to the MPH Program Director:**

- MPH application (see [www.mph.eku.edu](http://www.mph.eku.edu));
- Statement of personal and professional objectives (1 1/2 to 2 pages); and
- 3 letters of recommendation from employers and/or previous professors.

**Send all other application materials directly to the Graduate School office:**

- Graduate School application and fee;
- Official transcripts; and
- GRE or MAT scores; TOEFL score.

**Application Deadlines**

All materials must be submitted to the MPH Office no later than:

Fall admission: April 15 — international applicants

July 1 — domestic applicants

Spring admission: October 15 — domestic and international applicants



# Curriculum Change Form

## Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Health Promotion and Administration Health Science  MPH – Community Health Education (Major ____, Option <u>X</u> __; Minor ____; or Certificate ____)
---	---	--

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11-22-10	Graduate Council*	1/21/11
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	12/8/10	Approved      Disapproved	2/17/11
General Education Committee*	NA	Faculty Senate**	3/14/11
Teacher Education Committee*	NA	Board of Regents**	4/18/11
		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 Exit Requirements to Part III. Program Requirements and Change Part IV. Exit Requirements.  
**A. 2. Effective date:** Fall 2011  
**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action:** This will help the student to better understand the requirements for exiting the MPH degree in Community Health Education and will correct the exit requirements to reflect the actual process.

**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**

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

**Page 87 – 88 of Graduate Catalog 2010-2011: See below**

DEPARTMENT OF HEALTH PROMOTION AND ADMINISTRATION

Dr. Michael D. Ballard, Chair

Dr. Michelyn Bhandari, Graduate Coordinator/Advisor

[www.healthed.eku.edu](http://www.healthed.eku.edu)

(see link to [www.mph.eku.edu](http://www.mph.eku.edu))

(859) 622-1142

## I. GENERAL INFORMATION

The Department of Health Promotion and Administration is one of two departments that participate in the Master of Public Health (MPH) program. The department houses the MPH: Community Health Education option. The program is tailored to meet the needs of individuals working in or planning to work in a public health profession.

The Department of Health Promotion and Administration offers course work in support of the Master of Arts in Education degree option. The option in School Health Education is designed for certified public school teachers who wish to pursue graduate work in health education. The requirements for degree may be found in the College of Education section of this

*Catalog*.

The Department of Health Promotion and Administration provides specialized courses in conjunction with the College of Education leading to the degree Master of Arts in Education with options in School Health and Allied Health Sciences Education. Rank II and Rank I certifications are also supported by departmental curricular offerings.

The Department of Health Promotion and Administration also cooperates with the Department of Government in offering a Community Health Administration option in the Master of Public Administration degree. The purpose of this option is to prepare administrators who have health or health education as a component of their administrative responsibilities. The curriculum for the degree and option may be found in the College of Arts and Sciences section of this *Catalog*.

## II. ADMISSION REQUIREMENTS

Clear admission to the MPH program requires a baccalaureate degree from an accredited institution with a minimum 2.5 grade point average, satisfactory performance on the Graduate Record Exam (GRE) with a combined verbal and quantitative score of 800, or a Miller Analogy Test (MAT) score of 385. A TOEFL score of at least 580 (237 computerized) is also required for international applicants. Satisfying the minimum entrance requirements does not guarantee admission.

### To apply:

Submit the following directly to the MPH Program Director:

- MPH application (see [www.mph.eku.edu](http://www.mph.eku.edu));
- Statement of personal and professional objectives (1 1/2 to 2 pages); and
- 3 letters of recommendation from employers and/or previous professors.

Send all other application materials directly to the Graduate School office:

- Graduate School application and fee;
- Official transcripts; and
- GRE or MAT scores; TOEFL score.

### Application Deadlines

All materials must be submitted to the MPH Office no later than:

Fall admission: April 15 — international applicants

July 1 — domestic applicants

Spring admission: October 15 — domestic and international applicants

### III. PROGRAM REQUIREMENTS

MPH Core Courses .....21 hours  
EHS 850; HEA810, 816, 830, 855; EHS 800 or HEA840;  
EHS 825

Community Health Education Required Courses.....12 hours  
HEA820, 825, 875, and 898

Elective.....3 hours  
HEA791, 792, 793, 795, 804, EHS 880, or POL877  
Practicum.....3 hours  
HEA899

Research.....3 hours  
HEA880

Capstone.....1 hour  
MPH 895

Exit Requirement  
GRD 887a and GRD 888a

Total Credit Hours/MPH: CHE Option .....43 hours

### IV. EXIT REQUIREMENTS

Core Competency Examination — After satisfactory completion of all required core courses (or the end of the semester of enrollment in such), and no later than the second to last semester, all students are required to pass a written examination that assesses knowledge, skills, and attitudes in the core competencies. The items questions on this exam integrate content from the core areas of study in Environmental Health, Health Behavior, Biostatistics, Public Health Administration, and Epidemiology.

~~The exam will be offered each fall and spring semester twice per academic year. A committee of faculty with teaching experience in the specific core course will grade the responses on a scale from 0-5 (5 being the highest score). All students will be required to earn a minimum score of 2 or better on each individual question, and score a 3 or better overall (average) on the core exam. Students that fail a question (score of 0 or 1) will be subjected to mitigation efforts (research paper, assigned reading, oral exam, etc. as deemed appropriate). Students that fail the overall exam (average score of less than 3) will~~ Students will register for GRD 887a the semester they take the exam. Students who fail the exam will be limited to one additional attempt to take the exam.

Culminating Experience (Oral Presentation Exam) - Culminating experience occurs through a three-tiered process. Students must satisfactorily:

1. Execute a scholarship/research project in the special projects course, and achieve a passing grade for the course (HEA 880).
2. Complete MPH 895, the MPH Capstone Course (1 credit hour).
3. Present their scholarship/research project in a way that demonstrates knowledge and mastery of selected public health objectives and competencies, and must achieve a passing score for the presentation. The students will register for GRD 888a the semester they give their presentation.

~~Culminating Experience (Oral Comprehensive Exam) — As their culminating experience, students in the MPH program are required to complete either a thesis or research project (i.e. EHS 899 and 899C, EHS 893, HEA880). The experience requires a student to synthesize and integrate advanced knowledge and skills acquired in the program and to apply those to some aspect of public health specific to community health education, or environmental health science. At its completion, students present the culminating experience to an interdisciplinary audience of faculty, students, and practitioners. The culminating experience and presentation will be evaluated against the MPH program goals.~~

## Curriculum Change Form

### Part I

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Exercise & Sport Science <hr/> College Health Sciences <hr/> *Course Prefix & Number PHE 840 <hr/> *Course Title (30 characters) Disability Sport and Rehab. <hr/> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	Date 11-8-2010	Date 1/21/11
	Departmental Committee	Graduate Council*
	Is this a SACS Substantive Change? <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	Council on Academic Affairs
	College Curriculum Committee 12/8/10	Approved <input checked="" type="checkbox"/> Disapproved _____ 2/17/11
	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.)

<b>A. 1. Specific action requested:</b> New Class in Graduate Program <b>A. 2. Effective date:</b> Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)
<b>B. The justification for this action:</b> New class. Course has been taught as a PHE 590/790 Special Topics course for over five summer sessions.
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact: NA</b> <b>Operating Expenses Impact: NA</b> None – PHE 590/790 – Special Topics: Disability Sport and Rehabilitation course not taught each summer <b>Equipment/Physical Facility Needs: NA</b> <b>Library Resources: NA</b>

### 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 <del>strikethrough</del> for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.) <b><u>PHE 840. Disability Sport and Rehabilitation. (3) A. This course will introduce students to disability sport, and how exercise and adapted physical activity may be used to improve the quality of life for persons with disabilities.</u></b>
---

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
PHE	840	<del>Fall 2010</del> <u>Fall 2011</u>	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS x _____	ESSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>0</u>	
3	Lecture <u>3</u>	Laboratory _____ Other _____	Cip Code (first two digits only) <u>13</u>	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	<del>25</del> <u>3</u>	N	FR _____ JR _____	SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

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

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

## Syllabus for PHE 840 Disability Sport and Rehabilitation

Instructor: Dr. Louisa S. DeBolt      Office: Moberly 227      Phone: 622-1891  
Email: [Louisa.debolt@eku.edu](mailto:Louisa.debolt@eku.edu)      CRN:

**Course Description:** **PHE 840. Disability Sport and Rehabilitation.** (3) A. This course will introduce students to disability sport, and how exercise and adapted physical activity may be used to improve the quality of life for persons with disabilities.

**Text Required:** 1. *ACSM'S Exercise Management for persons with chronic diseases and disabilities 2010* (3<sup>rd</sup> edition). Human Kinetics, Champaign IL.  
2. Davis, R. (2002). *Inclusion through Sports*. Human Kinetics, Champaign IL.

**Student Learning Outcomes:** By the end of this course, students should be able to:

1. Recognize the value of therapeutic exercise and community based physical activity/exercise programs for everyone, including adults with disabilities and chronic conditions.
2. ~~Students will have the ability to~~ demonstrate adequate professional responsibility, including the knowledge and practice of equal opportunity and access, current legal principles and issues for persons with disabilities.
3. ~~Students will have the ability to~~ seek out disability sport programs in the area that cater to persons with disabilities.
4. ~~Students will be able to~~ demonstrate knowledge of and skill in risk factor and health status identification and exercise prescription for adults with disabilities (or chronic conditions).
5. ~~Students will be able to~~ demonstrate the ability to organize and administer fitness and rehabilitation programs for adults with disabilities (or chronic conditions).
6. ~~Students will have the ability to~~ organize and administer facility emergency planning and response.
7. Describe and apply appropriate strategies for individualizing instruction for persons with special conditions (total knee replacement, total hip replacement, diabetes, orthopedic conditions).
8. ~~Students will~~ have a supervised clinical experience within the health and fitness field.

**PHE840 Grades** will be determined as follows:

Paper out line	25	points	3%
Special Olympics Participation	50	points	7%
Disability Sport Paper	200	points	29%
Disability Sport Video	100	points	14%
1 Quiz	75	points	11%
Exam 1	100	points	14%
Exam 2	100	points	14%
Exercise Recommendations	50	points	7%
	700		100%

**Assessment :**

A = 700-561 B = 560-491 C = 490-421 D = 420-351

**Exams** All students will be required to take all exams at the times and dates specified on the course outline. If for some very serious unforeseen reason a student is unable to take an exam at the specified time and date, he or she must notify the instructor prior to the due date or exam.

**Class Participation and Attendance** Active participation in class projects, discussions, and group assignments is expected of all students. Students will be assigned case studies, group projects, and individual assignments to facilitate preparation for class. Attendance and meaningful participation will have a positive impact on a students' grade in borderline situations.

**Last Day to drop a course:** Please refer to the **Colonel's Compass** for the date. <http://www.registrar.eku.edu/schedule/>

**Assignments** All assignments are due at the beginning of class on the dates specified on the course outline. Assignments received after that time is subject to penalty. If for some very serious unforeseen reason a student is unable to hand in an assignment on the due date, he or she must notify the instructor prior to the due date or exam. Extensions will only be granted in the case of a medical emergency or other extraordinary event. *Due dates listed on the course outline will be strictly enforced.*

**Written Assignments** Each student is required to follow the APA guidelines when submitting written work (e.g. 1" margins, 12-point font, and list of references.) Up to 20% of points on each assignment submitted may be taken off because of poor grammar, spelling, or punctuation. All assignments must be written using a word processor and be printed on laser quality printer.

Technology Expectations: Assignments are to be word-processed. Continuing and regular use of e-mail is expected.

**Cell Phones/Pagers** All cell phones and pagers must be on SILENT notification during class- if a cell phone or pager cannot be set on silent notification, it must be left outside of the classroom.

**Course Requirements/Policies:**

1. Practical Experience: An important aspect of the course is the practical opportunities gained in conjunction with classroom experience in this course. EACH student is responsible to work in a therapeutic exercise setting for persons with chronic conditions.
2. Exercise Recommendations. Using the textbooks and other materials, you will be asked to update additional exercises for two-three participants in the program.
3. Disability Sport Paper.
  - a. Each student will write a 10 page paper on a disability sport. The paper must be on a Disability Sport, it cannot be on a chronic condition such as diabetes or stroke. Wheelchair Basketball, Wheelchair Tennis, Are NOT Available As Topics.
  - b. A short description and outline of the topic must be turned in to the instructor on first Thursday of class.
  - c. The research paper must have at least 10 references. At least five of the ten references must come from refereed journals or articles, the other five may come from internet sources.
  - d. The paper should include:
    - Rules,
    - Equipment, cost of equipment
    - Research on benefits of sport / exercise (journal articles)
    - Psychological research on sport (journal articles)
    - Researching the frequency and locations of local, state, regional, national and international competitions.
    - Is this sport in Kentucky? If not where are the closest locations for competition?
4. Disability Sport Video. All graduate students will be expected to prepare a three-five minute video about the disability sport.

**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 e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone (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 strictly be enforced in this course. The Academic Integrity policy is available at [www.academicintegrity.eku.edu](http://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.

Week	Monday	Tuesday	Wednesday	Thursday
1				
	Intro/syllabus. Chapter 2- Exercise is Medicine. Chapter 34- Arthritis.	<i>Exercise</i>  Chapter 35- Low Back Pain Chapter 36 Osteoporosis.	Chapter 24 Diabetes.  Chapter 27- Cancer.	<i>Exercise</i>  <b>Exam #1</b>
2				
	<b>No class Memorial Day</b>	<i>Exercise</i>  Chapter 31 – Fibromyalgia.	Chapter 17- Chronic Obstructive Pulmonary Disease Chapter 19 - Asthma.	<i>Exercise</i>  <b>Exam#2</b>
3				
	Chapter 42- Multiple Sclerosis Chapter 46 – Parkinson’s.	<i>Exercise</i>	<b>Horseback riding Meet at Kentucky Horse Park</b>	<i>Exercise</i> Quiz
4				
	Wheelchair tennis	<i>Exercise</i> Chapter 39 - Spinal Cord Disabilities	Wheelchair Basketball Indoor Wheelchair Soccer	<i>Exercise</i>
5				
	Goal Ball	<i>Exercise</i>  Exercise Recommendations	Beep Baseball	<i>Exercise</i> Final Exam on disability sport

Course Content by Textbook, by topic, by chapter.

1. [ACSM’S Exercise Management for persons with chronic diseases and disabilities \(3rd edition\). Human Kinetics, Champaign IL.](#)
  - a. [Chapter 2- Exercise is Medicine.](#)
  - b. [Chapter 17- Chronic Obstructive Pulmonary Disease](#)
  - c. [Chapter 19 - Asthma.](#)
  - d. [Chapter 24- Diabetes.](#)

- e. [Chapter 27- Cancer.](#)
- f. [Chapter 31 – Fibromyalgia.](#)
- g. [Chapter 34- Arthritis.](#)
- h. [Chapter 35 & 36 Low Back Pain and Osteoporosis.](#)
- i. [Chapter 39 - Spinal Cord Disabilities](#)
- j. [Chapter 42- Multiple Sclerosis](#)
- k. [Chapter 46 – Parkinson’s.](#)

[2. Davis, R. \(2002\). Inclusion through Sports. Human Kinetics, Champaign IL.](#)

- a. [Chapter 3 – Wheelchair Basketball](#)
- b. [Chapter 6 – Wheelchair tennis](#)
- c. [Chapter 4 – Indoor Wheelchair Soccer](#)
- d. [Chapter 7 – Goal ball](#)

# Curriculum Change Form

## Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Exercise & Sport Science <hr/> College Health Sciences <hr/> *Course Prefix & Number PHE 415 <hr/> *Course Title (30 characters) Outdoor & Lifelong Leisure Motor Activities <hr/> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
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Proposal Approved by: Departmental Committee <hr/> Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date 1/10/10 <hr/> 12/08/10 <hr/> NA <hr/> 1/25/11 <hr/>	Graduate Council* NA <hr/> Council on Academic Affairs Approved x Disapproved 2/17/11 <hr/> Faculty Senate** NA <hr/> Board of Regents** NA <hr/> Council on Postsecondary Edu.*** NA	Date NA <hr/> 2/17/11 <hr/> NA <hr/> NA <hr/> NA
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\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

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

<b>A. 1. Specific action requested</b> <b>A. 2. Effective date</b> <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	The addition of prerequisites EDF 103, 203 and edit description Fall 2011 (if applicable)
<b>B. The justification for this action:</b>	This course is for the P-12 Physical Education Teacher Education majors. There is Task Stream Portfolio work in this course and the Task Stream Training occurs in EDF 203.
<b>C. The projected cost (or savings) of this proposal is as follows:</b>	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.)

(*Use <del>strikethrough</del> for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.) <b>PHE 415 Outdoor &amp; Lifelong Leisure Motor Activities (3) II.</b> Prerequisites: EDF 103, 203. Knowledge and skills needed to conduct cooperative, leisure, adventure, and outdoor motor activities for achievement of important personal and educational goals <u>in the school system.</u>	New or Revised* Catalog Text
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**Part IV. Recording Data for New or Revised Course** (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
PHE	415	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	ESSC.
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture 3 _____	Laboratory _____	Other _____	
Schedule Type* (List all applicable)		Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1			N	FR _____ JR X _____ SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	EDF 103
Course Prefix and No.	EDF 203

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) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Exercise and Sport Science <hr/> College Health Sciences <hr/> *Course Prefix & Number PHE 851 <hr/> *Course Title (30 characters) Event and Facility Management <hr/> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
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Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/8/10	Graduate Council*	1/21/11
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
College Curriculum Committee	12/8/10	Approved	Disapproved
General Education Committee*	NA	Faculty Senate**	Withdrawn
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.)**

<b>A. 1. Specific action requested:</b> To change class title and description to be more reflective of content <b>A. 2. Effective date:</b> Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> NA	
<b>B. The justification for this action:</b> To change class title and description to be more reflective of content	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> none  <b>Operating Expenses Impact:</b> None  <b>Equipment/Physical Facility Needs:</b> None  <b>Library Resources:</b> 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 <del>strike through</del> for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
PHE 851 <del>Facility Design and Maintenance in Physical Education. (3) I. A. Focus on fundamentals of facilities management: planning and design; funding and operating; modifying of facilities associated with physical education, recreation and sport programs.</del>
PHE 851 <u>Event and Facility Management. (3) I. A. Focus on fundamentals of event and facility management: organizing and operating athletic events, planning and modifying facilities associated with athletic, physical education, fitness, and recreation programs.</u>

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
PHE	851	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	ESSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	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)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

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

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

# Curriculum Change Form

## Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Exercise and Sport Science <hr/> College Health Sciences <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Master of Science in Physical Education (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u> ) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	11/8/10	Graduate Council* 1/21/11
Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	12/8/10	Approved Disapproved 2/17/11
General Education Committee*	NA	Faculty Senate** 3/14/11
Teacher Education Committee*		Board of Regents** 4/18/11
		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.)**

<b>A. 1. Specific action requested:</b> 1. To make classes offered outside of the department (with advisor approval) an option for students to choose as part of the 15 hours of additional courses in the Exercise and Sport Science Foundations. 2. To make PHE 775 and PHE 790 an option for students to choose as part of the 15 hours of additional courses in the Exercise and Sport Science Foundations. 3. To correct omission of statement concerning thesis option in Exit Requirements section of catalog 4. To correct omission of statement concerning thesis option in Exercise and Sport Science Option section of catalog <b>A. 2. Effective date:</b> Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> <u>1 &amp; 2) This allows more flexibility in choices for students to fulfill requirements 3 &amp; 4) correct omissions in catalog</u>	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> 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**

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

*Physical Education*  
**CIP Code: 13.1314**

Exercise and Sport Science Foundations.....15-18 hours  
PHE 800 or EPY 869 and select 12-15 additional hours from:  
PHE 762, 775, 790, 810, 812, 814, 821, 822, 823, 825, 831, 833,  
848, 851, 852, 865, 869, 875, 891, 895; OR 700 and/or 800 level course with prior departmental approval from non PHE graduate departments (not to exceed 12 credit hours.)

Select one of the following options.....12-15 hours

Exercise and Sport Science Option  
Select one 800 level PHE course (3 hours) plus nine hours of PHE 700 and/or 800 level courses.\*  
OR PHE 897 (6 hours) plus six hours from PHE 700 and/or 800 level courses

Sports Administration Option  
PHE 835, PHE 730, and PHE 870 (6 hours) or PHE 839 (6 hours).

Exercise and Wellness Option  
PHE 812, NFA 717, PHE 821, PHE 871 (6 hours).

Exit Requirement  
GRD887b

Total Requirements.....30 hours  
\*A maximum of nine hours of 700 level course works is allowed.

Note: For information on the Master of Arts in Education Degree in Physical Education, see College of Education.

**IV. EXIT REQUIREMENTS**

Thesis — The thesis is optional in this program.  
Comprehensive Examination — Candidates shall perform satisfactorily on a written examination of their program of study.

NOTE: The comprehensive exam exit requirement for students who successfully complete PHE 897 – Thesis is waived

Curriculum Change Form

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course (“S,” “W”) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Family and Consumer Science Health Sciences  Master of Science in Community Nutrition (Major <u>  X  </u> , Option <u>  </u> ; Minor <u>  </u> ; or Certificate <u>  </u> )
Proposal Approved by: Departmental Committee Is this a SACS Substantive Change? College Curriculum Committee General Education Committee* Teacher Education Committee*	Date 11/8/10 Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/> 12/8/10 NA NA	Graduate Council* Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Faculty Senate** Board of Regents** Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If “yes”, SACS must be notified before implementation. Please contact EKU’s Office of Institutional Effectiveness.		

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

**A. 1. Specific action requested:** To clarify difference between Option 1 and Option 2 for the MS in Community Nutrition. To remove subscripts from all course numbers listed.  
**A. 2. Effective date:** Fall 2011  
**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

**B. The justification for this action: To make options easier to understand**

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

**Master of Science**  
**Community Nutrition**  
**CIP Code: 19.0709**  
**Required Core Coursework.....24 hours**  
**All Options Core Courses for – Options 1 and 2.....21 hours**  
 NFA7093, 7173, 8113, 8203; HEA8103, 8553, and PHE8003.  
**Option 1.....30 hours**  
**Option 2.....36 hours**  
**Option 1\* – Degree in Community Nutrition -- Core requirement\***  
 NFA709, 717, 811, 820; HEA 810, 855, PHE 800, NFA800, and 835  
**Option 2\*\*– Degree in Community Nutrition with Internship -- Core requirement\*\***  
 NFA709, 717, 811, 820; HEA 810, 855, PHE 802, NFA802, 830 and 831  
**Applied Experience .....6-12 hours**  
 Option 1\*: NFA8356.....6 hours  
 Option 2\*\*: NFA8306 and 8316.....12 hours  
**Option 1.....30 hours**  
**Option 2.....36 hours**  
**Exit Requirement: GRD887c.....0 hours**  
**Total Hours: .....30-36 hours**

\* Does not lead to eligibility to sit for the Registered Dietitians’ exam.  
 \*\*Application and acceptance to the Dietetic Internship (NFA 830 and NFA831) is available ONLY to students who have obtained a verification statement from a DPD (Didactic Program in Dietetics) accredited by CADE (Commission on Accreditation for Dietetics Education). Students who complete NFA 830 and NFA831 are eligible have applied for and been accepted into the Dietetic Internship, and leads to eligibility to sit for the Registered Dietitians’ exam.

# Curriculum Change Form

## Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Occupational Therapy College Health Sciences *Course Prefix & Number OTS 896 *Course Title (30 characters) Non-thesis Contribution *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.																													
Proposal Approved by: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;"><u>Date</u></td> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Departmental Committee</td> <td style="text-align: center;">11/16/10</td> <td>Graduate Council*</td> <td style="text-align: center;">1/21/11</td> </tr> <tr> <td colspan="2"> <i>Is this a SACS Substantive Change?</i>                 Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/> </td> <td>Council on Academic Affairs</td> <td style="text-align: center;">2/17/11</td> </tr> <tr> <td>College Curriculum Committee</td> <td style="text-align: center;">12/8/10</td> <td>Approved <input checked="" type="checkbox"/> Disapproved</td> <td style="text-align: center;">2/17/11</td> </tr> <tr> <td>General Education Committee*</td> <td style="text-align: center;">NA</td> <td>Faculty Senate**</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Teacher Education Committee*</td> <td style="text-align: center;">NA</td> <td>Board of Regents**</td> <td style="text-align: center;">NA</td> </tr> <tr> <td></td> <td></td> <td>Council on Postsecondary Edu.***</td> <td style="text-align: center;">NA</td> </tr> </table>				<u>Date</u>		<u>Date</u>	Departmental Committee	11/16/10	Graduate Council*	1/21/11	<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	2/17/11	College Curriculum Committee	12/8/10	Approved <input checked="" type="checkbox"/> Disapproved	2/17/11	General Education Committee*	NA	Faculty Senate**	NA	Teacher Education Committee*	NA	Board of Regents**	NA			Council on Postsecondary Edu.***	NA
	<u>Date</u>		<u>Date</u>																											
Departmental Committee	11/16/10	Graduate Council*	1/21/11																											
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### Completion of A, B, and C is required: (Please be specific, but concise.)

<b>A. 1. Specific action requested:</b> Change the name of the course and revise the catalog description <b>A. 2. Effective date:</b> Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> The change in the title of the class better reflects that the class is research focused. The changes in the catalog description came from a self-study of the class by the faculty who teach it which resulted in recommendations to clarify what is currently occurring in this class and to meet the appropriate standards for our accreditation organization (ACOTE).	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> NA  <b>Operating Expenses Impact:</b> NA  <b>Equipment/Physical Facility Needs:</b> NA  <b>Library Resources:</b> 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.)

New or Revised* Catalog Text (*Use <del>strickethrough</del> for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)
<b>OTS 896 Non-thesis-Research Contribution</b> (3) A. Completion of a <del>major investigative project</del> <u>research contribution</u> in a specific area of <del>practice of occupational therapy practice.</del> <u>Major paper required.</u> Student must have the project form approved by instructor and department chair prior to enrollment.

**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	896	Fall 2011	AS _____ JS _____ BT _____ EM _____ ED _____ PC _____ HS X _____	OCCT
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Cip Code (first two digits only) 51	
			Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
			Date of data entry _____	
			Data entry person _____	

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

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

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

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

**Department of Occupational Therapy**  
**OTS 896, Research Contribution, CRN 14232**  
**3 credit hours Fall 2010**

**MaryEllen Thompson, PhD, OTR/L** Dizney 105 [Maryellen.thompson@eku.edu](mailto:Maryellen.thompson@eku.edu) 859-622-6347  
**Meeting time and place:** Thursday, 1:00 to 4:00 PM in Rm. TBA

**Catalogue Course Description: OTS 896 (3) A.** Completion of a research contribution in a specific area of occupational therapy practice.

**Text(s):** American Psychological Association, (2009). *Publication Manual of the American Psychological Association*. (6<sup>th</sup> Ed.). Washington, D.C.: Author.

**Student Learning Outcomes:** Upon completion of the course, the learner will:

Learning Outcomes	ACOTE Standard	OT Dept Curricular Theme	Grad SLO
Critically analyze selected research studies		Reasoning Diversity	3,4,6
Implement research methodology necessary to complete proposed research contribution as defined by learning contract.	B 8.7 (major)	Communication Reasoning	5, 6
Contribute to occupational therapy by disseminating knowledge obtained from completion of research project	B 8.8, (major)	Communication Professional Identity	6

Final grades will be assigned according to the following scale:

A = 90-100    B = 80-89    C = 70=79    D = 60-69    F = 59 and below

**Student Progress:** Grades for assignments will be posted on Blackboard

**Attendance Policy:** Students are expected to attend each class session and to actively engage in classroom discussion and learning activities. Graduate education typically relies upon student engagement in class discussions. Students are expected to be active learners, **to take the initiative to seek clarification when needed**, and to contribute independent perspectives on all course material.

**Last Date to Drop the Course:** 10/29/2010

**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](mailto: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](http://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:**

General Guidelines for Assignments and Exams: **Unless indicated otherwise on the topical outline, all written assignments must be submitted by the beginning of the class period on the due date in order to receive full credit.** Exceptions must have prior approval of course instructor. No assignments will be accepted after the close of the last regularly scheduled class meeting of the course. No grades of "Incomplete" will be granted unless there is an emergency that is documented.

**Written assignments must:**

1. Use correct grammar, spelling and punctuation.
2. Be typed.
3. Be clean and neat and submitted on 8 ½ X 11 paper.
4. Include: title of assignment, student's name, due date, and course number.
5. Be written in an organized, clear manner, following APA guidelines.
6. Include all items under format for the particular assignment.

**Expectations for Outside Work:** As per university policy, three hours outside preparation for each hour of course credit will be expected for each class session. As this is a 3 credit hour course, you should expect to spend 9 hours of preparation time for each class session.

**Description of course assignments: Data Collection** – each student will be responsible for recruiting one participant with diabetes. Each participant will complete two PPR Profiles: one for a typical weekday and one for a weekend day. This will require two visits with the participant about one week apart. Visit one will include obtaining the consent to participate in the study and explaining how to complete the PPR Profile. Visit two will include reviewing the PPR Profiles and assisting the participant in completing them if necessary and asking follow up questions regarding how their daily activities supported or constrained a healthy lifestyle with diabetes (diet, exercises, stress, medical routine, etc). Ask the participant to consider how their balance of Pleasure, Productivity and Restoration and level of satisfaction supported or constrained a healthy lifestyle with diabetes. Ideally visit two should be audio taped and transcribed.

**Blog Participation** – a minimum of two blog entries regarding your own experience will result in an 80% on this assignment. To obtain a 90 – 100% you must respond to another student’s postings.

**Data Analysis** – data analysis will include individual analysis of data collected as well as group analysis of data (to be done during class meetings). A type written summary of your individual data analysis will be due by the end of the semester. Group data analysis will be presented at Research Day.

**Participation in Research Day** – the team as a group will present the results of the group analysis of the data collected at Research Day, Friday, November 19, 2010. You will all be expected to prepare for the presentation and professional dress will be expected on the day of the presentation.

**Critical Analysis of Research** – Choose 5 research articles related to diabetes and healthy living. Notify the instructor of articles chosen for final approval. Some overlap will be allowed with other team members, but some unique article selection will be required. See questions in attachment. Assignment must be typed and the reference list in APA (6<sup>th</sup> edition) formatting.

**Course Outline:** See attached Topical Outline

**TOPICAL OUTLINE**

DATE	TOPIC	READING
Thur 8/26	Introductions; Course Overview; Review of analysis Quantitative/Qualitative	Syllabus
Thur 9/02	TBA	
<b>Mon 9/6</b>	<b>Labor Day – no school</b>	
Thur 9/9	TBA	
Thur 9/16	Statistical Analysis of Time Logs	
Thur 9/23	Qualitative Analysis of aggregated data	
Thur 9/30	Qualitative Analysis of aggregated data	
Thur 10/7	Compare Quantitative and Qualitative Data	
<b>Mon 10/11 and Tues 10/12</b>	<b>Fall Break – no school</b>	
<b>Thur 10/14</b>	<b>SSO conference – No class</b>	
Thur 10/21	Data Analysis	
Thur 10/28	Data Analysis	
<b>FRI 10/29</b>	<b>Last Day To Withdraw From A Course</b>	
Thur 11/4	Draft of Research Day Presentation	<b>Due:</b> Individual analysis of data
Thur 11/11	Finalize Research Presentation	
Friday 11/18	<b>RESEARCH DAY</b>	
<b>Thur 11/25</b>	<b>THANKSGIVING HOLIDAY BREAK</b>	
Thur 12/2	TBA	
Thur 12/9	Discussion of Research Articles	<b>Due:</b> Critical Analysis of Research

**\*\*While the Topic Outline is based on a considered estimate of the time required to cover each topic, it is the professor’s prerogative to change the topic outline as needed.**



**EASTERN KENTUCKY UNIVERSITY**

*Serving Kentuckians Since 1906*

**COLLEGE of JUSTICE & SAFETY**

To: Rick McGee  
Catalog & Curriculum Specialist

From: Norman Spain  
Associate Dean

Date: February 10, 2011

Subject: CJS Agenda Items for CAA

Please include the following curriculum items on the February 17, 2011 Agenda of the Council on Academic Affairs.

**JUSTICE AND SAFETY**

Criminal Justice

**Program Revision**

Criminal Justice BS: reduce major hours from 128 to 120

CJS-2

Safety, Security and Emergency Management

*Assets Protection Program*

**Course Revision**

APS 210 Vulnerability & Risk Assessment: change name to Physical Security & revise course description

CJS-4

**New Course**

APS 338 Classification Management: new major elective

CJS-12

**Program Revision**

Assets Protection & Security BS: reduce major hours from 128 to 120; create 3 options

CJS-18

*Homeland Security Program*

**Course Revision**

HLS 461 Disaster Recovery: change name to Mitigation and Disaster Recovery & revise course description

CJS-27

**Hybrid Course**

HLS 321 Critical Problem Analysis: add 321W course (TCAC Approval in Appendix CJS-54)

CJS-40

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Criminal Justice</u> College <u>Justice &amp; Safety</u> *Course Prefix & Number _____ *Course Title ( <u>30 characters</u> ) _____ *Program Title <u>Criminal Justice (B.S.)</u> (Major <u>X</u> , Option __; Minor __; or Certificate __) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	Oct. 2010	Graduate Council*
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		
College Curriculum Committee	2/7/2011	Council on Academic Affairs
General Education Committee*	_____	Approved x Disapproved
Teacher Education Committee*	_____	Faculty Senate**
		Board of Regents**
		Council on Postsecondary Edu.***
		2/17/11 3/14/11 4/18/11 N/A
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.		

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

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)                  To reduce the number of hours required for the degree from 128 to 120.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)                  Fall 2011</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p>
<p><b>B. The justification for this action:</b>                  Due to recent state legislation, the University recommended programs reduce the hours required for a BS Degree from 128 to 120.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b> There will be no personnel impact with this proposal.</p> <p><b>Operating Expenses Impact:</b> There will be no operating expenses impact with this proposal.</p> <p><b>Equipment/Physical Facility Needs:</b> There will be no equipment/physical facility needs with this proposal.</p> <p><b>Library Resources:</b> There will be no additional library resources needed with this proposal.</p>

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

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

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

**New or Revised\* Catalog Text**

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

**Baccalaureate Degrees**

**Criminal Justice (B.S.)**

*CIP Code: 43.0103*

**Major Requirements.....33 hours**

**Core..... 15 hours**

CRJ 101, 313, 331, 388, and 400

**CRJ Electives..... 18 hours**

Select from PLS, CRJ or COR electives or select 3 hours of Foreign language or American Sign Language (ASL) level 200 or above in consultation with major advisor.

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

12 hours from APS, COR, CRJ, FSE, PLS, or select 3 hours of Foreign language or American Sign Language (ASL) level 200 or above in consultation with major advisor.

**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**

JSO 100.

**Free Electives or Minor.....34 ~~26~~ 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) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	Safety, Security and Emergency Management Justice & Safety APS 210 Vulnerability and Risk Assessment Assets Protection & Security
Proposal Approved by:		
	<u>Date</u>	
Departmental Committee	2/4/2011	Graduate Council* NA
Is this a SACS Substantive Change? <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		
College Curriculum Committee	2/7/2011	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 2/17/11
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 ECU's Office of Institutional Effectiveness.		

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

<p><b>A. 1. Specific action requested:</b></p> <p>To rename APS 210 Physical Security and focus its content material</p> <p><b>A. 2. Effective date:</b> Fall 2011</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> NA</p>	
<p><b>B. The justification for this action:</b></p> <p>APS 210 was originally designed to include physical security and vulnerability &amp; risk assessment. In the years this version of the course was taught, it was found students who take APS 210 (freshman/sophomores) struggled with the vulnerability &amp; risk material. As a result, the vulnerability &amp; risk material has been moved to a new supporting course (HLS 391 Vulnerability &amp; Risk Assessment) taken by APS majors. Homeland Security, Fire Science, Occupational Safety and Criminal Justice/Police Studies majors also take APS 210 as either a supporting or free elective course. This revised version of APS 210 places the full emphasis on physical security.</p>	
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b> None—course is already taught.</p> <p><b>Operating Expenses Impact:</b> None.</p> <p><b>Equipment/Physical Facility Needs:</b> None.</p>	

**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 striketrough for deletions and underlines for additions.
6. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

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

**APS 210 Vulnerability & Risk Assessment. Physical Security (3) A.** Principles of ~~vulnerability and risk assessment~~ physical security including regulations and standards, physical security surveys, integrated physical security systems, countermeasures risk and threat identification, and mitigation issues. , ~~threat analysis, criticality, and risk assessment.~~ ~~Comparison and analysis of various vulnerability and risk assessment methodologies.~~

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

4. For a new program, provide the catalog description as being proposed.
5. For a revised program, provide the current program requirements using striketrough 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 striketrough for deletions and underlines for additions.)

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
APS	210	Fall 2011	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	
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		N	FR _____	JR _____
B		N	SO _____	SR _____
W		N		
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

<b>Co-Requisite(s):</b> (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
<b>Prerequisite(s):</b> (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	None
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Equivalent Course(s):</b> (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

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

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

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

(\*Use Validation Tables.)

**Eastern Kentucky University**  
**Department of Safety, Security and Emergency Management**  
**Syllabus for APS 210 Physical Security**  
**CRN XXXXX**  
**3 credit hours**  
**Fall 20XX**

Professor:

Professor's Office:

Class Sessions:

Classroom:

Professor's Contact Information:

Office Tel:

Email:

Office Hours:

**COURSE DESCRIPTION:**

Principles of physical security including regulations and standards, physical security surveys, integrated physical security systems, countermeasures and mitigation issues.

This course will provide an overview of physical security and associated countermeasures in an effort to safeguard life and property within the U.S. critical infrastructure sectors. The fundamentals of physical design will be explored to provide students with a greater understanding of the role that physical security plays in the prevention of manmade and natural hazards. Students will also be introduced to a variety of physical security technologies and their applications. In addition to technology identification, the students will be familiarized with technology standards and protocols for proper use and implementation.

The culminating course project will include the utilization of course content and critical thinking skills to conduct a physical security inspection / survey. This critical on-site examination and analysis of a critical infrastructure site will ascertain the present security status, identify deficiencies or excesses, determine the protection needed, and make recommendations to improve the overall security. In short, EKU will develop informed, critical and creative thinkers who communicate effectively.

**STUDENT LEARNING OUTCOMES:**

Through readings, examinations, writing assignments, discussion boards, and a comprehensive course project, students will be able to:

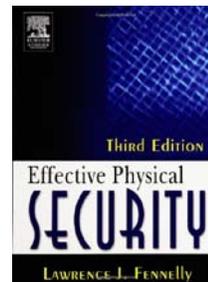
1. **Define** physical security and **recognize** its core principles and value to infrastructure security (*Knowledge / Comprehension*).
2. **List** various physical security technologies / countermeasures and **explain** their application to the enhancement of physical security within a given infrastructure (*Knowledge / Comprehension*).

3. **Recall** various physical security technology standards and **recognize** their application to building / facility installation and maintenance (*Knowledge / Comprehension*).
4. **List** and **describe** various physical security theories and regulations as they relate to infrastructure protection (*Knowledge / Comprehension*).
5. **Apply** the physical security inspection / survey process to a critical infrastructure sector (*Application*) using critical and creative thinking skills.
6. **Develop** a physical security inspection checklist and **collect** data at a selected building / facility (*Synthesis*).
7. **Analyze** obtained physical security data and **organize** it into a comprehensive Report of Inspection (ROI) (*Analysis / Synthesis*).

\*The appropriate level within the cognitive domain (*as defined by Bloom's Taxonomy*) is noted in italics following each learning objective.

### **COURSE TEXT:**

Fennelly, L.J. (2004). Effective Physical Security, 3<sup>rd</sup> Ed.  
Elsevier Butterworth-Heinemann.  
Paperback (303 Pages) - ISBN: 0-7506-7767-8



Burlington, MA,

### **SUPPLEMENTAL READING MATERIALS:**

*(Readings from these supplemental materials will be made available on Blackboard)*

Rhodes, K.A. (2002). Technologies to secure federal buildings. Washington, D.C., United States General Accounting Office - GAO-02-687T.

Roper, C.A. (1997). Physical security and the inspection process. Boston, MA, Butterworth-Heinemann.

Tyska, L.A. & Fennelly, L.J. (2000). Physical security: 150 things you should know. Boston, Massachusetts, Butterworth-Heinemann.

U.S. Department of Defense (2001). Physical Security Manual – FM 3-19.30. Washington, D.C.

U.S. Department of Homeland Security (2009). Interagency security committee – Use of physical security performance measures. Washington, D.C.

**COURSE CENTRAL QUESTION:** How does the application of physical security (concepts, theories, principles) and associated countermeasures serve to safeguard life and property within the U.S. critical infrastructure sectors?

**COURSE FUNDAMENTAL AND POWERFUL CONCEPTS:** Security, Physical Security, Security Design, Security Surveys / Inspections, Crime Prevention Through Environmental Design, Barriers, Locks, Lighting, Alarms, Entry Control, Surveillance

**COURSE METHODOLOGY:** This is an asynchronous web-based course meaning that students can participate according to their schedule (as long as course deadlines are met), and be geographically separate from the instructor. The course is facilitated by the Blackboard course management system at <http://www.learn.eku.edu>. Students who are not familiar with Blackboard should complete the Blackboard tutorials. Technical problems with Blackboard should be addressed to the ECU IT Support Help Desk at 859-622-3000 or <http://www.it.eku.edu/helpdesk/default.php>.

The course syllabus and all course documents will be uploaded to the course within Blackboard. The instructor will use the Blackboard announcements feature to regularly communicate with all students. Students who need to address a private issue with the instructor should use e-mail. The instructor will make every attempt to reply to all correspondence within 24 hours. All assignments should be turned in via the Blackboard system with grades being posted to the Blackboard Grade Center.

### **COURSE REQUIREMENTS:**

Students are expected to maintain engagement in the course regularly, participate actively in class discussions and projects, and complete readings as assigned. In addition each student is required to:

1. **Physical Security Inspection / Survey Project:** Students will be required to complete a multi-phased course project. This project includes four distinct phases:
  - 1) Building / Facility Selection and Approval
  - 2) Building / Facility Background
  - 3) Site Survey / Inspection Questions / Checklist
  - 4) Report of Inspection (ROI)

Specific project guidelines are posted on the Blackboard course site. Overall, the project is worth 200 points or 40% of your course grade.

2. **Two Discussion Boards:** The learning in an online course is greatly enhanced through the exchange of student ideas in the discussion board, and it is the online modality that is used in lieu of traditional in-class discussions. As in a traditional class, student discussions should be conducted in a respectful, courteous manner. Failure to conduct oneself respectfully in the discussion forums will adversely affect your grade. You are expected to post at **least one main response per discussion board** that answers the questions raised. You are also expected to **post at least two responses** in each forum that responds to postings of another classmate by expanding or questioning his or her comments. Please note that quality postings are more than "Good job!" or "I agree with you!" If you agree with a classmate, explain the reasons for this. If you disagree with a classmate, provide reasons to support your position. Each discussion board is worth 25 points for a total of 50 points.
3. **Two Critical Thinking Writing Assignments:** There are two writing assignments in the course. Detailed instructions for each writing assignment can be found in the writing assignments section. Students will be required to utilize the American Psychological Association (APA) Publication Manual - 6th Edition which is available at: <http://owl.english.purdue.edu/owl/resource/560/01> for writing assignments. Each writing assignment is worth 50 points each for a total of 100 points (20% of your final grade).
4. **Midterm and Final Examination:** There will be one midterm examination (Week Seven) and one final examination (Week Sixteen) in this course. These examinations will be timed and consist of multiple choice, definitional, and true/false questions. Each examination is worth 75 points for a total of 150

points (30% of your final grade).

**EVALUATION METHODS:**

<b>Evaluation Activity:</b>	<b>Subcomponents:</b>	<b>Calculation:</b>	<b>Total Points:</b>
<b>Physical Security Inspection / Survey</b>			200 Points
	Phase One	<i>20 Points</i>	
	Phase Two	<i>20 Points</i>	
	Phase Three	<i>40 Points</i>	
	Phase Four	<i>120 Points</i>	
<b>Discussion Boards</b>		<i>2 @ 25 Points Each</i>	50 Points
<b>Writing Assignments</b>		<i>2 @ 50 Points Each</i>	100 Points
<b>Midterm Examination</b>		<i>75 Points</i>	75 Points
<b>Final Examination</b>		<i>75 Points</i>	75 Points
<b>TOTAL POINTS POSSIBLE:</b>			<b>500 Points</b>

Student scores in the course will be translated into course grades as follows:

<b>Points Earned:</b>	<b>Corresponding Letter Grade:</b>	<b>Percentage:</b>
450 - 500	A	90 - 100 %
400 - 449	B	80 - 89 %
350 - 399	C	70 - 79 %
300 - 349	D	60 - 69 %
0 - 299	F	0 - 59 %

**FALL 20xx TERM IMPORTANT DATES:**

Course Begins:

Drop/Add Deadline:

Withdraw Period:

75 % Tuition Refund:

50% Tuition Refund:

25% Tuition Refund:

Last Date to Withdraw:

Course Ends:

**STUDENT PROGRESS:** Grades will be posted in the Blackboard Grade Center. Students can calculate their current grade in the course using the Grade Center information and the above grade scale.

**LAST DATE TO DROP THE COURSE:** Friday, 18 March 2011 is the last date to withdraw from the course with a "W" grade.

**DISABILITY ACCOMODATION STATEMENT:** If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic

accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by e-mail at [disserv@eku.edu](mailto:disserv@eku.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

**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](http://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 account is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail must be sent and received in EKU e-mail accounts.

### **COURSE OUTLINE**

<b>Week</b>	<b>Topic</b>
1	Course Introduction
2	History of Physical Security Design
3	Security Inspection Process
4	Construction Standards and Requirements
5	Crime Prevention Thorough Environmental Design
6	Surveillance Systems
7	Mid-Term Examination
8	Barriers, Locks, Doors, Windows
9	Semester Break?
10	Lighting
11	Alarms/Intrusion Detection
12	Access Control
13	Response/Guard Force
14	Analysis/Reporting
15	Course Project Presentations
16	Final Examination

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

**Part I**

<b>(Check one)</b>	<b>Department Name</b>	Safety, Security and Emergency Management	
X <b>New Course (Parts II, IV)</b>	<b>College</b>	Justice & Safety	
<b>Course Revision (Parts II, IV)</b>	<b>*Course Prefix &amp; Number</b>	APS 338	
<b>Hybrid Course ("S," "W")</b>	<b>*Course Title (30 characters)</b>	Classification Management	
<b>Course Dropped (Part II)</b>	<b>*Program Title</b>	Assets Protection & Security	
<b>New Program (Part III)</b>		(Major ____, Option ____, Minor ____, or Certificate ____)	
<b>Program Revision (Part III)</b>			
<b>Program Suspended (Part III)</b>	<b>*Provide only the information relevant to the proposal.</b>		

<b>Proposal Approved by:</b>	<u>Date</u>		<u>Date</u>
Departmental Committee	2/4/2011	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>			
College Curriculum Committee	2/7/11	Council on Academic Affairs	2/17/11
General Education Committee*	NA	Approved x Disapproved	NA
Teacher Education Committee*	NA	Faculty Senate**	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 APS 338 Classification Management as a major elective in the BS in Assets Protection & Security degree program.

**A. 2. Effective date:** Fall 2011

**A. 3. Effective date of suspended programs for currently enrolled students:** Not applicable

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**B. The justification for this action:** Program faculty recommend a new required course in classification management as part of the BS in APS degree. This course covers material on managing personnel security clearances and safeguarding classified material and is applicable to government security managers and corporate security managers working on classified government contracts.

There are hundreds of US government agencies and over 11,000 private companies that require security managers with knowledge of protecting classified and sensitive material using the procedures covered in this course.

There will be a strong demand for government security management specialists over the next five years. By fall of 2012, the federal government estimates it will hire nearly 273,000 new workers for mission-critical jobs—positions considered crucial by agencies to fulfill their essential obligations to the American people—52,077 are in the security and protection fields. By 2014, one third of the 1.9 million Federal workforce is retirement eligible—600K. It is difficult to forecast how many of those 600K will need to be replaced. Even if it is only one half, the security profession needs to be prepared to process the tens of thousands of security clearances that will be required of new employees. This course provides students the entry level knowledge needed to manage the security clearance process and safeguard classified material.

---

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

**Personnel Impact:** None. Have sufficient full-time and adjunct faculty to cover this program course and all other 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.)

7. For a new course, provide the catalog text.
8. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
9. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

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

**APS 338 Classification Management. (3) A. Focuses on the protection of government information, including classification, handling, dissemination, transmission, and storage of classified and sensitive information. Includes other administrative issues involved with computer/cyber security and protection of trade secrets.**

**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 ~~striketrough~~ 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 ~~striketrough~~ for deletions and underlines for additions.)

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
APS	338	Fall 2011	AS _____ JS <b>X</b> BT _____ EM _____ ED _____ PC _____ HS _____	SSEM (old LPRV)
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <b>X</b>	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 _____
B	3	N	SO _____	SR _____
W	3	N		
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

**NOTE:** Do not forward validation tables with curriculum form. (\*Use Validation Tables.)

**Eastern Kentucky University**  
**Department of Safety, Security and Emergency Management**  
**Syllabus for**  
**APS 338 Classification Management**  
**CRN #####**  
**3 credit hours**  
**Semester and Year**

**Professor's name**

Professor's Office #

Professor's Contact information

(Phone and email)

**Catalog Course Description:** Focuses on the protection of government information, including classification, handling, dissemination, transmission, and storage of classified and sensitive information. Includes other administrative issues involved with computer/cyber security and protection of trade secrets.

**Texts:**

National Industrial Security Program Operating Manual, (NISPOM) Feb. 2006. Available in the Course Documents Section of Blackboard.

Securing Intellectual Property: Protecting Trade Secrets and Other Information Assets (2009). Burlington, MA: Butterworth-Heinemann. ISBN: 978-0-7506-7995-4

American Society for Industrial Security, International. (2007). Trends in Proprietary Information Loss Survey Report June 2007. (Available through ASIS website [asisonline.org](http://asisonline.org))

**Student Learning Outcomes:**

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

1. Assess the general provisions and requirements of the National Industrial Security Program.
2. Appraise the processes involved with Facility Clearances and Personnel Clearances including adjudication.
3. Assess the process for mitigating the impact of Foreign Ownership, Control or Influence (FOCI) and articulate why this is an important aspect of the National Industrial Security Program.
4. Appraise the concept of safeguarding sensitive information including having different levels of classification as well as the varying degrees of control of the different levels of information and explain how this concept impacts the cost of protecting information.
5. Identify the basic administrative requirements for the protection of information in a cyber (computer) environment.
6. Compare and contrast the similarities and dissimilarities between classified/sensitive government information and private sector trade secrets.
7. Complete an Information Security Protection project using critical and creative thinking skills for a hypothetical defense contractor.

## Evaluation Methods:

1. Discussion and Class Participation	200 points
1. Periodic Written assignments (8 @ 50 points each)	400 points
2. Mid-term Examination	200 point
3. Final Paper (Information Security Protection Project)	200 point
4. Final Examination	200 point

Total Points: 1200 points

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = <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](mailto: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](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity.

**Official E-mail:** An official ECU 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 ECU e-mail address.

**Course Requirements:**

**Discussion and Class Participation (16.7%):** A significant part of your grade in this course comes from class participation. You are expected to read and take notes on assigned readings and videos and be prepared to discuss the material in class. Students will be called on randomly in class to present sections of the weekly readings and videos. Your class participation provides me an indication of your understanding of the course material.

**Written Assignments & Final Project (50%):** Students will complete eight (8) written assignments due at various times during the course as indicated in the **Weekly Lessons** section. These assignments place you in the role of a Facility Security Officer and lead to a final 15-20 page (double-spaced) Standard Operation Procedure for a hypothetical defense contractor. The paper will be written as though it were designed for implementation of a classified contract that your company received and you are required to develop this procedure to ensure the proper protection of sensitive US Government information. The individual assignments and final paper must 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

**Examinations (33.3%):** There will be both a mid-term and final examination. 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.

**Course Outline:**

Week	Topic	Assignments Due	Readings
Week 1	Scope and General Provisions and Requirements of National Industrial Security Program		NISPOM Forward, Table of Contents, Acronyms,, and Chapter 1.
Week 2	Security Clearances and Required Security Training and Briefings	Discussion; Initial Security Briefing Outline	NISPOM Chapters 2 and 3
Week 3	Classifications and Markings	Discussion	NISPOM, Chapter 4
Week 4	Safeguarding classified information	Discussion; Written Plan for electronic transmission of classified material	NISPOM Chapter 5
Week 5	Visits and Meetings and Subcontracting	Discussion; Subcontracting Procedure	NISPOM Chapters 6 & 7
Week 6	Automated Information System Security (Administrative)	Discussion	NISPOM Chapter 8

<b>Week 7</b>	Mid-Term Exam	Mid-Term Exam	
<b>Week 8</b>	Automated Information System Security (Administrative)	Discussion; Written Classified processing Procedure	NISPOM Chapter 8 View video "Solar Sunrise"
<b>Week 9</b>	Special Requirements and Vault/SCIF construction requirements	Discussion; Written plan for construction of a vault.	NISPOM Chapter 9; Chapter 5, Section 8, page 5-8-1.
<b>Week 10</b>	International Security Requirements and Miscellaneous Information (Includes TEMPEST)	Discussion; Written paper identifying TEMPEST mitigation actions.	NISPOM Chapters 10 and 11. Appendices A & B
<b>Week 11</b>	Implementation of NISPOM requirements specific to a contract.	Submit Contractor Standard Operating Procedure	
<b>Week 12</b>	Trade Secrets Program and Nondisclosure Agreements	Submit an employee Nondisclosure Agreement	"Securing Intellectual Property" Preface and Chapters 1, 2 & 3
<b>Week 13</b>	IT Services, Development and Outsourcing	Written Outsourcing RFP	"Securing Intellectual Property" Chapter 4
<b>Week 14</b>	Selling a Proprietary Program and identifying potential insider theft of information	Discussion	"Securing Intellectual Property" Chapters 5,6, & 7
<b>Week 15</b>	Theft, Counterfeiting of goods & Hackers	Discussion Final Paper Due	"Securing Intellectual Property" Chapters 8, 9, 10, & 11.
<b>Week 16</b>	Finals Week	Final Exam	

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Department Name</td> <td colspan="2">Safety, Security and Emergency Management</td> </tr> <tr> <td>College</td> <td colspan="2">Justice and Safety</td> </tr> <tr> <td>*Course Prefix &amp; Number</td> <td colspan="2"></td> </tr> <tr> <td>*Course Title (30 characters)</td> <td colspan="2"></td> </tr> <tr> <td>*Program Title</td> <td colspan="2">Bachelor's of Science in Assets Protection &amp; Security</td> </tr> <tr> <td></td> <td colspan="2">(Major <u> X </u>, Option <u> X </u>; Minor <u> </u>; or Certificate <u> </u>)</td> </tr> <tr> <td colspan="3">*Provide only the information relevant to the proposal.</td> </tr> </table>	Department Name	Safety, Security and Emergency Management		College	Justice and Safety		*Course Prefix & Number			*Course Title (30 characters)			*Program Title	Bachelor's of Science in Assets Protection & Security			(Major <u> X </u> , Option <u> X </u> ; Minor <u> </u> ; or Certificate <u> </u> )		*Provide only the information relevant to the proposal.														
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**Completion of A, B, and C is required: (Please be specific, but concise.)**

<p><b>A. 1. Specific action requested:</b></p> <p><b>A. 2. Effective date:</b></p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b></p>	<p>To reduce curriculum from 128 hours to 120 hours; revise the required major courses and add supporting and option courses in the Bachelor's of Science in Assets Protection &amp; Security. This revision creates a degree specific General Education Block VIII (2 courses) and separate options for Corporate Assets Protection, Government Security Operations, and Information and Cyber Security.</p> <p>Fall 2011</p> <p>Not applicable</p>
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**B. The justification for this action:** The BS in Assets Protection & Security last underwent a major revision in academic year 2004-2005. This latest revision brings the degree in line with recent Government Security Operations undergraduate degree requirements published by the Office of the Director of National Intelligence and the approach to curriculum design by other applied science disciplines through the increase of required research & analysis, mathematical and technical courses required for graduation.

This revision incorporates faculty identified gaps in the curriculum, latest guidance from the Office of the Director of National Intelligence (ODNI), and input from professional security management organizations. The program faculty has identified a number of minor changes that are addressed in this latest curriculum. Additionally, the ODNI has published new knowledge standards for security specialists in government agencies and for government contractors who work with classified and sensitive information. The ODNI standards include extensive requirements for information and cyber security activities.

There will be a strong demand for government security management specialists over the next five years. By fall of 2012, the federal government estimates it will hire nearly 273,000 new workers for mission-critical jobs—positions considered crucial by agencies to fulfill their essential obligations to the American people—52,077 are in the security and protection fields. By 2014, one third of the 1.9 million Federal workforce will be retirement eligible—600K. It is difficult to forecast how many of those 600K will need to be replaced. Even if it is only one half, the security profession needs to be prepared to process the tens of thousands of security clearances that will be required of new employees.

The Government Security Operations Option created with this revision will be the first such degree program in that specific discipline in the United States.

The creation of a degree-specific Information and Cyber Security General Education Block VIII is justified by the extensive requirements in this area sought by ODNI. By creating a degree-specific General Education Block VIII on Information and Cyber Security, it allows us to better meet the ODNI requirements through the structure of a 120 hour degree with 48 hours of General Education. This specific Block VIII includes all option students taking one course from among CIS 212 Introduction to Computer Systems, CIS 240 Introduction to Web Information, CSC 104 Computer Literacy with Software Applications or CSC 190 Object-Oriented Programming I. Plus all students will take CSC 307 Cyber Security and Ethics. All of these courses are already approved General Education courses. CIS 212, CIS 240 or CSC 104 are prerequisites for CIS 320 and CIS 325, both included in all three new degree options. CSC 190 is a required prerequisite for several CSC courses included in the Information and Cyber Security option. **The creation of this degree-specific General Education Block VIII and use of the CIS and CSC courses in the new Information and Cyber Security option have been coordinated and approved by CIS and CSC programs.**

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

**Personnel Impact:** None. Existing full-time faculty are available in either the APS program or other departments supporting this curriculum to offer all courses. ECU departments contributing supporting courses have confirmed their abilities to participate. There are currently approximately 30 majors in the Assets Protection & Security BS. These students are currently all taking the current curriculum focused on Corporate Assets Protection. We expect Corporate Assets Protection to remain the most popular option and that only a limited number of students (4-6 per year) will select the Government Security Operations and/or Information and Cyber Security options. We expect, however, with US government grant funding started in Fall 2010, that we will be able to increase Assets Protection & Security marketing and slowly increase the program's number of majors in all options over the next few years. In particular, we expect increased marketing in conjunction with the ECU Veteran's success campaign to increase enrollments in the Government Security Operations option over the next few years.

**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**

- 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.)

**Assets Protection and Security (B.S.)**

CIP Code: 43.0109

**Major Requirements.....~~36~~ 33 hours**

APS 110, 210, 225, 320, 333, ~~350~~, 351, ~~435\*~~, 438, 465, 495, and six hours upper division ~~APS~~ electives from APS 338, 349, 350, 435, 445, or 455. APS 338 required for Government Security Operations option.

~~APS Electives: APS 349, 350, 351, 435\*\*, 445, 455.~~

**Minor.....18 hours**

**Supporting Course Requirements (All Options).....15 hours**

CIS 212, CIS 240, CSC 104 or CSC 190; CSC 307; HLS 321 or HLS 321W; PSY 200 or PSY 200W; and STA 215, STA 270 or CRJ 400.

**Options (Select Only One)**

**Corporate Assets Protection Option.....18-24 hours**

Complete an approved minor (18-24 hours)\* or

Select six courses (18 hours) from: ACC 201, ACC 202, CIS 320, CIS 325, ENG 300, HLS 201, HLS 391, INS 378, MGT 301, OSH 361.

**Government Security Operations Option.....30 hours**

ACC 201, CIS 320, CIS 325, HLS 391, HLS 401, HLS 402, MGT 301, PLS 375, POL 370, and POL 100 or POL 101.

**Information and Cyber Security Option.....33 hours**

CIS 320, CIS 325, CIS 410, CSC 185, CSC 191, CSC 195, CSC 200, CSC 310, CSC 332, CSC 370, CSC 460.

**General Education Requirements.....~~48~~ 33-36 hours**

Standard General Education program excluding the following: blocks Vb (Government Security Operations Option only), Vc, VIIQS, and VIII.

A degree specific block VIII includes a selection of CIS 212, CIS 240, CSC 104 or CSC 190, plus CSC 307.

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

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

JSO 100.

**Free Electives.....~~25~~ 2-17 hours**

**Total Curriculum Requirements.....120 hours**

\* Approved minors include: Business, Communication Studies, Computer Information Systems, Computer Science, Criminal Justice, Deviance/Criminology, Economics, Emergency Management, Environmental Health Science, Fire & Safety Engineering Technology, Homeland Security, Insurance & Risk Management, Military Leadership, Police Studies, Psychology, Public Administration, Public Relations or other approved minor in consultation with student's advisor.

Summaries of the revised program and the revised program student learning outcomes are included at end of this submission.

**BACHELOR OF SCIENCE DEGREE  
ASSETS PROTECTION AND SECURITY**

Corporate Assets Protection Option  
Government Security Operations Option  
Information and Cyber Security Option

**MAJOR REQUIREMENTS**

**(33 HOURS)**

**REQUIRED CORE**

APS 110	Principles of Assets Protection
APS 210	Physical Security (ex-Vulnerability & Risk Assessment)
APS 225	Assets Protection Law
APS 320	Assets Protection Management
APS 333	Assets Protection Ethics and Policy
APS 351	Investigative Interview and Reports
APS 438	Information and Computer Security
APS 465	Assets Protection Auditing
APS 495	Applied Assets Protection (Capstone)

**ELECTIVES (select two courses from):**

APS 338	Classification Management (required for Government Security Operations option)
APS 349	Cooperative Study/Applied Learning (Internship)
APS 350	Private Investigations, Ethics and the Law
APS 435	Topical Assets Protection Seminar
APS 445	Field Experience
APS 455	Independent Study

**SUPPORTING COURSES FOR ALL OPTIONS**

**(15 HOURS)**

HLS 321 or 321W	Critical Problem Analysis
PSY 200 or 200W	Introduction to Psychology (Gen Ed Block VC/Writing Intensive)
CSC 307	Cyber Security and Ethics (Gen Ed Block VIII)

**Select one course from:**

CIS 212	Introduction to Computer Systems (Gen Ed Block VIII) or
CIS 240	Introduction to Web Information (Gen Ed Block VIII) or
CSC 104	Computer Literacy with Software Applications (Gen Ed Block VIII) or
CSC 190	Object-Oriented Programming I (Gen Ed Block VIII—required for Information & Cyber Security Option)

**Select one course from:**

STA 215	Introduction to Statistical Reasoning (Gen Ed Block VIIQS) or
STA 270	Applied Statistics I (Gen Ed Block VIIQS) or
CRJ 400	Applied Criminal Justice Analysis

**SUPPORTING COURSES FOR INDIVIDUAL OPTIONS**

**( 18-33 HOURS)**

**CORPORATE ASSETS PROTECTION OPTION (18-24 HOURS)**

Complete an approved minor (18-24 hours)\*

or

**Select 6 courses (18 hours) from:**

ACC 201	Introduction to Financial Accounting
ACC 202	Introduction to Managerial Accounting
CIS 320	Forensic Computing: Investigations

CIS	325	Forensic Computing: Acquisition and Analysis
ENG	300	Introduction to Technical and Professional Writing
HLS	201	Emergency Management
HLS	391	Vulnerability & Risk Assessment
INS	378	Risk Management
MGT	301	Principles of Management
OSH	361	Principles of Occupational Safety and Health

GOVERNMENT SECURITY OPERATIONS OPTION (30 HOURS)

ACC	201	Introduction to Financial Accounting
CIS	320	Forensic Computing: Investigations
CIS	325	Forensic Computing: Acquisition and Analysis
HLS	391	Vulnerability & Risk Assessment
HLS	401	Intelligence Process
HLS	402	Counterintelligence
MGT	301	Principles of Management
PLS	375	Terrorism/Counterterrorism
POL	370	Introduction to Public Administration

Select one course from:

POL	100	Principles of Politics and Government (Gen Ed Block VB) or
POL	101	Introduction to American Government (Gen Ed Block VB)

INFORMATION AND CYBER SECURITY OPTION (33 HOURS)

CIS	320	Forensic Computing: Investigations
CIS	325	Forensic Computing: Acquisition and Analysis
CIS	410	Project Management and Practice
CSC	185	Introduction to Computer Concepts
CSC	191	Object-Oriented Programming II
CSC	195	Introduction to Discrete Structures
CSC	200	Introduction to Computer Organization
CSC	310	Data Structures
CSC	332	Digital Storage Device & File System Forensic Analysis
CSC	370	Computer Architecture
CSC	460	Computer Network & System Administration

GENERAL EDUCATION REQUIREMENTS\*\* (33-36 HOURS)

UNIVERSITY REQUIREMENT (1 HOUR)

JSO 100 Academic Orientation

FREE ELECTIVES (2-17 HOURS)

TOTAL MINIMUM CURRICULUM REQUIREMENTS (120 HOURS)

\* Approved minors for the Corporate Assets Protection Option include: Business, Communication Studies, Computer Information Systems, Computer Science, Criminal Justice, Deviance/Criminology, Economics, Emergency Management, Environmental Health Science, Fire & Safety Engineering Technology, Homeland Security, Insurance & Risk Management, Military Leadership, Police Studies, Psychology, Public Administration, Public Relations or other approved minor in consultation with student's advisor.

\*\* Recommended General Education courses not required as Supporting Courses.

Block	Area	Course	
IA	Written Communication	ENG 101	English Composition I
IB	Written Communication	ENG 102	English Composition II
IC	Oral Communication	CMS 100	Introduction to Human Communication
II	Mathematics	MAT 107	College Algebra
IIIA	Arts	ART 200	Art Appreciation or
		MUH 171	Music Appreciation
IIIB	Humanities	PHI 110	Beginning Philosophy
IVA	Biological Science	BIO 100	Introduction to Biology
IVB	Physical Science	CHE 101/107	Chemistry in Everyday Life/Lab
VA	History	HIS 203	American Civilization Since 1877
VB	Social and Behavioral Science	POL 100	Principles of Politics & Government or
		POL 101	Introduction to American Government
VI	Wellness	HEA 285	Health Across the Lifespan
VII	Natural Science	GLY 302	Earth Science or
		GEO 210	Introduction to Physical Geography

#### CURRICULUM GUIDES

Rec. = Recommended General Education courses for APS majors.

#### Corporate Assets Protection Option

	Fall Semester	Spring Semester
Year 1	(1 or 3)JSO 100 or GSD 101 (Rec. GSD 101) (3)Gen Ed IA (Rec. ENG 101) (3)Gen Ed II (Rec. MAT 107) (3)Gen Ed VC (Rec. POL 100 or POL 101) (3) APS 110	(3) APS 210 (3)Gen Ed IB (Rec. ENG 102) (3) Gen Ed VA Rec. (HIS 203) (3)Gen Ed IIIA (Rec. MUH 171 or ART 200) (3)Gen Ed VI (Rec. HEA 285)
Year 2	(3)APS 225 (3)Gen Ed IC (Rec. CMS 100) (3)Gen Ed IVA (Rec. BIO 100) (3)Gen Ed IIIB (Rec. PHI 110) (3)Gen Ed VIII (CIS 212, CIS 240 or CSC 104)	(3)Gen Ed IVB (Rec. CHE 101/107) (3) Option/Minor Req. or Free Elective (3) Gen Ed VC (PSY 200 or PSY 200W) (3) Gen Ed VII (STA 215 or STA 270) (3) Gen Ed VIII (CSC 307)
Year 3	(3) Gen Ed VII Rec. (GLY 302 or GEO 210) (3)HLS 321 (3)APS 320 (3) APS 350 (3) Option/Minor Req. or Free Elective	(3)APS 333 (3) APS 338 (3)APS 351 (3) Option/Minor Req. or Free Elective (3)Option/Minor Req. or Free Elective
Year 4	(3)APS 465 (3) APS Elective (3) Option/Minor Req. or Free Elective (3) Option/Minor Req. or Free Elective (3) Option/Minor Req. or Free Elective	(3)APS 495 (3) Option/Minor Req. or Free Elective (3) Option/Minor Req. or Free Elective (3) Option/Minor Req. or Free Elective (3) Option/Minor Req. or Free Elective

Government Security Operations Option

	Fall Semester	Spring Semester
Year 1	(1 or 3)JSO 100 or GSD 101 (Rec. GSD 101) (3)Gen Ed IA (Rec. ENG 101) (3)Gen Ed II (Rec. MAT 107) (3)Gen Ed VC (POL 100 or POL 101) (3) APS 110	(3) APS 210 (3)Gen Ed IB (Rec. ENG 102) (3) Gen Ed VA Rec. (HIS 203) (3)Gen Ed IIIA (Rec. MUH 171 or ART 200) (3)Gen Ed VI (Rec. HEA 285)
Year 2	(3)APS 225 (3)Gen Ed IC (Rec. CMS 100) (3)Gen Ed IVA (Rec. BIO 100) (3)Gen Ed IIIB (Rec. PHI 110) (3)Gen Ed VIII (CIS 212, CIS 240 or CSC 104)	(3)Gen Ed IVB (Rec. CHE 101/107) (3) ACC 201 (3) Gen Ed VC (PSY 200 or PSY 200W) (3) Gen Ed VII (STA 215 or STA 270) (3) Gen Ed VIII (CSC 307)
Year 3	(3) Gen Ed VII Rec. (GLY 302 or GEO 210) (3)HLS 321 (3)APS 320 (3) APS 350 (3) MGT 301	(3)APS 333 (3) APS 338 (3)APS 351 (3) HLS 401 (3) PLS 375
Year 4	(3)APS 465 (3) APS Elective (3) CIS 320 (3) HLS 391 (3) POL 370	(3)APS 495 (3) CIS 325 (3) HLS 402 (3) Free Elective (3) Free Elective

Information and Cyber Security Option

	Fall Semester	Spring Semester
Year 1	(1 or 3)JSO 100 or GSD 101 (Rec. GSD 101) (3)Gen Ed IA (Rec. ENG 101) (3)Gen Ed II (Rec. MAT 107) (3)Gen Ed VC (Rec. POL 100 or 101) (3) APS 110	(3) APS 210 (3)Gen Ed IB (Rec. ENG 102) (3) Gen Ed VA Rec. (HIS 203) (3)Gen Ed IIIA (Rec. MUH 171 or ART 200) (3)Gen Ed VI (Rec. HEA 285)
Year 2	(3)APS 225 (3)Gen Ed IC (Rec. CMS 100) (3)Gen Ed IVA (Rec. BIO 100) (3)Gen Ed IIIB (Rec. PHI 110) (3)Gen Ed VIII (CSC 190)	(3) Gen Ed IVB (Rec. CHE 101/107) (3) Gen Ed VII Rec. (GLY 302 or GEO 210) (3) Gen Ed VC (PSY 200 or PSY 200W) (3) Gen Ed VII (STA 215 or STA 270) (3) CSC 185
Year 3	(3) HLS 321 (3) APS 320 (3) APS 350 (3) CSC 191 (3) Gen Ed VIII (CSC 307)	(3)APS 333 (3)APS 338 (3)APS 351 (3) CSC 195 (3) CSC 200
Year 4	(3)APS 465 (3) CSC 310 (3) CSC 370 (3) Free Elective (3) CIS 320	(3)APS 495 (3) Free Elective (3) CSC 460 (3) CIS 325 (3) CIS 410

## **BS in Assets Protection & Security Student Learning Outcomes**

Students completing the BS in Assets Protection & 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 Assets Protection & Security discipline in the following areas:

Security Policy, Legal, Ethical Issues

Business and Management Fundamentals

Physical, Technical and Personnel Security

Security Auditing and Investigations

Intelligence, Counterintelligence and Counterterrorism (Government Security Operations Option)

Information and Cyber Security (Information and Cyber Security Option)

**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.

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title (Major ____, Option ____, Minor ____, or Certificate ____)	Safety, Security and Emergency Management Justice & Safety HLS 461 Disaster Recovery Homeland Security *Provide only the information relevant to the proposal.
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Proposal Approved by:	Date		Date
Departmental Committee	2/4/2011	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	2/17/11
College Curriculum Committee	2/7/2011	Approved x Disapproved	NA
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 ECU's Office of Institutional Effectiveness.

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

<p><b>A. 1. Specific action requested:</b>                  To rename HLS 461 Mitigation and Disaster Recovery and expand course content.</p> <p><b>A. 2. Effective date:</b> Fall 2011</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> NA</p>
<p><b>B. The justification for this action:</b>                  A curriculum gap was identified that mitigation was not receiving enough emphasis in the BS in Homeland Security major core courses. Mitigation is an important part of the Emergency Management Cycle (Mitigation, Preparedness, Response, Recovery).</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> None—course is already being taught.</p> <p><b>Operating Expenses Impact:</b> None.</p> <p><b>Equipment/Physical Facility Needs:</b> None.</p> <p><b>Library Resources:</b> Name.</p>

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

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

- 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.)

**HLS 461 Mitigation & Disaster Recovery. (3) A. Recovery from disasters and other types of risks, threats, and hazards. Business and government community, critical infrastructure restoration, aid to individuals and communities, and differential impact on low income and minority groups. Concepts, theories, principles, programs, and requirements of pre- and post-disaster hazard mitigation; governmental programs, planning and practice; hazard and threat modeling and analysis; team building; case studies; project development.**

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

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

New or Revised\* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	461	Fall 2011	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	
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		N		FR _____ JR _____
B		N		SO _____ SR _____
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>		<b>FOR BANNER USE ONLY</b>
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		
				Date of data entry _____
				Data entry person _____

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

<b>Co-Requisite(s):</b> (List only co-requisites. See below for prerequisites and combinations.)	
Course Prefix and No.	
Course Prefix and No.	
<b>Prerequisite(s):</b> (List prerequisites only. List combinations below. Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	None
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use “and” and “or” literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)	
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Equivalent Course(s):</b> (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

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

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

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

(\*Use Validation Tables.)

**Eastern Kentucky University**  
**Department of Safety, Security and Emergency Management**  
**Syllabus for HLS 461 Mitigation & Disaster Recovery**  
**CRN XXXXX**  
**3 credit hours**  
**Fall 20XX**

Professor:  
 Professor's Office:  
 Class Sessions:  
 Classroom:  
 Professor's Contact Information:  
 Office Tel:  
 Email:  
 Office Hours:

**COURSE DESCRIPTION:** Concepts, theories, principles, programs, and requirements of pre- and post-disaster hazard mitigation; governmental programs, planning and practice; hazard and threat modeling and analysis; team building; case studies; project development. Overview of disaster recovery programs and requirements; public and individual assistance; hazard mitigation relationships.

**COURSE LEARNINGOBJECTIVES:**

1. Explain the concepts, theories, principles, and programs of applied hazard mitigation and disaster recovery;
2. Apply concepts of critical and creative thinking through class learning activities
3. Apply methods for multi-objective mitigation and recovery; and
4. Utilize approaches for interacting with stakeholders to reduce risk from major hazards and to recover from disaster losses.

**COURSE OUTLINE:**

<b>Categories of Course Activities (apply to table below)</b>	
1. Reading (R) 2. Class Lectures (L) and Expansion Discussions (ED) 3. Hazard Model, Risk Analysis, and Planning (M)	4. Mitigation Plan Report (R) or Presentation (P) 5. Quiz/Exam

<b>Weekly Learning Modules</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Week 1:</b> Overview of syllabus, text, and software <b>Concepts and terminology (Discussion and points)</b> <b>Critical and Creative Thinking – Elements – Standards – Traits</b> <b>Disasters as Systems, Systems Thinking and Analysis</b> <b>Threefold Analysis for Change (TAC)</b> <b>Assign Hazard Mitigation Plans</b>	<b>R</b>	<b>L</b>	<b>M</b>		

<b>Threat models and analysis</b> <b>Obtain Inspiration Software</b>					
<b>Week 2: Hazards and disasters as systems</b> <b>Hazard Mitigation Assistance Programs: Unified Guidance (ED)</b> <b>Selected Plan – Discussion (points)</b> <b>Modeling techniques</b> <b>Install your software</b> Jan 17 - Holiday: Martin Luther King Day (university closed) Jan 17 - Last day to register for full semester classes. Jan 17 - Last day to drop full semester classes.	R	L  ED	M	R	
<b>Week 3: Part I – Natural Hazards, Subpart A, p. 1 - Atmospheric hazards and mitigation</b> <b>Chapter discussion (points)</b> <b>Hazard Mitigation Plan Crosswalks and 44 CFR (also Section 322 of the Stafford Act) (ED)</b> <b>Learning about hurricanes</b> <b>Cascading Threat Models and Risk Assessment</b> <b>Selected Plan – Discussion (points)</b> Videos: 1) Hurricane Iniki and 2) Best Build: Constructing a Sound Coastal Home <b>BEGIN MODEL I: HURRICANE</b> <b>QUIZ I (Atmospheric Hazards, Hurricanes and all lecture and posted course materials).</b>	R	L  ED	M	R	Q
<b>Week 4: Part I – Natural Hazards, Subpart B, p. 91 - Geologic hazards and mitigation</b> <b>Chapter discussion (points)</b> <b>Hazard Mitigation Grant Program Desk Reference (FEMA 345) (ED)</b> <b>Videos: 1) Debris Flow Dynamics (USGS) and 2) Layton, Utah, Debris Flow</b> <b>Selected Plan Discussion (points)</b> <b>Model I Discussion (points)</b> <b>SUBMIT MODEL I: HURRICANE</b>	R	L  ED	M	R	
<b>Week 5: Part I – Natural Hazards, Subpart C, p. 131 - Hydrologic hazards and mitigation</b> <b>Chapter discussion (points)</b> <b>HMGP Glossary (State of Arizona) (ED)</b> <b>Learning About Floods</b> <b>Videos: 1) Protecting a Floodprone Home and 2) Multi-Objective Management (MOM) Planning</b> <b>Selected Plan – Discussion (points)</b> <b>BEGIN MODEL II: FLOOD</b>	R	L  ED	M	R	
<b>Week 6: Part I – Natural Hazards, Subpart D, p. 185 - Seismic Hazards and mitigation</b> <b>Chapter discussion (points)</b> <b>HMGP Process (State of Nevada) (ED)</b> <b>Learning About Seismic Hazards</b> <b>Video: Christopher Arnold EENET: Buildings and Earthquakes</b> <b>Selected Plan – Discussion (points)</b> <b>SUBMIT MODEL II: FLOOD</b>	R	L  ED	M	R	Q

<b>Model II Discussion (points)</b> <b>QUIZ II (Geologic Hazards, Hydrologic Hazards, Seismic Hazards, and all lecture and posted course materials)</b>					
Week 7: <b>Part I - Natural Hazards, Subpart E, p. 215 - Other Hazards and Mitigation – Wildfires</b> Chapter discussion (points) <b>State of Alaska, Hazard Mitigation Grant Administrative Plan (ED)</b> Learning About Wildfires Video: When Wildfire Strikes Home Wildfire Suppression Declarations and Form 90-58 Selected Plan – Discussion (points) <b>BEGIN MODEL III: EARTHQUAKE</b> <b>MID-TERM EXAMINATION (Quiz I, Quiz II, Other Hazards)</b>	<b>R</b>	<b>L</b>  <b>ED</b>	<b>M</b>	<b>R</b>	<b>MT</b>
Week 8: <b>Part II - Technological Hazards, Ch. 20, p. 253 – Other Hazards and mitigation – Dam Failures</b> Chapter discussion (points) <b>HMGP Application, State of Louisiana (ED)</b> <b>Learning About Dam Failures</b> <b>Video: Johnstown Flood Quail Creek Dike Breach and Mitigation</b> <a href="http://www.youtube.com/watch?v=KEdM6Ys6spA">http://www.youtube.com/watch?v=KEdM6Ys6spA</a> Teton Dam <a href="http://www.youtube.com/watch?v=DQula-dZKk0&amp;feature=related">http://www.youtube.com/watch?v=DQula-dZKk0&amp;feature=related</a> <a href="http://www.youtube.com/watch?v=vVs9wmEqb94&amp;feature=related">http://www.youtube.com/watch?v=vVs9wmEqb94&amp;feature=related</a> <a href="http://www.youtube.com/watch?v=uQzCDJrnWBk&amp;NR=1">http://www.youtube.com/watch?v=uQzCDJrnWBk&amp;NR=1</a> <a href="http://www.youtube.com/watch?v=z_Xcl9Lew-c&amp;NR=1">http://www.youtube.com/watch?v=z_Xcl9Lew-c&amp;NR=1</a>  <a href="http://www.youtube.com/watch?v=AYuKlgujuAE&amp;feature=related">http://www.youtube.com/watch?v=AYuKlgujuAE&amp;feature=related</a> <b>Kelly Barnes/Toccoa Falls, GA</b>  <b>Selected Plan – Discussion (points)</b> <b>SUBMIT MODEL III: EARTHQUAKE</b> <b>Model III Discussion (points)</b> <b>Mid-Term Grades Due</b>	<b>R</b>	<b>L</b>  <b>ED</b>	<b>M</b>	<b>R</b>	
<b>Semester Break (no classes)</b>					
Week 10: <b>9/11 Commission Report</b> Reading discussion (points) 9/11 Commission Report, Chapter 7: The Attack Looms (ED) Learning About Terrorism Videos: 1) The Hamburg Cell and 2) Pierre Noel, M.D., Bioterrorism Selected Plan – Discussion (points) <b>BEGIN MODEL IV: TERRORISM</b> <b>QUIZ III (Risk Assessment and all lecture and posted course materials)</b>	<b>R</b>	<b>L</b>  <b>ED</b>	<b>M</b>	<b>R</b>	<b>Q</b>
Week 11: Stafford Act and Disaster Recovery – Discussion (points) Students Plan Presentations I (CCT and Plan Crosswalk Analysis) <b>SUBMIT MODEL IV: TERRORISM</b> Model IV Discussion (points)	<b>R</b>	<b>L</b>  <b>ED</b>	<b>M</b>	<b>P</b>	
Week 12: Stafford Act, Cont'd. – Discussion (points)	<b>R</b>	<b>L</b>		<b>P</b>	<b>Q</b>

Student Plan Presentations II (CCT and Plan Crosswalk Analysis) <b>QUIZ IV (Stafford Act, Part I, and all lecture and posted course materials)</b>		<b>ED</b>			
<b>Week 13: Stafford Act, Cont'd. – Discussion (points)</b> Student Plan Presentations III (CCT and Plan Crosswalk Analysis)	<b>R</b>	<b>L</b>		<b>P</b>	
<b>Week 14: Stafford Act, Cont'd. – Discussion (points)</b> Student Plan Presentations IV (CCT and Plan Crosswalk Analysis) <b>QUIZ V (Stafford Act, Part II, and all lecture and posted course materials)</b>	<b>R</b>	<b>L</b>		<b>P</b>	<b>Q</b>
Week 15: Stafford Act, Cont'd. – Discussion (points) Student Plan Presentations V (CCT and Plan Crosswalk Analysis)	<b>R</b>	<b>L</b>		<b>P</b>	
Week 16: Stafford Act, Cont'd. – Discussion (points) Student Plan Presentations VI (CCT and Plan Crosswalk Analysis) Last day of EKU classes:	<b>R</b>	<b>L</b>		<b>P</b>	
<b>FINAL EXAMINATION WEEK (Quizzes I through V; Stafford Act III, and all lecture and posted course materials)</b>					<b>F</b>

**COURSE TEXT AND SOFTWARE:**

1. **Text: Multi-Hazard Identification and Risk Assessment (MHIRA) - A Cornerstone of the National Mitigation Strategy, July 1997, Federal Emergency Management Agency. NOTE: This online text is provided at no charge. Each MHIRA reading assignment provided below can be found through this link: <http://www.fema.gov/library/viewRecord.do?id=2214>**
2. **Computer software:** Inspiration Software used to model threat causation sequences for the purpose of developing vulnerability reduction strategies. It is **mandatory** that students purchase this software and have it available on their personal computers/laptops by the end of Week Two of the semester. Students lacking this software will lose 50 points for each week they do not have it.

**COURSE SYLLABUS:** The syllabus provides detail and guidance to avoid confusion about important course requirements. Each student should print and keep a hard copy with their text and course notes. It explains course guidelines, rules, grading rubric, course assessment components, including information about discussion requirements, quizzes, exams, homework, projects, assignments, and any assigned work; the instructor reserves the right to modify the guidelines, as needed.

As the semester progresses and topics are discussed, even as current events in the world unfold, it may become necessary to deviate from the syllabus. If a major disaster happens, it can be helpful in teaching about emergency management to study the event. Another type of situation is simply the need for additional time to properly cover a particular topic, especially if new and helpful teaching materials appear.

**STUDENT COMMITMENT: Students may participate in this course by agreeing to the following:**

<ul style="list-style-type: none"> <li>• Purchase of Inspiration Software</li> <li>• Agreeing to complete weekly reading</li> </ul>	<ul style="list-style-type: none"> <li>• Attending each class meeting</li> <li>• Participating in class discussions</li> </ul>
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assignments on schedule <ul style="list-style-type: none"> <li>• Taking course notes for each lecture</li> <li>• Maintaining adequate computer capability, utilizing MS Word (to 2007)</li> <li>• Having a working e-mail address accessible by the EKU Blackboard Learning System.</li> </ul>	<ul style="list-style-type: none"> <li>• Submitting assignments on schedule</li> <li>• Monitoring instructor e-mails</li> <li>• Maintaining functioning online and BlackBoard capability</li> <li>• Understanding the syllabus</li> </ul>
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**COURSE METHODOLOGY:** This is a classroom and web-assisted (hybrid) course using EKU's Blackboard Learning System. This class will consist of weekly readings, videos, in-class discussions, writing assignments and one disaster exercise (conducted in class) as detailed under the online **Weekly Course Documents** section. In order for a student to receive up to maximum points offered, each student is expected to complete all assigned readings from the texts and other related assigned materials prior to the week when they are to be discussed in class, submit assignments by dates due, and be fully prepared to discuss salient reading points in class. For this course, students must develop and have an adequate working knowledge of Blackboard.

The instructor will present class materials in the following formats:

- Lecture
- video documentaries, accompanied by instructor explanation
- PowerPoint Presentations and accompanying lecture or comments
- internet-based resources with accompanying lecture or comment
- handout materials with accompanying lecture or comment
- Use or showing of other instructional materials with accompanying lecture or comment
- Provide most course documents online

**HYBRID CLASSROOM / ONLINE LEARNING:** As stated above, this course will be taught primarily as a classroom course but includes a hybrid aspect involving both classroom and online Blackboard capabilities. Selected online / distance learning applications will be used and students will be required, at times, to go online to obtain and submit assignments, have access to selected course information and materials, obtain e-mail instruction, possibly take examinations and quizzes, and take advantage of other beneficial applications/resources. Students who cannot access or work with the EKU BlackBoard Online System will be at a considerable disadvantage that can affect final grades. Each student must have adequate computer and online capability and skill. **It is the student's responsibility to have and maintain a functioning online computer capability that operates with the EKU online Blackboard system, including e-mail.**

**COURSE CORRESPONDENCE POLICY:** E-mail correspondence regarding the course must be conducted within the course's website (Blackboard) e-mail. NOTE: E-mail relating to course issues or needs that is sent through EKU e-mail outside of the course website e-mail may easily become lost or misplaced. Do not submit course assignments through any e-mail resource unless asked to do so specifically by the instructor. **DO NOT SUBMIT ASSIGNMENTS THROUGH THE MAIN EKU E-MAIL SYSTEM.**

Each student is required to use his/her EKU assigned email address and to make certain that e-mail is working at all times. This will ensure that you can receive course information in a timely manner. If you choose to use another email address, it is your responsibility to make sure that you receive course information. Use of an email address other than the EKU assigned email address is not recommended.

**STUDENT PARTICIPATION IN CLASS LEARNING ACTIVITIES:** Each reading, lecture, video, and PowerPoint, etc., will be discussed in class with the expectation of student participation in discussions. Students who participate with constructive comments, questions and answers will retain their earned course points; points (10 points) will be lost for inability or reluctance to participate. Students can be called upon, by name, to participate in discussions with the understanding that class points can be maintained or lost in the process.

**CRITICAL AND CREATIVE THINKING:** This course will be conducted on the elements, standards, and traits of critical and creative thinking (CCT) provided by the ECU Quality Enhancement Program (QEP) and the Foundation for Critical Thinking. Each student will analyze both an actual hazard mitigation plan and a set of four cascading threat models using CCT. It is an ECU goal to develop informed, critical and creative thinkers who communicate effectively. Students who quickly master and apply these principles in this class will find themselves at an advantage in being successful and receiving a good grade. For information on these elements, standards, and traits refer to the following:

<http://www.qep.ecu.edu/thinking/>

**GRADING RUBRIC:** The following grading rubric provides point values for items of course work and overall totals relating to course grades. This is a good overall approximation of how course work will be scored and grades provided. The instructor reserves the right to adjust the grading rubric should it be necessary to add or remove items of course work.

**GRADING:** Grading will be as follows:

100 points	Mid-Term Exam	A = 900 - 1000 points (90 – 100%) B = 800 - 899 points (80 – 89%)
150 points	Final Exam	C = 700 - 799 points (70 – 79%) D = 600 – 699 points (60 – 69%) F = < 600 points (<60%)
200 points	Critical Thinking: Threat Model and Analysis (4 @ 50 ea)	
50 points	Expansion Discussions	Each student researches chapter topics for expanded lecture/discussion.
100 points	Selected Plan: Class presentation and PPT on Selected Plan with CCT Crosswalk (2 @ 50 pts ea)	
50 points	In-Class weekly reports on Selected Plan Content	

250 points

Quizzes (5 @ 50 ea)

1000 points total

Points will be deducted if any of the following occur:

1. Deduct ten points for each class absence beyond two; role will often be called. Two absences are allowed.
2. Deduct ten points for each inability to participate in class discussions.
3. Deduct 50 points for failure to purchase and maintain on-hand Inspiration Software by third week of course. Additional points may be deducted if not having the software impedes model and analysis development.

**NOTE: The total points may change should course work be modified during the semester.**

## EXAMINATIONS:

**TWO EXAMINATIONS:** There will be two examinations, a mid-term (100 points) and a final examination (150 points). These examinations will be closed book and given in the classroom, unless otherwise explained by the instructor. Students who have missed the exam and not taken it before the answers are given to the class will lose the points for the exam. It is up to the student to make an appointment with the instructor to makeup the exam; points will be lost for taking an exam late (see late submittal policy).

**MID-TERM EXAM:** This will be a closed book/notes exam and be taken in the classroom (during a regularly scheduled class period), unless otherwise explained by the instructor. It may consist of a variety of types of questions, including true-false, multiple choice (or matching), short answer, and essay questions. Thus, students will need to both memorize facts, data, and information) and think critically according to the principles of critical and creative thinking. (value 100 points).

**FINAL EXAMINATION:** This will be a closed book/notes exam and be taken in the classroom (during a regularly scheduled class period), unless otherwise explained by the instructor. It will consist of true-false, multiple choice, matching, short answer, and/or essay questions (value 150 points).

**EXAMINATION DATES:** Examination dates will be discussed in class and typically be taken during university examination weeks or assigned days and times.

**QUIZZES:** There will be at least five quizzes taken in class or online. Some quizzes can be unannounced (pop-quizzes), based on class material just covered. Each will be worth 50 points and take up to 20 minutes of class (or online-time). Scheduled quizzes will be based on course materials posted and/or lectured about during the time period since the prior quiz; this can include videos shown. Pop-quizzes can be given suddenly based on materials just covered and discussed in class. The answers to the quizzes will generally be provided in class, or online, about one week after the quiz is given. Students who have missed the quiz and not taken it before the answers are given will lose the points for that quiz. It is up to the student to make an appointment with the instructor to makeup a quiz before answers are made available to the class. Points can be lost for taking quizzes

late.

**EXPANSION LECTURE/DISCUSSIONS (ED):** Individual or groups of students will be assigned on an approximately-weekly basis to report to the class (verbally) on educational documents provided to the class through Course Documents. For example, in class we will discuss the Hazard Mitigation Grant Program Desk Reference (FEMA 345) which has 16 Sections. Students will be assigned to provide brief/concise reports on the content of some of these sections to the class. EDs will ultimately be worth up to 50 points to each student who provides ongoing excellent reports. There will be several such course documents to be reported on.

**DISASTER MODELS:** Each student will prepare and analyze four cascading threat models for purposes of analyzing for potential mitigation strategies using Inspiration Software. Each student must have Inspiration Software on their personal computer by the end of Week Two. There is a cost for this software; however, the course text is provided online at no charge. The analysis will be to determine hazard mitigation strategies for selected threat pathways. Each model will contain 40 pathways eight threats deep. Models must follow threat logic considerations, as well as threat phraseology requirements. Each model will be worth up to 50 points. The preparation of the models will be synchronous with the chapter readings from the MHIRA text. Modeling methods will be taught in class and information will also be posted in Course Documents. These will be submitted online through Assignment Manager according to the Course Outline/schedule provided in this syllabus.

**MEET WITH INSTRUCTOR:** If a student experiences difficulty in understanding course materials **PLEASE** make an appointment with the instructor for help immediately. Be aware that if a student does not seek help when help is needed, this will be interpreted as an indication from the student that the student understands the course materials and does not require instructor assistance.

**DEDUCTIONS FOR LATE SUBMITTAL OF ASSIGNMENTS:** Assignments submitted by the due date may receive up to 100 percent of the value of the assignment. Assignments submitted one day late will lose 10%; two days late 20%; three days late 30%; etc. Only acceptable formal written excuses (medical doctor, jury duty, military assignments, and a few others) may enable the instructor to waive the deductions. Advance notice by the student to the instructor of possible upcoming late submittals will help facilitate such a waiver.

**COURSE COMMUNICATIONS:** Besides meeting in the classroom where course guidance will be provided, students **MUST** monitor announcements and e-mail from the instructor through the ECU course website. This course will have a course website and announcements and e-mail communication will be provided frequently through that medium. Students not monitoring online course guidance during the semester will find themselves at a disadvantage in properly completing the requirements of the course. There is “no” excuse for not monitoring course e-mails to remain informed.

**ONLINE POSTING OF COURSE MATERIALS:** Course learning materials will often be posted on the course website. These may replace hard copy course handouts and students may need to print these materials at home and include them among their hard copy course materials, bringing them to class for class use. When course documents are posted, the instructor will send an e-mail to the students informing them of the availability of those course items.

**SUBMITTING COURSE ASSIGNMENTS:** For the most part, course assignments will be submitted through the Assignment Manager located on the course website. Links will be provided within the Assignments area for those submittals. Each assignment submitted will be date and time-stamped.

**COMPUTER ISSUES (TECHNOLOGICAL) AS EXCUSES:** It is necessary to depend on successful

availability of computer and internet technology for a successful completion of this course. It is **not be a valid excuse** to submit coursework late due to computer issues, given that ECU makes many computer labs available to students. Such an attempted excuse indicates that a student waited until the last minute to complete and submit a course assignment. Each student should complete assignments so as to have time to comfortably complete and submit assignment. Late submittal penalties will be given for each late submittal, unless a formal written excuse (medical, military, athletic, university, etc.) is provided and accepted.

**EXTRA CREDIT:** There will be no mechanism for providing extra credit toward a final course grade. In lieu of such credit, the instructor may reward good attendance, preparation and participation, and proper course work submittals by elevating grades where borderline or threshold point values exist.

**ATTENDANCE & PARTICIPATION:** Role will be called in class. Ten points will be deducted from each student's total class points for each class missed; two excused absences may be allowed. If a student leaves class early, five points will be deducted, unless prior arrangements were made with the instructor. To avoid losing points for missing a class, an authoritative excuse must be provided to the instructor (examples: written medical, military excuse, jury duty). Most other kinds of excuses will not be accepted. **IF A STUDENT COMES TO CLASS LATE AFTER ROLL IS CALLED, IT IS THE STUDENT'S RESPONSIBILITY TO MAKE THAT KNOWN TO THE INSTRUCTOR TO MODIFY THE ROLL.**

Class participation entails responding to questions (or volunteering to answer questions) asked of students related to reading assignments or lecture or other posted material. If the answer is not known then that student may lose ten (10) points. If a student cannot answer the question, the student will pass the question to someone else (default to next person on class roster). Good faith efforts are accepted.

Attendance and participation will also be used to determine whether borderline students get the higher grade or lower grade. Students with above average attendance and participation will get the higher grade. Students with below average attendance will get the lower grade. This system ensures that several students' course grade may be adjusted by attendance and participation.

Students with employment or other outside commitments that will require them to miss class periodically might prefer to take this course at a more opportune time. Students in this kind of situation will need to meet with the instructor in the first few days of class so that a decision can be made by the instructor, as to the amount of latitude (if any) to be provided the student.

Taking an internship should not conflict with class meeting times. Having an internship will not be accepted as an excuse for missing classes and a student will be marked as absent if not in class.

If, at the end of the semester, when grades are determined, the instructor observes that some students have missed classes, points will be deducted then. However, if a student did have good class participation during the semester, there may be a forgiveness of up to two unexcused absences (at the discretion of the instructor).

**LECTURE SCHEDULE & READING ASSIGNMENTS:** Do the REQUIRED reading assignment BEFORE class and it will make the lectures easier to understand and make it possible for students to participate and do well on quizzes and examinations.

**ASSIGNED READINGS VERSUS LECTURES:** The instructor may, or may not, cover assigned readings with associated lecture information. The readings are required and the student is responsible for the content of the entire readings, both for class discussion and quizzes and examinations, or homework assignments. Students are also responsible for understanding information provided in lecture.

**GUEST LECTURES:** Several professionals may make themselves available to provide guest lectures in class. These will be scheduled as often as possible, perhaps each two weeks, or in some cases more often. Students are responsible for understanding and knowing information provided by them as that material can be covered on quizzes and exams or homework assignments.

It is mandatory that students take an interest in the information provided by guest lecturers and ask questions or discuss information with them. Failure to show such an interest in the guest lecturers will become an issue when final grades are issued; grades will likely be lowered. When asking a question of a guest lecturer (or making a comment), identify yourself by name.

#### **FALL 20xx TERM IMPORTANT DATES:**

Course Begins:

Drop/Add Deadline:

Withdraw Period:

75 % Tuition Refund:

50% Tuition Refund:

25% Tuition Refund:

Last Date to Withdraw:

Course Ends:

#### **ACADEMIC HONESTY POLICY:**

Students are advised that ECU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at [www.academicintegrity.ecu.edu](http://www.academicintegrity.ecu.edu).

Questions regarding the policy may be directed to the Office of Academic Integrity.

Students are not allowed to use research topics or research papers from previous courses without instructor permission.

#### **STUDENTS WITH DISABILITIES:**

If you are registered with the Office of Services for Individuals with Disabilities (OSID), 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@ecu.edu](mailto:disserv@ecu.edu) or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in an alternative format.

#### **MODIFICATION OF THE SYLLABUS:**

The instructor reserves the right to modify this syllabus, depending on course needs. If this happens, this will be discussed in class or through class e-mails so that students can be aware of changes. Schedules can change under a variety of circumstances; such as, when we have guest lecturers and if major disasters happen which we wish to study.

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

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Safety, Security and Emergency Management
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Justice & Safety
<input checked="" type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	HLS 321W
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Critical Problem Analysis
<input type="checkbox"/> New Program (Part III)	*Program Title	BS in Homeland Security
<input type="checkbox"/> Program Revision (Part III)		(Major ____, Option ____, Minor ____, or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/4/2011	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	2/7/2011	Approved x Disapproved	2/17/11
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.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	Create a Writing Intensive version of HLS 321
<b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011	
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) NA	
<b>B. The justification for this action:</b> All EKU students are required to complete at least one writing intensive course prior to graduation. HLS 321 is the research methods course taken by all BS in Homeland Security majors, usually at the start of their junior year. We also intend for HLS 321 to become the research methods course for BS in Assets Protection & Security majors. The course is designed so that students will complete a research project in their major subject using a critical and creative thinking framework, and with peer review and instructor feedback on each section of their final research paper. Previously Homeland Security and Assets Protection & Security majors completed their writing intensive course in other departments. This course allows the student to conduct in-depth research in their major field within a critical thinking and robust feedback framework. The course will also facilitate online BS in Homeland Security students in complying with the writing intensive requirement.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>	
<b>Personnel Impact:</b> None. HLS 321 is already a BS in Homeland Security major requirement with two sections taught on-campus each year with an average of 18-20 students per section. Addition of Assets Protection & Security students anticipated in academic year 2013-2014, with only 10-15 new student each year, will fill existing sections to approximately 28-30 students each. Instructors and facilitators are also available for online BS in Homeland Security HLS 321W sections.	

**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.)

13. For a new course, provide the catalog text.
14. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
15. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

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

**HLS 321W Critical Problem Analysis. (3) A. Prerequisite: ENG 102 (C) or HON 102 (C) or ENG 105 (B). Develop research, critical and creative thinking and communication skills for the security profession. Credit not awarded for both HLS 321 and HLS 321W.**

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

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

New or Revised\* Program Text

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
HLS	321 W	Fall 2011	AS _____ JS X BT _____ EM _____ ED _____ PC _____ HS _____	SSEM
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u> 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 _____
B	3	N	SO _____	SR _____
		Grading Information: Course is eligible for IP (in-progress)	<b>FOR BANNER USE ONLY</b>	

		grading) for: <u>Check all applicable</u>	
		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.	ENG 102 (C) or HON 102 (C) or ENG 105 (B)
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 321W Critical Problem Analysis**  
**CRN XXXXX**  
**3 credit hours**  
**Fall 20XX**

Professor:  
Professor's Office:  
Class Sessions:  
Classroom:  
Professor's Contact Information:  
Office Tel:  
Email:  
Office Hours:

**COURSE DESCRIPTION:**

Prerequisite: ENG 102 (C) or HON 102 (C) or ENG 105 (B). Develop research, critical and creative thinking and communication skills for the security profession. Credit not awarded for both HLS 321 and HLS 321W.

Note: This is a Writing Intensive course. Course assignments are designed to enhance student writing, thinking and speaking skills with a goal of **developing informed, critical and creative thinkers who communicate effectively**.

**TEXTS:**

Students should procure the following texts:

- Jones, M. C. (1995). *The Thinker's Toolkit, Fourteen Powerful Techniques for Problem Solving*. New York: Three Rivers Press. ISBN 0-8129-2808-3.
- Nosich, G. M. (2009). *Learning to Think Things Through, A Guide to Critical Thinking Across the Curriculum* (3<sup>rd</sup> ed.). Upper Saddle River, NJ: Pearson/Prentice Hall. ISBN 978-0-13-813242-2.

The following text is available online:

- Trochim, W. M. (2006). *The Research Methods Knowledge Base*, 2nd Edition.  
<http://www.socialresearchmethods.net/kb/> (version current as of October 20, 2006).

The following unpublished manuscript is available in Blackboard **Course Documents**:

- Collier, M. W. (2010). *Research Methods Lesson Notes*. Richmond, KY: ECU.

Course readings also include class handouts available in Blackboard **Course Documents** and additional Internet materials identified in the **Weekly Lessons** section on Blackboard. Students who are unable to access an assigned Internet site should notify the instructor as the web links are subject to change.

## STUDENT LEARNING OUTCOMES:

Through readings, in-class discussions, and written assignments, students will be able to:

1. Explain inherent inefficiencies with human thinking and decision-making and how critical thinking can overcome these inefficiencies.
2. Use critical thinking to expand, express, explore, and evaluate course content through written communication.
3. Demonstrate the writing process to produce effective documents to include a short position paper (Critical Thinking Analysis Homework), research findings (Matrix Analysis, Utility Analysis, Descriptive Statistics & Correlation homework assignments), and research project (Critical Problem Analysis Project).
4. Recognize effective writing strategies.
5. Develop purpose statements and research question(s) for a research project.
6. Demonstrate the ability to conduct a research literature search.
7. Assess the role of theory (conceptualization) and development of causal and process models in research and analysis.
8. Appraise the relationship between concept definitions and measurements.
9. Assess general procedures for qualitative data collection.
10. Interpret proper ethical conduct in research.
11. Identify basic qualitative and quantitative structured analysis techniques.
12. Complete a written and oral presentation of a Critical Problem Analysis Project encompassing critical and creative thinking skills and use of the scientific research method.

**Course Central Question:** How do we best conduct critical problem analysis in the security fields?

**Course Fundamental & Powerful Concepts:** critical thinking, creative thinking, structured analysis techniques, inductive research, deductive research, reliability, validity, causal models, process models, concept measurement, sampling.

## COURSE METHODOLOGY AND EVALUATION METHODS:

This is a classroom web-assisted course using EKU's Blackboard Learning System.. This class will consist of weekly readings, homework assignments, in-class discussions, and writing assignments and oral presentations as detailed under **Weekly Lessons**. Students are expected to complete all assigned readings from the texts and other related assigned materials, submit assignments on dates due, and be fully prepared to discuss salient points in class. Students should have an adequate working knowledge of Blackboard. Class attendance is mandatory. Unexcused class absences will count against your in-class participation grade. Only the instructor may determine if an absence is excused or not.

## COURSE CORRESPONDENCE POLICY:

- Any email correspondence regarding the course must include the specific course ID (HLS 321W) as the first letters of the subject line. Use HLS 321W as the first letters of the subject line. The course ID (HLS 321W) should be followed by a space and a distinctive subject (e.g., HLS 321W Sampling Homework).
- You are required to use your EKU assigned email address. The instructor will use the EKU email system to send individual messages and to notify students of Announcements posted in Blackboard. Frequent checking of the EKU email system will ensure that you receive all course information in a timely manner. If you choose to use another email address, it is your responsibility to make sure that you receive all course information. Use of an email address other than the EKU assigned email address is not recommended.

## **ASSIGNMENT LOCATION:**

All assignments that need to be completed and submitted during the course are detailed in the **Weekly Lessons**. Once you have completed the task you will submit your work to the instructor. If you have any trouble downloading documents please let your instructor know as soon as possible. Assignments are due as indicated in the **Syllabus** or **Weekly Lessons**.

## **MID-TERM EXAMINATION:**

There will be an in-class Mid-Term examination worth 200 points toward the final grade. The Mid-Term examination will cover conceptual material on critical and creative thinking and research design presented in the first part of the course. The examination is closed book and closed notes and will include multiple choice, definitional, short answer and essay questions.

## **VIRTUAL OFFICE:**

The Blackboard **Virtual Office** discussion forum is used to post questions to the instructor about the course. Posting them here will allow others who might have similar questions to see responses. Your instructor will be checking the Virtual Office frequently to answer any questions that may have been posted. In many cases your classmates may be able to provide assistance. Nothing in the Virtual Office will be graded.

## **CLASS LOUNGE:**

The Blackboard **Class Lounge** discussion forum is a place to get to know your classmates. Introduce yourself and find out about others who are taking this course. Nothing in this discussion board will be graded. It is analogous to the student center on campus: a place to socialize with other students.

## **IN-CLASS PARTICIPATION:**

A significant part of your grade in this course comes from the in-class participation (400 points/20% total). You are expected to read weekly assignment materials, take notes on the readings, and be prepared to present and discuss this material in class. The HLS 321W Class Preparation Guide will be used to prepare for each class period. The Class Preparation Guide will be collected by the instructor randomly through the courses. Lecture time during classes will be kept to a minimum. Instead, class periods will include group activities, short writing assignments and exercises, and student oral presentation of course reading materials and group activities. Your in-class discussion participation is designed to improve your critical and creative thinking skills, writing and oral presentation skills and ability to work in teams. In-class participation also provides an indication of your understanding of the course material. Class attendance is mandatory. Unexcused class absences will count against your in-class participation grade. Students will lose 25 points of the class participation points for each unexcused absence, when they do not have a Class Preparation Guide, or at other times when the student is not prepared for in-class activities.

## **HOMEWORK ASSIGNMENTS:**

There are eight critical thinking, research skill, and/or analysis homework assignments due during the course (50 points each). Homework assignments are due as indicated in the **Syllabus** or **Weekly Lessons**. The homework assignments will be evaluated based on the quality of the assignment and the ECU General Education Scoring Guide for Written Communications and General Education Scoring Guide for Critical & Creative Thinking available in Blackboard **Course Documents** and at <http://www.qep.ecu.edu/assessment/>

## **CRITICAL PROBLEM ANALYSIS PROJECT:**

You will develop a 16-23 page paper (double-spaced—not including title page, reference list and appendices) on a security topic of your choosing. You will choose a topic and then plan and execute a research and critical problem analysis project. The project is worth 1000 total points and consists of six assignments (100 points each), an in-class oral presentation (100 points) and final paper (300 points). See the Critical Problem Analysis Project handout in Course Documents for details of the research project. Unless they have instructor permission, students are not allowed to develop final papers based on papers from other courses.

For the Critical Thinking Analysis Project Final Paper, you must send an electronic copy to the instructor using the Blackboard Assignments section before 5:00 PM on Tuesday of finals week. The document must be in Microsoft Word file format. You must include your ECU ID number—but NOT your name—on the document. A copy of this document may be sent to a committee to evaluate the overall success of the writing-intensive course. Your ECU ID number will allow the University to track students' progress over time without seeing your name. Your paper may also be printed for training purposes. If this occurs, the ID number will be removed before printing. This action also allows a check of your final paper with the SafeAssignment system.

**Note: Students who need general assistance with their writing are encouraged to consult with the ECU Libraries' Noel Studio for Academic Creativity for assistance. The Noel Studio has tutors who will assist you with your writing.**

## **COURSE REQUIREMENTS:**

<b>Requirement</b>	<b>Points</b>	<b>% Total</b>
In-Class Participation	400	20 %
Mid-Term Examination	200	10%
Homework Assignments (8 @ 50 points each)	400	20%
Completion of Critical Problem Analysis Project	1000	50%
Assignments (6 @ 100 points each)	600 points	
In-Class Presentation	100 points	
Final Paper	300 points	

Total Points: 2000

## **GRADING SCALE:**

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

## **LATE ASSIGNMENTS**

Late assignments are discouraged. However, the instructor will work with you when there is a situation beyond your control that requires an assignment to be late. For late assignments not approved by the instructor, the assignment will lose 10% (one letter grade) of its maximum score for each full or partial week late.

## **VIEWING YOUR GRADE IN BLACKBOARD:**

You may view your assignment grade summary at any time under the **Tools** button on Blackboard in the **My Grades** Link.

## FALL 20xx TERM IMPORTANT DATES:

Course Begins:

Drop/Add Deadline:

Withdraw Period:

75 % Tuition Refund:

50% Tuition Refund:

25% Tuition Refund:

Last Date to Withdraw:

Course Ends:

## ACADEMIC HONESTY 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](http://www.academicintegrity.eku.edu).

Questions regarding the policy may be directed to the Office of Academic Integrity.

Students are not allowed to use research topics or research papers from previous courses without instructor permission.

## STUDENTS WITH DISABILITIES:

If you are registered with the Office of Services for Individuals with Disabilities (OSID), 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](mailto: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.

## COURSE OUTLINE:

Week	Topic	Assignments (due on days shown)
Week 1	Introduction to Critical Problem Analysis	Student Biographies (due Tue.)
Week 2	The Research Puzzle	Critical Thinking Analysis Homework (due Tue.)
Week 3	What do We Know about the Problem or Issue? EKU Library Presentation (Tue.)	Critical Problem Analysis Project Assign. 1 (due Tue.)
Week 4	How the World Works	Information Literacy Homework (due Tue.)
Week 5	Modeling the Problem or Issue	Critical Problem Analysis Project Assign. 2 (due Tue.)
Week 6	Measuring Concepts and Sampling	Critical Thinking

	Populations	Analysis Homework Resubmit (due Tue.)
<b>Week 7</b>	Qualitative Data Collection Mid-Term Examination (Tues.)	Sampling Homework (due Thur.)
<b>Week 8</b>	Quantitative Data Collection (Surveys) No Class Tue. (Fall Break)	Critical Problem Analysis Project Assign. 3 (due Thur.)
<b>Week 9</b>	Research Ethics	CITI Completion Certificate (due Tue.)
<b>Week 10</b>	Qualitative Analysis	Critical Problem Analysis Project Assign. 4 (due Tue.)
<b>Week 11</b>	Rational Choice, Decision Trees & Probability Trees	Matrix Analysis Homework (due Tue.)
<b>Week 12</b>	Utility Theory & Game Theory Analysis	Critical Problem Analysis Project Assign. 5 (due Tue.)
<b>Week 13</b>	Descriptive Statistics and Correlation Analysis	Utility Analysis Homework (due Tue.)
<b>Week 14</b>	In-Class Presentations No Class Thu. (Thanksgiving)	Descriptive Statistics and Correlation Analysis Homework (due Tue.) Critical Problem Analysis Project Assign. 6 (due Tue.)
<b>Week 15</b>	In-Class Presentations	
<b>Week 16</b>	In-Class Presentations	Research Project Final Paper (due Tue. of finals week by 3:00 PM)
<b>Finals Week</b>	In-Class Presentations (if needed)	Research Project Final Paper (due Tue. by 5:00 PM)

**The instructor reserves the right to alter the above course schedule and the contents of the weekly lessons in order to accomplish the course objectives.**



521 Lancaster Avenue  
Richmond, Kentucky  
40475-3102

## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

Ginni.fair@eku.edu  
215 Bert Combs Building  
(859)622-2927

Assistant Professor Mike Collier  
Department of Safety, Security, and Emergency Management  
Stratton 250  
24 January 2011

Dear Mike:

I'm writing to let you know that the TCAC committee has approved your proposal for HLS 321W. We are very happy to be adding this course to those available to students. You are set to go in offering the course as soon as it clears the appropriate levels of approval. The attached document indicates those levels through which your proposal must now travel. As you know, you need to initiate that approval path.

Because this course is part of the TCAC program, it 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 (either through email or Blackboard) by (time/date). (1) The document must be in Microsoft WORD; (2) You must include your ID number – but NOT your name – on the document. A copy of this document may be sent to a committee to evaluate the overall success of the writing-intensive courses. Your ID number will allow the University to track students' progress over time, without seeing your name. Your paper may also be printed for training purposes. If this occurs, the ID number will be removed before printing."

When the papers are gathered electronically, you, as the instructor, will need to copy them to a CD and send it to me. As a new writing instructor, you will be required to participate in the scoring of those sample papers.

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 three:

1. Students will demonstrate a writing process that produces effective documents appropriate to course level.
2. Students will recognize effective writing strategies.
3. Students will be able to use critical thinking to expand, express, explore, and evaluate course content through written communication.

Thanks again for your hard work in making this course a reality. I am attaching a sample Memorandum of Agreement, which will need to be signed when your course is initially offered. I will be back in touch with you once your course clears CAA and is included on Banner as a course that is offered to students. Please note that the benefits for TCAC sometimes change, but the benefits indicated on the attached MOA will be valid AS LONG AS your course is offered by the Fall, 2012 semester.

We are delighted to have you as part of the TCAC community. I or my graduate assistant will be in contact with you as you move your proposal through the necessary committees. If there is anything else I can do to help, please let me know.

Best regards,

A handwritten signature in cursive script, appearing to read "Ginni Fair".

Dr. Ginni Fair  
Director, TCAC  
Assistant Professor, Curriculum and Instruction

Cc: Larry Collins  
Sara Zeigler

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input checked="" type="checkbox"/> <b>New A.G.S. Concentration</b> <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Safety, Security and Emergency Management</u> College <u>Justice and Safety</u> *Course Prefix & Number _____ *Course Title <u>(30 characters)</u> _____ *Program Title <u>Associates of General Studies, Homeland Security Concentration</u> _____ (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee		Graduate Council* <u>NA</u>
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs _____
College Curriculum Committee _____		Approved <u>x</u> Disapproved _____ <u>2/17/11</u>
General Education Committee* _____		Faculty Senate** <u>3/14/11</u>
Teacher Education Committee* <u>NA</u>		Board of Regents** <u>4/18/11</u>
		Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To establish an Associates of General Studies, Homeland Security Concentration  <b>A. 2. Effective date:</b> (Example: Fall 2001): Fall 2011  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable): NA	
--	--

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

The Associates of General Studies (A.G.S.), Homeland Security Concentration is needed as a vehicle to feed students into the existing on-campus BS in Homeland Security and new (starts Fall 2011) online BS in Homeland Security. It will facilitate recruitment of students from the ECU regional campuses and those entering the online BS in Homeland Security. Current program policy is that Homeland Security majors complete the ECU General Education requirements, including 15 Gen Ed credits required for the BS in Homeland Security, and the four lower-division major and supporting courses in the BS, before they begin the upper-division courses in the BS in Homeland Security. The AGS consists of these ECU General Education and BS lower-division requirements.

In its first four years (starting in academic year 2007-2008), the BS in Homeland Security has grown to over 200 majors on-campus. This strong on-campus demand and a market analysis showing additional demand for Homeland Security degrees were justification for the new (starts Fall 2011) online BS in Homeland Security. The A.G.S. will be a natural extension of the program to better support the BS in Homeland Security. Beginning in academic year 2009-2010, we began offering the two BS in Homeland Security gateway courses (HLS 101 and HLS 201) to the ECU regional campuses via interactive television (ITV). The 4-10 students from the regional campuses enrolled in these ITV courses each semester indicates there is a potential larger demand for an A.G.S. at these sites, either for students who plan to just earn an Associates or those who desire to continue on to obtain the BS through either our on-campus or online programs. An A.G.S.—Homeland Security Concentration should be of strong interest to regional campus students just as the Criminal Justice associate's and bachelor's degrees have been in the past. We also see the A.G.S. (combined with the new online BS) as a vehicles to generate greater enrollment by students from Ft. Knox. Additionally, past experience reveals students entering the College of Justice & Safety online undergraduate degrees often want to jump directly into the upper-division courses without proper preparation for advanced courses as they receive in the General Education blocks. Having the A.G.S., provides a structured program allowing the online BS advisors to direct the students' learning efforts to the proper lower-division courses before they should enroll in the upper-division BS courses. Having an option to complete an Associate's degree and participate in a college graduation should also be a strong motivator to many students.

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

With an anticipated increase of 100-125 students in the Homeland Security program due to adding the A.G.S. at program maturity in 3-4 years, no additional teaching or support personnel are anticipated. Teaching resources for these additional students were already addressed in our proposal to start the fully online BS.

A.G.S. administrative support is available from staff personnel already supporting the on-campus and online BS in Homeland Security programs.

No additional teaching resources are required. Students will receive the A.G.S. from the following sources:

1. Enrollment at the ECU main Richmond campus or regional campuses via courses currently offered. Homeland Security program teaching resources are available to provide four ITV courses each year to the regional campuses (HLS 101, HLS 201, HLS 225, APS 210).
2. Enrollment in the new ECU/Compass Knowledge Group online General Education Program supporting all ECU online undergraduate degrees. A.G.S. students will be able to combine courses from the ECU/Compass Knowledge Group program and the online BS in Homeland Security lower-division courses to obtain the A.G.S.

**Operating Expenses Impact:** No additional operating expenses anticipated beyond the approved expenses for the new online BS in Homeland Security program.

**Equipment/Physical Facility Needs:** None—current General Education and BS in Homeland Security resources are sufficient.

**Library Resources:** None—current General Education and BS in Homeland Security resources are sufficient.

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

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

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

New or Revised\* Catalog Text

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

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

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

New or Revised\* Program Text

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

**Additions to pages 64- 65, E K U 2010-2011 undergraduate catalog**

**Associates Degrees**

**GENERAL STUDIES (A.G.S.)**

*CIP Code: 24.0102*

**CONCENTRATIONS**

**Homeland Security Concentration.....12 hours**

**Course Requirements.....**

HLS 101, 201, 225, A PS 210.

Students planning to later enroll in the BS in Homeland Security should take as part of their General Education courses GEO 210 or GLY 302 (Block VII(ns)), HIS 203 (Block V a), POL 100 or 101(Block V c), PSY 200 or 200W (Block V b), STA 215 or 270 (Block VII (qs)).

Summary of revised program and revised program learning outcomes included at end of this submission.

**Eastern Kentucky University**  
**College of Justice & Safety**  
**Department of Safety, Security & Emergency Management**  
*Associates of General Studies*  
*Homeland Security Concentration*  
*Effective Fall 2011*

**Total Curriculum Requirements: 61-63 hours**

**Major Requirements: 9 hours**

HLS 101	Introduction to Homeland Security
HLS 201	Emergency Management
HLS 225	Legal & Ethical Issues in Homeland Security

**Supporting Course Requirements: 18 hours**

APS 210	Physical Security
---------	-------------------

**Students planning to later enroll in the BS in Homeland Security, recommend the following courses from the 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**

**(See ECU Undergraduate Catalog, Complete Blocks I, II, III, IV, VI, VIII)**

**University Requirements: 1-3 hours (when required)**

Academic Orientation

## **A.G.S.—Homeland Security Concentration Program Learning Outcomes**

Students completing the A.G.S., Homeland Security Concentration 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:

U.S. Homeland Security community organization, responsibilities, capabilities.

U.S. Homeland Security legal and ethical issues

Physical security and vulnerability assessments of physical structures

U.S. Emergency Management organization, responsibilities, capabilities.

**SLO 2:** Identify 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.

**SLO 4:** Communicate based on intellectual standards in presenting arguments clearly and logically using oral and written forms.

Measurement of program learning outcomes will be conducted through student performance in individual courses and post-graduation student surveys.



EASTERN KENTUCKY UNIVERSITY  
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College of Arts and Sciences  
Office of the Assistant Dean  
Academic and Student Affairs

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

**TO: Council on Academic Affairs**

A handwritten signature in blue ink, appearing to read "Deborah Core".

**From: Dr. Deborah Core, Interim Assistant Dean  
College of Arts and Sciences**

A handwritten signature in blue ink, appearing to read "John Wade".

**Dr. John Wade, Dean  
College of Arts and Sciences**

**DATE: February 1, 2011**

**SUBJECT: Agenda items for 2-17-2011 Council on Academic Affairs Meeting**

The College of Arts and Sciences submits the following agenda items for consideration at the February 17, 2011 meeting of the Council on Academic Affairs.

**AGENDA**

**Department of Anthropology, Sociology & Social Work**  
**New Course**

ANT 344 (Applied Anthropology)  
ANT 377 (Medical Anthropology)

ANT 393 (Kinship and Marriage)

**Dropped Courses**

ANT 391 (Marriage and Family Cross-Culturally)

ANT 400 (Kinship and Social Structure)

**Program Revision**

Canadian Studies Minor- Drop the Canadian Studies Minor from the Anthropology Program

Anthropology- Revise program curriculum listing due to changes in courses offered

**Department of Computer Science**

**Course Revision**

CSC 520 (Multimedia System Design) - Change prerequisite from CSC120 or one of TEC 190, 255, 313, 355 to CSC 310 and update course content/title

CSC 720 (Multimedia System Design) - Update course content/title

**New Course**

CSC 547 (Network Forensics & Investigation) - Create a new course for computer forensics and security students that teaches the details of network forensics

CSC 747 (Network Forensics & Investigation) - Create a new course for computer science graduate students that teaches the details of network forensics

CSC 548 (Personal Electronic Device Forensics) - Create a new course for computer forensics and security students that teaches the details of mobile device forensics.

CSC 748 (Personal Electronic Device Forensics) - Create a new course for computer science graduate students that teaches the details of mobile device forensics.

CSC 549 (Computer Forensics Capstone) - Create a new course to fulfill specific course requirements for option accreditation

CSC 749 (Computer Forensics Capstone) - Create a new course for computer science graduate students that gives direct experience working in digital forensics project.

**Department of English & Theatre**

**Course Revision**

ENG 863 (Writing and Teaching Writing) - To remove the prerequisite of ENG 301 from ENG 863

**New Course**

ENG 801 (Introduction to Graduate Study) - To create a new introductory course on graduate-level writing and scholarship, and the demands of the profession, which will be common to all students in the Master of Arts in English program

ENG 895 (Mentored Scholarly Project) - Create a credit-bearing course for the work required on the end-of-program Mentored Scholarly Project, similar to credits awarded for thesis work.

**Program Revision**

Master of Arts in English - Change the core course requirement of ENG 809 OR ENG 812 with ENG 801. Include language about the proposed course ENG 895: Mentored Scholarly Paper; and to clarify language about the comprehensive exams and master's thesis.

## **Department of History**

### **Program Revision**

History (B.A.) - To reflect the previously approved revision of HIS 312 to HIS 312A and the addition of HIS 312B and HIS 312C.

## **Department of Mathematics and Statistics**

### **Course Revision**

STA 320 (Applied Statistical Inference) - remove the “no credit with” statement

### **Program Revision**

Mathematics (B.S.) - Remove 8 hours of free electives to have 120 total hours in the degree

Statistics (B.S.) - Remove 8 hours of free electives to have 120 total hours in the degree

### **Dropped Course**

MAT 205 (Problem Solving with Logo)

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

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Anthropology, Sociology, Social Work</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number <u>ANT 344</u> *Course Title (30 characters) <u>Applied Anthropology</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		
Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	11/18/10	NA
<i>Is this a SACS Substantive Change?</i> <b>Yes***</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		
College Curriculum Committee	1/24/2011	2/17/11
General Education Committee*	NA	NA
Teacher Education Committee*	NA	NA
	Graduate Council*	NA
	Council on Academic Affairs	NA
	Approved <input checked="" type="checkbox"/> Disapproved _____	NA
	Faculty Senate**	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 <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Add Applied Anthropology to the curriculum permanently.	
<b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011	
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Our program has a new cultural anthropologist, and as such is changing/building our offerings in that sub-field.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact: None</b>  <b>Operating Expenses Impact: None</b>  <b>Equipment/Physical Facility Needs: None</b>  <b>Library Resources: None</b>	

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

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

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

**New or Revised\* Catalog Text**

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

ANT 344 Applied Anthropology (3) A. ANT 120 strongly recommended. Comprehensive survey of applied anthropology theories, methods, and approaches. Based on extensive cross-cultural case materials, examines the historical, current, and potential applications of anthropological perspectives to social 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 ~~striethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

**New or Revised\* Program Text**

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
ANT	344	Fall 2011	AS <u>X</u> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ANSW
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____ 0	
3	Lecture <u>3</u> Laboratory _____ Other _____		Cip Code (first two digits only) 45	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

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

(\*Use Validation Tables.)

**ANT 344: Applied Anthropology (CRN #)**  
**Semester, Year**  
**Eastern Kentucky University**  
**Department of Anthropology, Sociology, and Social Work**  
**Date, Time**  
**Location**

**Instructor Information**

**Catalogue Course Description**

Comprehensive survey of applied anthropology theories, methods, and approaches. Based on extensive cross-cultural case materials, examines the historical, current, and potential applications of anthropological perspectives to social problems.

**Student Learning Outcomes**

By the end of this course you will be able to:

1. Comprehend and critique important theoretical contributions to the field of applied and practicing anthropology.
2. Understand methodologies utilized in applied anthropology, including participatory action research, rapid assessment, and program evaluation.
3. Critically analyze applied anthropology case studies from around the globe and apply practices and strategies to other cultural contexts.
4. Identify social disparities at the micro and structural levels and apply anthropology theory and methods to redress social injustices.
5. Demonstrate the array of domains where anthropology can be applied and the professions therein.

**Course Texts (Required)**

Guerron-Montero, Carla Ed.

2009 Careers in 21st Century Applied Anthropology: Perspectives from Academics and Practitioners. Special Issue of the NAPA Bulletin. Boston MA, Wiley-Blackwell. ISBN 1405190159. \$25.00 New.

Kedia, Satish and John van Willigen, Eds.

2005 Applied Anthropology: Domains of Application. Praeger Publishing. ISBN 0275978427. \$36.95 New.

McDonald, James, Ed.

2001 The Applied Anthropology Reader. Boston MA, Allyn and Bacon Publishers. ISBN 0205324916. \$62.20 New.

**Course Requirements and Evaluation Methods**

Participation, Attendance, and In-Class Assignments	100
Article Summary Presentations	100
Worksheets and Homework Assignments	200
Summary Quizzes	250
Midterm Paper	150
Final Paper	200

TOTAL POSSIBLE

1000

*Participation, Attendance, and In-Class Assignments 10% (100 points)*

Quality participation and attendance forms the basis of your participation grade. Quality participation and attendance includes: regularly attending class, completing readings prior to class meetings, preparing discussion issues for class meetings, contributing to class discussions, participating in individual and group assignments, and more. Class meetings are a time for discussion and community building, and as such are important to accomplishing the course objectives. Attendance by all is crucial to the success of the classroom, and we share a responsibility to prepare and participate. Absences will have a negative impact on your performance, final grade, and the classroom dynamic.

Please note that the use of handheld devices, cellular telephones, and laptop computers (unless approved by the Office of Services for Individuals with Disabilities) are not permitted during class meetings. Should you choose to use these electronics during class, you will forfeit your participation grade for that day.

This class explores issues of cultural diversity that requires each and every student to commit to providing a fair and safe learning environment. As such, you are asked to refrain from any activity that may create a hostile learning environment. Failure to respect your fellow students and instructor may result in removal from the classroom and appropriate disciplinary action.

*Article Summary Presentations 10% (100 points)*

The syllabus was purposely designed to provide each participant with responsibilities for leading and stimulating class discussion. Each participant will be responsible for providing verbal summaries of at least two articles throughout the semester. Summary presentations should last no more than 10 minutes and should focus on the

*Worksheets and Homework 20% (200 points)*

Throughout the semester, worksheets and homework assignments will complement course materials and lectures. Worksheets may be assigned for completion in class individually or with your learning circle, or assigned for homework. Worksheets and assignments may cover the course readings, course presentations, videos, or other items as necessary.

*Summary Quizzes (10 x 25 points each= 250 points)*

There will be a total of 10 brief quizzes throughout the semester. Quizzes will cover materials due for the class period and may be short answer, multiple choice, true/false, fill in the blank, or other format.

*Midterm Paper 15% (150 points)*

The midterm paper for this course is a 10 page, double-spaced analysis of Applied Anthropology theory. Students are expected to incorporate readings from the course texts. Additional details regarding this paper will be distributed in class.

*Final Paper 20% (200 points)*

The final paper for this course is a 20 page, double-spaced analysis of a case study wherein you employ the theories and methods of applied anthropology to redress a social problem. Students are expected to incorporate readings from the course texts and additional

literatures. All topics must be approved by the instructor by the midterm. Additional details regarding this paper will be distributed in class. The final paper serves as the final exam for this course and is due on the date listed on the Colonel's Compass for the final.

### **Grading Scale**

Grades will be assigned based on the quality of work observed and turned in to the instructor. The assignment of grades will reflect the standard Eastern Kentucky University scale:

90%-100% (900-1000 points) = A

80%-89% (800-899 points) = B

70%-79% (700-799 points) = C

60%-69% (600-699 points) = D

0%-59% (0-599 points) = F

Your final grade will be computed from a grand total of 1,000 points. No extra credit options are available. Grades are not curved.

### **Policy on Attendance and Late Assignments**

Attendance will be recorded through various mechanisms throughout the semester (e.g., roll call, submission of in-class work). All written assignments must be completed and handed in by the dates specified on the syllabus. E-mail submissions are not accepted. **No late work is accepted.**

### **Last Day to Drop the Course**

The last day to drop the course without receiving a "W" is available in the Colonel's Compass at: [www.eku.edu/compass](http://www.eku.edu/compass).

### **Student Progress**

Students should keep a record of their grades as the semester progresses. Students can calculate their current grade by dividing points received by points attempted. Students may contact me for questions about their grade via email or visit me during office hours.

### **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](mailto: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 be strictly enforced in this course. The Academic Integrity policy is available at [www.academicintegrity.eku.edu](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity.

### **Official Email Notice**

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.

### Schedule of Assignments

This schedule may be amended throughout the semester to best fit the needs of the class.

Week 1	Introduction, History of Applied Anthropology
Week 2	Theory in Applied Anthropology
Week 3	Methods in Applied Anthropology
Week 4	Domains of Application- Development Anthropology
Week 5	Domains of Application- Agricultural Anthropology
Week 6	Domains of Application- Environmental Anthropology
Week 7	Domains of Application- Medical Anthropology
Week 8	Domains of Application- Nutritional Anthropology
Week 9	Domains of Application- Business Anthropology
Week 10	Domains of Application- Educational Anthropology
Week 11	Domains of Application- Gerontological Anthropology
Week 12	Domains of Application- Policy and Advocacy Anthropology
Week 13	Applied Anthropology Case Studies
Week 14	Applied Anthropology Case Studies
Week 15	Careers in Applied Anthropology
Week 16	Careers in Applied Anthropology
Week 17	Final Exam Week, Term Paper Due

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

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Anthropology, Sociology, Social Work</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number <u>ANT377</u> *Course Title (30 characters) <u>Medical Anthropology</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date <u>11/18/10</u> Graduate Council* _____ Date <u>NA</u> Departmental Committee _____ <i>Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/></i> Council on Academic Affairs _____ College Curriculum Committee <u>1/24/2011</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> 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 <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Add Medical Anthropology to the curriculum permanently.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Our program has a new cultural anthropologist, and as such is changing/building our offerings in that sub-field.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact: None</b>  <b>Operating Expenses Impact: None</b>  <b>Equipment/Physical Facility Needs: None</b>  <b>Library Resources: None</b>	

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

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

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

**New or Revised\* Catalog Text**

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

ANT 377 Medical Anthropology. (3) A. ANT 120 strongly recommended. Exploration of health, healthcare, and healing cross-culturally. Through medical anthropology theory and methods, apply critical perspectives to the health status of populations, the distribution of health in societies, and health outcomes.

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

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

**New or Revised\* Program Text**

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
ANT	377	Fall 2011	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ANSW
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____ 0	
3	Lecture <u>3</u> Laboratory _____ Other _____		Cip Code (first two digits only) 45	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

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

(\*Use Validation Tables.)

**ANT 377: Medical Anthropology (CRN #)**  
**Semester, Year**  
**Eastern Kentucky University**  
**Department of Anthropology, Sociology, and Social Work**  
**Date, Time**  
**Location**

**Instructor Information**

**Catalogue Course Description**

Exploration of health, healthcare, and healing cross-culturally. Through medical anthropology theory and methods, apply critical perspectives to the health status of populations, the distribution of health in societies, and health outcomes.

**Student Learning Outcomes**

By the end of this course you will be able to:

1. Comprehend, critique, and apply theoretical approaches in medical anthropology (e.g. critical medical anthropology, political ecology, structural violence, biocultural theory).
2. Understand key methodologies utilized in medical anthropology and the anthropology of public health.
3. Analyze cross-cultural case studies of health and healing practices, etiologies, provider models.
4. Integrate concepts associated with gender, class, and racial stratification across cultures.
5. Identify health inequities and disparities in well-being at the micro and structural levels and interrogate practices to redress those disparities.

**Course Texts (Required)**

Brown, Peter J., and Ron Barrett, eds.

2009 Understanding and Applying Medical Anthropology, 2nd Edition. Boston MA: McGraw Hill Higher Education. ISBN 0073405388. \$78.75 New.

Sargent, Carolyn, and Thomas Johnson, eds.

1996 Medical Anthropology: Contemporary Theory and Method. Westport, CT: Greenwood Press. ISBN 0275952657. \$51.95 New.

**Course Requirements and Evaluation Methods**

Participation, Attendance, and In-Class Assignments	100
Article Summary Presentations	100
Worksheets and Homework Assignments	200
Summary Quizzes	250
Midterm Paper	150
Final Paper	200
<b>TOTAL POSSIBLE</b>	<b>1000</b>

*Participation, Attendance, and In-Class Assignments 10% (100 points)*

Quality participation and attendance forms the basis of your participation grade. Quality participation and attendance includes: regularly attending class, completing readings prior to class meetings, preparing discussion issues for class meetings, contributing to class discussions, participating in individual and group assignments, and more. Class meetings are a time for discussion and community building, and as such are important to accomplishing the course objectives. Attendance by all is crucial to the success of the classroom, and we share a responsibility to prepare and participate. Absences will have a negative impact on your performance, final grade, and the classroom dynamic.

Please note that the use of handheld devices, cellular telephones, and laptop computers (unless approved by the Office of Services for Individuals with Disabilities) are not permitted during class meetings. Should you choose to use these electronics during class, you will forfeit your participation grade for that day.

This class explores issues of cultural diversity that requires each and every student to commit to providing a fair and safe learning environment. As such, you are asked to refrain from any activity that may create a hostile learning environment. Failure to respect your fellow students and instructor may result in removal from the classroom and appropriate disciplinary action.

*Article Summary Presentations 10% (100 points)*

The syllabus was purposely designed to provide each participant with responsibilities for leading and stimulating class discussion. Each participant will be responsible for providing verbal summaries of at least two articles throughout the semester. Summary presentations should last no more than 10 minutes and should focus on the

*Worksheets and Homework 20% (200 points)*

Throughout the semester, worksheets and homework assignments will complement course materials and lectures. Worksheets may be assigned for completion in class individually or with your learning circle, or assigned for homework. Worksheets and assignments may cover the course readings, course presentations, videos, or other items as necessary.

*Summary Quizzes (10 x 25 points each= 250 points)*

There will be a total of 10 brief quizzes throughout the semester. Quizzes will cover materials due for the class period and may be short answer, multiple choice, true/false, fill in the blank, or other format.

*Midterm Paper 15% (150 points)*

The midterm paper for this course is a 10 page, double-spaced analysis of Medical Anthropology theory. Students are expected to incorporate readings from the course texts. Additional details regarding this paper will be distributed in class.

*Final Paper 20% (200 points)*

The final paper for this course is a 20 page, double-spaced analysis of a health or medical issue employing Medical Anthropology theory and methods. Students are expected to incorporate readings from the course texts and additional literatures. All topics must be approved by the instructor by the midterm. Additional details regarding this paper will be distributed in class. The final paper serves as the final exam for this course and is due on the date listed on the Colonel's Compass for the final.

## **Grading Scale**

Grades will be assigned based on the quality of work observed and turned in to the instructor. The assignment of grades will reflect the standard Eastern Kentucky University scale:

90%-100% (900-1000 points) = A

80%-89% (800-899 points) = B

70%-79% (700-799 points) = C

60%-69% (600-699 points) = D

0%-59% (0-599 points) = F

Your final grade will be computed from a grand total of 1,000 points. No extra credit options are available. Grades are not curved.

## **Policy on Attendance and Late Assignments**

Attendance will be recorded through various mechanisms throughout the semester (e.g., roll call, submission of in-class work). All written assignments must be completed and handed in by the dates specified on the syllabus. E-mail submissions are not accepted. **No late work is accepted.**

## **Last Day to Drop the Course**

The last day to drop the course without receiving a “W” is available in the Colonel’s Compass at: [www.eku.edu/compass](http://www.eku.edu/compass).

## **Student Progress**

Students should keep a record of their grades as the semester progresses. Students can calculate their current grade by dividing points received by points attempted. Students may contact me for questions about their grade via email or visit me during office hours.

## **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](mailto: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 ECU’s Academic Integrity policy will be strictly enforced in this course. The Academic Integrity policy is available at [www.academicintegrity.eku.edu](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity.

## **Official Email Notice**

An official ECU 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 ECU email address.

### Schedule of Assignments

This schedule may be amended throughout the semester to best fit the needs of the class.

Week 1	Introduction to Course and Syllabus Understanding Medical Anthropology: Biosocial and Cultural Approaches
Week 2	Evolution, Health, and Medicine Human Biological Variation
Week 3	Bioarchaeology and the History of Health
Week 4	Cultural and Political Ecologies of Disease
Week 5	Ethnomedicine and Healers Belief and Healing
Week 6	The Meaning and Experience of Illness
Week 7	Biomedicine, Technology, and the Body
Week 8	Culture, Illness, and Mental Health
Week 9	Case Studies in Explanatory Models
Week 10	Working with the Culture of Biomedicine
Week 11	Ethnicity and Health Care
Week 12	Stigma and Coping with Chronic Illness
Week 13	Gender and Health
Week 14	Gender and Health
Week 15	Culture and Nutrition: Fat and Thin
Week 16	Global Health Issues and Programs
Week 17	Final Exam Week, Term Paper Due

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

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Anthropology, Sociology, Social Work</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number <u>ANT393</u> *Course Title (30 characters) <u>Kinship and Marriage</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date <u>11/18/10</u> Graduate Council* _____ Date <u>NA</u> Departmental Committee _____ <i>Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/></i> Council on Academic Affairs _____ College Curriculum Committee <u>1/24/2011</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> 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.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Add Kinship and Marriage to the anthropology curriculum permanently.	
<b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011	
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Our program has a new cultural anthropologist, and as such is changing/building our offerings in that sub-field.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact: None</b>  <b>Operating Expenses Impact: None</b>  <b>Equipment/Physical Facility Needs: None</b>  <b>Library Resources: None</b>	

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

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

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

**New or Revised\* Catalog Text**

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

ANT 393 Kinship and Marriage. (3) A. ANT 120 strongly recommended. Explores anthropological perspectives of social organization emphasizing kinship structures, families, and marriage across cultures. Through case examples, understand the anthropology methods and theories that guide studies of how cultures and societies organize social units.

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

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

**New or Revised\* Program Text**

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

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
ANT	393	Fall 2011	AS <input checked="" type="checkbox"/> JS _____ BT _____ EM _____ ED _____ PC _____ HS _____	ANSW
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____ 0	
3	Lecture <u>3</u> Laboratory _____ Other _____		Cip Code (first two digits only) 45	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

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

(\*Use Validation Tables.)

**ANT 393: Kinship and Marriage (CRN #)**  
**Semester, Year**  
**Eastern Kentucky University**  
**Department of Anthropology, Sociology, and Social Work**  
**Date, Time**  
**Location**

**Instructor Information**

**Catalogue Course Description**

Explores anthropological perspectives of social organization emphasizing kinship structures, families, and marriage across cultures. Through case examples, understand the anthropology methods and theories that guide studies of how cultures and societies organize social units.

**Student Learning Outcomes**

By the end of this course you will be able to:

1. Comprehend and critique important theoretical contributions to the anthropological study of kinship and marriage systems across cultures.
2. Understand methodologies deployed to study kinship and marriage structures and how they have changed over time.
3. Critically analyze cultural systems that influence and result from kinship and marriage structures, such as gender roles, political systems, and religious systems.
4. Reflexively analyze Western and European kinship and marriage systems as they connect to global political economic systems.
5. Identify contemporary applications and directions in the study of kinship and marriage.

**Course Texts (Required)**

Leinaweaver, Jessaca

2008 *The Circulation of Children: Kinship, Adoption, and Morality in Andean Peru.* Durham NC: Duke University Press. ISBN 0822341972. \$22.95 New.

Parkin, Robert, and Linda Stone, eds.

2004 *Kinship and Family: An Anthropological Reader.* Malden MA: Blackwell Publishing. ISBN 063122999X. \$52.95 New.

Strathern, Andrew, and Pamela J. Stewart

2011 *Kinship in Action: Self and Group.* Boston MA: Pearson Education. ISBN 0131844849. \$36.40 New.

**Course Requirements and Evaluation Methods**

Participation, Attendance, and In-Class Assignments	100
Article Summary Presentations	100
Worksheets and Homework Assignments	200
Summary Quizzes	250
Midterm Paper	150
Final Paper	200
<b>TOTAL POSSIBLE</b>	<b>1000</b>

*Participation, Attendance, and In-Class Assignments 10% (100 points)*

Quality participation and attendance forms the basis of your participation grade. Quality participation and attendance includes: regularly attending class, completing readings prior to class meetings, preparing discussion issues for class meetings, contributing to class discussions, participating in individual and group assignments, and more. Class meetings are a time for discussion and community building, and as such are important to accomplishing the course objectives. Attendance by all is crucial to the success of the classroom, and we share a responsibility to prepare and participate. Absences will have a negative impact on your performance, final grade, and the classroom dynamic.

Please note that the use of handheld devices, cellular telephones, and laptop computers (unless approved by the Office of Services for Individuals with Disabilities) are not permitted during class meetings. Should you choose to use these electronics during class, you will forfeit your participation grade for that day.

This class explores issues of cultural diversity that requires each and every student to commit to providing a fair and safe learning environment. As such, you are asked to refrain from any activity that may create a hostile learning environment. Failure to respect your fellow students and instructor may result in removal from the classroom and appropriate disciplinary action.

*Article Summary Presentations 10% (100 points)*

The syllabus was purposely designed to provide each participant with responsibilities for leading and stimulating class discussion. Each participant will be responsible for providing verbal summaries of at least two articles throughout the semester. Summary presentations should last no more than 10 minutes and should focus on the

*Worksheets and Homework 20% (200 points)*

Throughout the semester, worksheets and homework assignments will complement course materials and lectures. Worksheets may be assigned for completion in class individually or with your learning circle, or assigned for homework. Worksheets and assignments may cover the course readings, course presentations, videos, or other items as necessary.

*Summary Quizzes (10 x 25 points each= 250 points)*

There will be a total of 10 brief quizzes throughout the semester. Quizzes will cover materials due for the class period and may be short answer, multiple choice, true/false, fill in the blank, or other format.

*Midterm Paper 15% (150 points)*

The midterm paper for this course is a 10 page, double-spaced analysis of kinship and marriage structures from a cross-cultural perspective. Students are expected to incorporate readings from the course texts. Additional details regarding this paper will be distributed in class.

*Final Paper 20% (200 points)*

The final paper for this course is a 20 page, double-spaced analysis of the course ethnography from the perspectives of social organization theory in anthropology. Students are expected to incorporate readings from the course texts and additional literatures. All topics must be approved by the instructor by the midterm. Additional details regarding this

paper will be distributed in class. The final paper serves as the final exam for this course and is due on the date listed on the Colonel's Compass for the final.

### **Grading Scale**

Grades will be assigned based on the quality of work observed and turned in to the instructor. The assignment of grades will reflect the standard Eastern Kentucky University scale:

90%-100% (900-1000 points) = A

80%-89% (800-899 points) = B

70%-79% (700-799 points) = C

60%-69% (600-699 points) = D

0%-59% (0-599 points) = F

Your final grade will be computed from a grand total of 1,000 points. No extra credit options are available. Grades are not curved.

### **Policy on Attendance and Late Assignments**

Attendance will be recorded through various mechanisms throughout the semester (e.g., roll call, submission of in-class work). All written assignments must be completed and handed in by the dates specified on the syllabus. E-mail submissions are not accepted. **No late work is accepted.**

### **Last Day to Drop the Course**

The last day to drop the course without receiving a "W" is available in the Colonel's Compass at: [www.eku.edu/compass](http://www.eku.edu/compass).

### **Student Progress**

Students should keep a record of their grades as the semester progresses. Students can calculate their current grade by dividing points received by points attempted. Students may contact me for questions about their grade via email or visit me during office hours.

### **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](mailto: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 be strictly enforced in this course. The Academic Integrity policy is available at [www.academicintegrity.eku.edu](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity.

### **Official Email Notice**

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.

### Schedule of Assignments

This schedule may be amended throughout the semester to best fit the needs of the class.

Week 1	Introduction
Week 2	Kinship and Marriage- Social Structures and Forms
Week 3	Kinship and Marriage- Social Structures and Forms
Week 4	Kinship and Marriage- Social Structures and Forms
Week 5	Kinship and Marriage- Social Structures and Forms
Week 6	Kinship and Marriage- Social Structures and Forms
Week 7	Kinship and Marriage- Social Structures and Forms
Week 8	Cultures, Processes, Structures, and Agency in Kinship and Marriage
Week 9	Cultures, Processes, Structures, and Agency in Kinship and Marriage
Week 10	Cultures, Processes, Structures, and Agency in Kinship and Marriage
Week 11	Cultures, Processes, Structures, and Agency in Kinship and Marriage
Week 12	Cultures, Processes, Structures, and Agency in Kinship and Marriage
Week 13	Cultures, Processes, Structures, and Agency in Kinship and Marriage
Week 14	Current Applications of Kinship and Marriage Theory
Week 15	Current Applications of Kinship and Marriage Theory
Week 16	Current Applications of Kinship and Marriage Theory
Week 17	Final Exam Week, Term Paper Due



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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input checked="" type="checkbox"/> Program Suspended (Part III)	Department Name <u>Anthropology/Sociology/Social Work</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number _____ *Course Title <u>(30 characters)</u> _____ *Program Title <u>Minor in Canadian Studies</u> (Major ____, Option ____, Minor <u>X</u> __, or Certificate ____)	
*Provide only the information relevant to the proposal.		
Proposal Approved by: <u>Departmental Committee</u>		<u>Date</u> 9/23/10
Graduate Council*		<u>Date</u> NA
Is this a SACS Substantive Change? <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee		Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u>
General Education Committee*		<u>NA</u> Faculty Senate** <u>3/14/11</u>
Teacher Education Committee*		<u>NA</u> Board of Regents** <u>4/18/11</u>
		Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)          Drop the Canadian Studies Minor from the Anthropology Program</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)          Fall 2011</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p>
<p><b>B. The justification for this action:</b>          There is no interest in this minor expressed by students and only one required course is an anthropology class.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b> na</p> <p><b>Operating Expenses Impact:</b> na</p> <p><b>Equipment/Physical Facility Needs:</b> na</p> <p><b>Library Resources:</b> na</p>

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

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

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

New or Revised\* Catalog Text

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

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

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

New or Revised\* Program Text

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

### ~~Minor in Canadian Studies~~

~~A student may minor in Canadian Studies by taking a minimum of 18 hours selected from: ANT 333, POL 499, and Canadian topics in the following courses: HIS 300A-C (e.g., History of Canada), POL 405 (e.g., Government and Politics of Britain and Canada; Politics of the North American Auto Industry; Comparative Civil Liberties: United States, Canada, and Germany; Political Economy and Environment of Canada; North American Politics: United States and Canada), POL 410 (e.g., Canadian Politics), SWK 455 (e.g., Family Violence in the United States and Canada).~~

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Anthropology, Sociology, Social Work</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number _____ *Course Title ( <u>30 characters</u> ) _____ *Program Title <u>Anthropology B.A.</u> (Major ____, Option ____, Minor ____, or Certificate ____)	
*Provide only the information relevant to the proposal.		
Proposal Approved by: Departmental Committee	<u>Date</u> 11/18/10	<u>Date</u> NA
<i>Is this a SACS Substantive Change?</i>	<b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	Graduate Council* Council on Academic Affairs
College Curriculum Committee General Education Committee* Teacher Education Committee*	_____ NA NA	2/17/11 Approved <input checked="" type="checkbox"/> Disapproved _____ Faculty Senate** 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.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Revise program curriculum listing due to changes in courses offered.	
<b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011	
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> The curriculum for the Anthropology program has changed.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> NA  <b>Operating Expenses Impact:</b> NA  <b>Equipment/Physical Facility Needs:</b> NA  <b>Library Resources:</b> 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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

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

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

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

**New or Revised\* Program Text**

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

**Major Requirements.....33 hours**

ANT 120, 200, 201, 351W, 395 and at least one course from each of the following three categories, for a total of 18 hours:  
 Archaeology: ANT 341, 355, 357, 360, 439, 470;  
 Cultural Anthropology: ANT 250, 330, 333, 344, 375, 377, ~~394~~, or 393; or 400;  
 Physical Anthropology: ANT 306, 365, 370, 371, 380, or 385;  
 ANT 490 will be classified where appropriate.

**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**

**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) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Computer Science</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number <u>CSC 520</u> *Course Title (30 characters) <u>Multimedia System Design</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>9/29/10</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>11/29/10</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>n/a</u> Faculty Senate** <u>n/a</u> Teacher Education Committee* <u>n/a</u> Board of Regents** <u>n/a</u> Council on Postsecondary Edu.*** <u>n/a</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Change prerequisite from CSC120 or one of TEC 190, 255, 313, 355 to CSC 310 and update course content/title <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> This course has been broadened to include the area of multimedia forensics. The course already covered (extensively) digital representations of images/audio/video and will now include forensic analysis and message hiding. This will allow the course to be included in our Computer Forensics and Security Option	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> n/a Course already regularly offered. <b>Operating Expenses Impact:</b> n/a  <b>Equipment/Physical Facility Needs:</b> n/a  <b>Library Resources:</b> 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 ~~strickthrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

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

**CSC 520 Multimedia Systems and Forensics Design. (3) A.** Prerequisite: CSC ~~310~~120 or one of TEC 190, 255, 313, 355. Integration of multimedia technologies, signal processing and compression of images, audio, and video, multimedia forensics and message hiding~~design of scenes, computer algorithms, multimedia solutions, and multimedia databases.~~

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CSC	520	Fall 2011	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	CSC 310 CSC120 or one of TEC 190, 255, 313, 355
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

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

(\*Use Validation Tables.)

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Computer Science</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number <u>CSC 720</u> *Course Title (30 characters) <u>Multimedia System Design</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>9/29/10</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>11/29/10</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>n/a</u> Faculty Senate** <u>n/a</u> Teacher Education Committee* <u>n/a</u> Board of Regents** <u>n/a</u> Council on Postsecondary Edu.*** <u>n/a</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Update course content/title <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> This course has been broadened to include the area of multimedia forensics. The course already covered (extensively) digital representations of images/audio/video and will now include forensic analysis and message hiding.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> n/a Course already regularly offered. <b>Operating Expenses Impact:</b> n/a  <b>Equipment/Physical Facility Needs:</b> n/a  <b>Library Resources:</b> 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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

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

**CSC 720 Multimedia Systems and Forensics Design. (3) A.** Prerequisite: admission to the master's degree program in computer science or to the master's degree program in math (computer science option) or departmental approval. Integration of multimedia technologies, signal processing and compression of images, audio, and video, multimedia forensics and message hiding~~design of scenes, computer algorithms, multimedia solutions, and multimedia databases.~~

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CSC	720	Fall 2011	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

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

(\*Use Validation Tables.)

**CSC 520/720 -- Multimedia Systems and Forensics**  
(CRN -----, Spring 2011, 3 Credit hours)  
**Department of Computer Science**

## **Syllabus**

### **General Information**

Location: Wallace 430  
Time: T 6:00pm – 8:45pm  
Instructor: George Landon  
Email: [george.landon@eku.edu](mailto:george.landon@eku.edu) (preferred)  
Phone: (859) 622 – 3184  
Office: Wallace 407

### **Catalog Description:**

Integration of multimedia technologies, signal processing and compression of images, audio, and video, multimedia forensics and message hiding-

### **Prerequisite:**

CSC520:  
Undergraduate level [CSC310](#) Minimum Grade of “C”.

CSC720:  
Admission to the master's degree program in computer science or to the master's degree in math (computer science option), or departmental approval.

### **Required Text:**

Ze Nian Li , Mark S. Drew, *Fundamentals of Multimedia*, Prentice Hall, 2004, ISBN: 0130618721

### **Additional Text:**

Additional readings will be assigned throughout the semester. Papers and notes will be provided prior to each additional topic.

(CSC720) Both the ACM (<http://portal.acm.org/dl.cfm>) and IEEE (<http://ieeexplore.ieee.org/Xplore>) digital libraries will be used to access conference proceedings and journal articles

### **Student Learning Outcomes (CSC 520/CSC720)**

In this course, students will demonstrate the ability to:

1. Analyze the fundamentals of digital image formation, compression, and forensics
2. Analyze the fundamentals of digital audio formation, compression, and forensics
3. Analyze the principles of digital video compression, delivery, and forensics
4. Analyze methods for hiding messages in digital media
5. Differentiate and evaluate requirements for implementing a multimedia system
6. Identify and apply principles of multimedia content-based retrieval
7. Distinguish individual media formats and how Digital Rights Management applies to them
8. Evaluate the difference between multimedia interfaces

### **Additional Student Learning Outcomes (CSC720)**

In addition, graduate students will also be able to:

1. Design and model a fully-functional multimedia system
2. Analyze multimedia codecs for specific application-oriented applications
3. Evaluate Quality-of-Service and multimedia streaming algorithms

### **Course Requirements:**

1. Written term exams (2)
2. Written and electronic short quizzes (4-7)
3. Assignments (3-5)

### **Additional requirements (CSC 720):**

1. Team project  
Requires evaluation and analysis of currently available computer vision algorithms to produce a novel solution to a selected problem from a proposed set of problems
2. Independent research paper  
Requires the following for a chosen topic:
  - Accurate generalizations of current methods
  - Performance evaluation of current methods
  - Recommendations for future algorithm improvements

### **Grading and Evaluation:**

#### **Grade Components:**

Assignments: 60%

Exams and Quizzes 40%

Grading Scale for CSC 520: A(90-100), B(80-89), C(70-79), D(60-69), F(0-59).  
 Grading Scale for CSC 720: A(92-100), B(83-91), C(74-82), F(0-73).

**Student Progress:**

Students are required to check their midterm grade before the withdrawal deadline. Midterm grade will be calculated based on the midterm exam score and the assignment scores up to the midterm exam.

**Course Outline and Schedule**

The following schedule is *tentative* and subject to change.

Week	Start	Topic
1		Introduction
2-4		Image formation, formats, compression, and forensics
5-6		Sound formation, formats, compression, and forensics
7-8		Video formats, compression, forensics, and standards
<b>Midterm Exam</b>		
9-10		Content representation
11-12		Message Hiding
13		Multimedia networks
14-15		Multimedia applications
<b>Final Exam</b>		

**Attendance Policy:**

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

**Important Dates:**

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

**Students with Disabilities:**

Accommodations for 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](mailto: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 ECU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at [www.academicintegrity.ecu.edu](http://www.academicintegrity.ecu.edu). Questions regarding the policy may be directed to the Office of Academic Integrity.

Students are expected to do all assignments independently, unless explicitly told otherwise. 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. (from ECU Student Handbook)

Cheating on an exam or assignment will result in an F grade in the exam or assignment. Consequently, cheating on a key assignment will immediately result in failure of the course. Repeated action of cheating will also result in failure of the course and the Procedures for Dealing with Academic Integrity Cases specified in [www.academicintegrity.ecu.edu](http://www.academicintegrity.ecu.edu) may be initiated.

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

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Computer Science</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number <u>CSC 547</u> *Course Title ( <u>30 characters</u> ) <u>Network Forensics &amp; Investigation</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>9/29/10</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> <b>Yes</b> *** <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>11/29/10</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>n/a</u> Faculty Senate** <u>n/a</u> Teacher Education Committee* <u>n/a</u> Board of Regents** <u>n/a</u> Council on Postsecondary Edu.*** <u>n/a</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Create a new course for computer forensics and security students that teaches the details of network forensics. <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Graduates with expertise in digital forensics are in high demand. We are currently expanding our forensics option to include areas needed for accreditation (including network forensics).	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact: n/a</b> Our department has reorganized some of our course offerings (e.g. CSC313 and CSC330) to allow faculty to cover this course within normal load. <b>Operating Expenses Impact: n/a</b>  <b>Equipment/Physical Facility Needs: n/a</b>  <b>Library Resources: n/a</b>	

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

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

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

**New or Revised\* Catalog Text**

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

**CSC 547 Network Forensics and Investigation (3) A.** Prerequisite: CSC 460. Introduction to Windows network forensics. Topics include: Windows network structure; Windows password/authentication mechanisms; Windows ports and services; Live-analysis techniques; Windows registry structure and evidence; Forensic analysis of events logs; Network forensics tools and reporting.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CSC	547	Fall 2011	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u> Laboratory _____ Other _____		Cip Code (first two digits only) 11	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1, ITV, W, B	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	<u>CSC 460</u>
Course Prefix and No.	

**Test Scores**

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

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

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

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

Course Prefix and No.	
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)			

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Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>9/29/10</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>11/29/10</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>n/a</u> Faculty Senate** <u>n/a</u> Teacher Education Committee* <u>n/a</u> Board of Regents** <u>n/a</u> Council on Postsecondary Edu.*** <u>n/a</u>		
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<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Create a new course for computer science graduate students that teaches the details of network forensics. <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Graduates with expertise in digital forensics are in high demand. We are currently expanding our forensics option for our undergraduate and graduate students (including network forensics).	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact: n/a</b> Our department has reorganized some of our course offerings (e.g. CSC313 and CSC330) to allow faculty to cover this course within normal load. <b>Operating Expenses Impact: n/a</b>  <b>Equipment/Physical Facility Needs: n/a</b>  <b>Library Resources: n/a</b>	

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**New or Revised\* Catalog Text**

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

**CSC 747 Network Forensics and Investigation (3) A.** Prerequisite: CSC 730 or departmental approval. Introduction to Windows network forensics. Topics include: Windows network structure; Windows password/authentication mechanisms; Windows ports and services; Live-analysis techniques; Windows registry structure and evidence; Forensic analysis of events logs; Network forensics tools and reporting.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CSC	747	Fall 2011	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u>	Laboratory _____	Other _____	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
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			SO _____	SR _____
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Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	<u>CSC 730</u>
Course Prefix and No.	

**Test Scores**

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

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

Course Prefix and No.	
Test Scores	
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**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)			

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(\*Use Validation Tables.)

# CSC547/747 Network Forensics & Investigation

Department of Computer Science

## I. General Information

Lectures: Wallace 429, W 6:00 pm – 8:45pm

CRN: XXXXX

Instructor: Shuangteng Zhang

Email: [shuangteng.zhang@eku.edu](mailto:shuangteng.zhang@eku.edu)

Phone: (859) 622-1925

Office: Wallace 412

Office hours: MW: 9:00am – 10:00am; TR 10:00am – 12:00 pm (or by appointment)

Course page: <http://www.eku.edu/onlinelearning/> (EKU Blackboard)

## II. Course Description:

Prerequisite:

CSC547: CSC460

CSC747: CSC730 or departmental approval

Introduction to Windows network forensics. Topics include: Windows network structure; Windows password/authentication mechanisms; Windows ports and services; Live-analysis techniques; Windows registry structure and evidence; Forensic analysis of events logs; Network forensics tools and reporting.

## III. Required Text:

Steve Anson and Steve Bunting, *Mastering Windows Network Forensics and Investigation*, Wiley Publishing, Inc., 2007, ISBN: 978-0-470-09762-5

## IV. Learning Outcomes:

**CSC 547/747 common learning outcomes:**

In this course, students will demonstrate the ability to:

1. Explain the fundamental concepts of computer network forensics
2. Demonstrate a working knowledge of windows OS, network, file systems, and digital data
3. Demonstrate basic skills of digital evidence collection from windows operating systems and networks
4. Demonstrate basic skills of digital evidence analysis

**Additional learning outcomes for CSC 747:**

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

1. Design and analyze a digital evidence collection scheme for network forensics and investigation;
2. Evaluate digital evidence collection scheme network forensics and investigation.

## V. Course Topics:

1. Windows Network Investigation Overview
2. Microsoft Network Structure
3. Understanding Programs, Processes and Threads under Windows Environments
4. Windows Password
5. Windows Ports and Services
6. Live-analysis Techniques
7. Windows File Systems
8. Windows Registry Structure
9. Windows Registry Evidence
10. Tool Analysis
11. Text-based Logs
12. Windows Event Logs
13. Account Logon Events and Other Audit Events
14. Forensic Analysis of Event Logs
15. Presenting the Investigation Results

## VI. Course Requirements:

Assignments, Lab Projects and Tests

**Additional requirements for CSC 747:**

A term project on network forensics investigation and an independent study paper on the survey of network forensics. The minimum length of the paper is twenty pages.

**VII. Grading and Evaluation Policies:**

**Grade Components:**

**CSC547:**

- 25% Assignments
- 25% Lab Projects
- 25% Midterm Test
- 25% Final

**CSC747:**

- 20% Assignments
- 20% Projects
- 10% Term paper
- 25% Midterm Test
- 25% Final

**Grading Scale**

Your final grade will be given using the following scale:

90-100 overall <u>AND</u> at least 80% in both exam/quiz and assignment categories-----	A
80-89 overall <u>AND</u> at least 70% in both exam/quiz and assignment categories-----	B
70-79 overall <u>AND</u> at least 60% in both exam/quiz and assignment categories-----	C
60-69 overall <u>AND</u> at least 60% in both exam/quiz and assignment categories-----	D
0-59 overall -----	F

**Late Assignment Policy:**

Assignments must be submitted through Blackboard. Each assignment is due at midnight (11:59pm) of the due date. Late assignment will be **reduced 10% points for each day (excluding weekends and holidays)** that it is late, up to half of the total points of the assignment. **No assignment that is late for more than three days is accepted.**

**Student Progress:**

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

**VIII. Department Attendance Policy:**

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

**IX. Classroom Behavior**

Behavior conducive for learning is expected in the classroom, which means no excessive talking to other students or sleeping. Also, this includes turning off cell phones and other electronic devices while in class. Electronics devices include laptop computers, unless you are using them to take class notes. If you are using them to take notes you need to get permission from the instructor. Anyone who violates this policy may be asked to leave the classroom for that class period.

**X. Important Dates**

The last day to drop the course and other important days can be found at <http://www.eku.edu/compass/deadlines/2010/fall/>

**XI. 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](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity.

Students are expected to do all assignments independently, unless explicitly told otherwise. 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:

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## **XII. 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](mailto: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.*

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Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>9/29/10</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> <b>Yes***</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>11/29/10</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>n/a</u> Faculty Senate** <u>n/a</u> Teacher Education Committee* <u>n/a</u> Board of Regents** <u>n/a</u> Council on Postsecondary Edu.*** <u>n/a</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Create a new course for computer forensics and security students that teaches the details of mobile device forensics.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Graduates with expertise in digital forensics are in high demand. We are currently expanding our forensics option to include areas needed for accreditation (including mobile/personal device forensics).	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> Our department has reorganized some of our course offerings (e.g. CSC313 and CSC330) to allow faculty to cover this course within normal load.  <b>Operating Expenses Impact:</b> n/a  <b>Equipment/Physical Facility Needs:</b> n/a  <b>Library Resources:</b> n/a	

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**New or Revised\* Catalog Text**

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

**CSC 548 Personal Electronic Device Forensics. (3) A.** Prerequisite: CSC332. Introduction to personal electronic device forensics. Topics include architecture, functionality, operating systems and implementation of PEDs (cell phones, PDAs, iPod, MP3 music players, GPS devices), recovering evidence from PEDs, and hostile forensic and booby-trapping techniques.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CSC	548	Fall 2011	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u> Laboratory _____ Other _____		Cip Code (first two digits only) 11	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1, ITV, W, B	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	<u>CSC 332</u>
Course Prefix and No.	

**Test Scores**

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

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

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

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

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

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

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

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

(\*Use Validation Tables.)

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

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Computer Science</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number <u>CSC 748</u> *Course Title ( <u>30 characters</u> ) <u>Personal Elec. Device Forensics</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>9/29/10</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> <b>Yes</b> *** <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>11/29/10</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>n/a</u> Faculty Senate** <u>n/a</u> Teacher Education Committee* <u>n/a</u> Board of Regents** <u>n/a</u> Council on Postsecondary Edu.*** <u>n/a</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Create a new course for computer science graduate students that teaches the details of mobile device forensics. <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Graduates with expertise in digital forensics are in high demand. We are currently expanding our forensics option for our undergraduate and graduate students (including mobile/personal device forensics).	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> n/a Our department has reorganized some of our course offerings (e.g. CSC313 and CSC330) to allow faculty to cover this course within normal load. <b>Operating Expenses Impact:</b> n/a  <b>Equipment/Physical Facility Needs:</b> n/a  <b>Library Resources:</b> 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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

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

**CSC 748 Personal Electronic Device Forensics. (3) A.** Prerequisite: CSC730 or departmental approval. Introduction to personal electronic device forensics. Topics include architecture, functionality, operating systems and implementation of PEDs (cell phones, PDAs, iPod, MP3 music players, GPS devices), recovering evidence from PEDs, and hostile forensic and booby-trapping techniques.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CSC	748	Fall 2011	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u> Laboratory _____ Other _____		Cip Code (first two digits only) 11	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1, ITV, W, B	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	<u>CSC 730</u>
Course Prefix and No.	

Test Scores

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

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

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

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

Course Prefix and No.	
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.)

# CSC548/748 Personal Electronic Device Forensics

Department of Computer Science

## I. General Information

Lectures: Wallace 429, W 6:00 pm – 8:45pm

CRN: XXXXX

Instructor: Shuangteng Zhang

Email: [shuangteng.zhang@eku.edu](mailto:shuangteng.zhang@eku.edu)

Phone: (859) 622-1925

Office: Wallace 412

Office hours: MW: 9:00am – 10:00am; TR 10:00am – 12:00 pm (or by appointment)

Course page: <http://www.eku.edu/onlinelearning/> (EKU Blackboard)

## II. Course Description:

Prerequisite:

CSC548: CSC332.

CSC748: CSC730 or departmental approval

Introduction to personal electronic device forensics. Topics include architecture, functionality, operating systems and implementation of PEDs (cell phones, PDAs, iPod, MP3 music players, GPS devices), recovering evidence from PEDs, and hostile forensic and booby-trapping techniques.

## III. Required Text:

(1) Iphone Forensic Analysis: A Guide to Iphone and Ipod Touch Investigations, Sean Morrissey, Syngress Media Inc., 2011, ISBN: 978-1-59749-555-4

(2) Alternate Data Storage Forensics, Tyler Cohen and Amber Schroader, Syngress Media Inc., 2007, ISBN: 978-1-59749-163-1

## IV. Student Learning Outcomes:

In this course, students will demonstrate the ability to:

1. Explain the concepts of digital forensics and data analysis
2. Demonstrate a working knowledge of architecture, functionality, operating systems and implementation of PEDs
3. Describe the types of evidence recoverable from PEDs
4. Explain procedures for recovering evidence from PEDs
5. Demonstrate basic skills of digital evidence collection from PEDs
6. Demonstrate basic skills of digital evidence analysis

### Additional learning outcomes for CSC748:

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

1. Design and analyze a digital evidence collection scheme for personal electronic device forensics and investigation;
2. Evaluate digital evidence collection scheme personal electronic device forensics and investigation.

## V. Course Topics:

1. Digital Forensics and Analyzing data
2. Seizure of digital information
3. Handheld forensics
4. PDA, Blackberry, and Ipod forensic analysis
5. CD, DVD, and MPs forensics
6. Iphone forensics
7. GPS forensics
8. hostile forensic and booby-trapping techniques

## VI. Course Requirements:

Assignments, Lab Projects and Tests

### Additional requirements for CSC 748:

A term project on personal electronic device forensics investigation and an independent study paper on the survey of personal electronic device forensics. The minimum length of the paper is twenty pages.

**VII. Grading and Evaluation Policies:**

**Grade Components:**

**CSC548:**

25% Assignments  
25% Lab Projects  
25% Midterm Test  
25% Final

**CSC748:**

20% Assignments  
20% Projects  
10% Term paper  
25% Midterm Test  
25% Final

**Grading Scale**

Your final grade will be given using the following scale:

90-100 overall AND at least 80% in both exam/quiz and assignment categories----- A  
80-89 overall AND at least 70% in both exam/quiz and assignment categories ----- B  
70-79 overall AND at least 60% in both exam/quiz and assignment categories ----- C  
60-69 overall AND at least 60% in both exam/quiz and assignment categories ----- D  
0-59 overall ----- F

**Late Assignment Policy:**

Assignments must be submitted through Blackboard. Each assignment is due at midnight (11:59pm) of the due date. Late assignment will be **reduced 10% points for each day (excluding weekends and holidays)** that it is late, up to half of the total points of the assignment. **No assignment that is late for more than three days is accepted.**

**Student Progress:**

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

**VIII. Department Attendance Policy:**

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

**IX. Classroom Behavior**

Behavior conducive for learning is expected in the classroom, which means no excessive talking to other students or sleeping. Also, this includes turning off cell phones and other electronic devices while in class. Electronics devices include laptop computers, unless you are using them to take class notes. If you are using them to take notes you need to get permission from the instructor. Anyone who violates this policy may be asked to leave the classroom for that class period.

**X. Important Dates**

The last day to drop the course and other important days can be found at <http://www.eku.edu/compass/deadlines/2010/fall/>

**XI. 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](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity.

Students are expected to do all assignments independently, unless explicitly told otherwise. 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. (from ECU Student Handbook)

Cheating on an exam or assignment will result in an F grade in the exam or assignment. Consequently, cheating on a key assignment will immediately result in failure of the course. Repeated action of cheating will also result in failure of the course and the Procedures for Dealing with Academic Integrity Cases specified in [www.academicintegrity.ecu.edu](http://www.academicintegrity.ecu.edu) may be initiated.

## **XII. 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@ecu.edu](mailto:disserv@ecu.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) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Computer Science</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number <u>CSC 549</u> *Course Title (30 characters) <u>Computer Forensics Capstone</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>9/29/10</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> <b>Yes</b> *** <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>11/29/10</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>n/a</u> Faculty Senate** <u>n/a</u> Teacher Education Committee* <u>n/a</u> Board of Regents** <u>n/a</u> Council on Postsecondary Edu.*** <u>n/a</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Create a new course to fulfill specific course requirements for option accreditation.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Create a new course to fulfill specific course requirements for Forensic Science Education Programs Accreditation Commission (FEPAC) Digital Forensics accreditation standards.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact: n/a</b>  Our department has reorganized some of our course offerings (e.g. CSC313 and CSC330) to allow faculty to cover this course within normal load.  <b>Operating Expenses Impact: n/a</b>   <b>Equipment/Physical Facility Needs: n/a</b>   <b>Library Resources: n/a</b>	

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

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

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

**New or Revised\* Catalog Text**

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

**CSC 549 Computer Forensics Capstone. (3) A.** Prerequisite: CSC 332. Project course. Students apply learned digital forensic knowledge, techniques, and software and hardware tools to work on a team project on a case for digital evidence collection, handling, analysis, and reporting.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CSC	549	Fall 2011	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u> Laboratory _____ Other _____		Cip Code (first two digits only) 11	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1, ITV, W, B	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	<u>CSC 332</u>
Course Prefix and No.	

**Test Scores**

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

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

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

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

Course Prefix and No.	
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)			

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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) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Computer Science</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number <u>CSC 749</u> *Course Title <u>(30 characters)</u> <u>Computer Forensics Capstone</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>9/29/10</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> <b>Yes***</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>11/29/10</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>n/a</u> Faculty Senate** <u>n/a</u> Teacher Education Committee* <u>n/a</u> Board of Regents** <u>n/a</u> Council on Postsecondary Edu.*** <u>n/a</u>		
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**Completion of A, B, and C is required: (Please be specific, but concise.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Create a new course for computer science graduate students that gives direct experience working in digital forensics project.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Graduates with expertise in digital forensics are in high demand. We are currently expanding our forensics option for our undergraduate and graduate students which includes the capstone project course.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> n/a Our department has reorganized some of our course offerings (e.g. CSC313 and CSC330) to allow faculty to cover this course within normal load.  <b>Operating Expenses Impact:</b> n/a  <b>Equipment/Physical Facility Needs:</b> n/a  <b>Library Resources:</b> 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 ~~striethrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

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

**CSC 749 Computer Forensics Capstone. (3) A. Prerequisite: CSC 730 or departmental approval. Project course. Students apply learned digital forensic knowledge, techniques, and software and hardware tools to work on a team project on a case for digital evidence collection, handling, analysis, and reporting.**

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
CSC	749	Fall 2011	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	COSC
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
3	Lecture <u>3</u> Laboratory _____ Other _____		Cip Code (first two digits only) 11	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1, ITV, W, B	3	N	FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	<u>CSC730</u>
Course Prefix and No.	

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

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

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

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

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

Course Prefix and No.	
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.)

# CSC549/749 Computer Forensics Capstone

Department of Computer Science

## I. General Information

Lectures: Wallace 429, W 6:00 pm – 8:45pm

CRN: XXXXX

Instructor: Shuangteng Zhang

Email: [shuangteng.zhang@eku.edu](mailto:shuangteng.zhang@eku.edu)

Phone: (859) 622-1925

Office: Wallace 412

Office hours: MW: 9:00am – 10:00am; TR 10:00am – 12:00 pm (or by appointment)

Course page: <http://www.eku.edu/onlinelearning/> (EKU Blackboard)

## II. Course Description:

Prerequisite:

CSC549: CSC332.

CSC749: CSC730 or departmental approval

Project course. Students apply learned digital forensic knowledge, techniques, and software and hardware tools to work on a team project on a case for digital evidence collection, handling, analysis, and reporting.

## III. Text & Software:

Text: AccessData Forensics Academic Training Manual, AccessData, 2009

Software: AccessData Forensics Tool Kits

## IV. Student Learning Outcomes:

In this course, students will demonstrate the ability to:

1. Describe the systematic approach of computer forensic investigation
2. Describe the process of digital evidence handling
3. Apply digital forensic tools for evidence acquisition
4. Apply digital forensic tools for evidence analysis
5. Integrate digital forensic knowledge, techniques, and software and hardware tools for civil and/or crime case investigation

### Additional learning outcomes for CSC749:

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

1. Design and analyze a digital evidence collection scheme for computer and network forensics and investigation;
2. Evaluate digital evidence collection scheme computer and network forensics and investigation.

## V. Course Topics:

1. Introduction to AccessData Forensic Toolkits (FTKs)
2. Working with FTK Imager
3. Working with FTK
4. Case processing
5. Working with Password Recovery Toolkit (PRTK)
6. Working with FTK Register viewer
7. Case reporting

## VI. Course Requirements:

Quizzes, Individual lab Projects, Team Project, and AccessData Certified Examiner (ACE) Exam

### Additional requirements for CSC 749:

An independent study paper on the survey of computer and network forensics is required. The minimum length of the paper is twenty pages.

## VII. Grading and Evaluation Policies:

### Grade Components:

#### CSC549:

30% Quizzes

30% Individual lab Projects

30% Team Project  
10% ACE Exam

**CSC749:**

25% Quizzes  
25% Individual lab Projects  
30% Team Project  
10% Term Paper  
10% ACE Exam

**Grading Scale**

Your final grade will be given using the following scale:

90-100 overall AND at least 80% in both exam/quiz and assignment categories----- A  
80-89 overall AND at least 70% in both exam/quiz and assignment categories ----- B  
70-79 overall AND at least 60% in both exam/quiz and assignment categories ----- C  
60-69 overall AND at least 60% in both exam/quiz and assignment categories ----- D  
0-59 overall ----- F

**Late Assignment Policy:**

Assignments must be submitted through Blackboard. Each assignment is due at midnight (11:59pm) of the due date. Late assignment will be **reduced 10% points for each day (excluding weekends and holidays)** that it is late, up to half of the total points of the assignment. **No assignment that is late for more than three days is accepted.**

**Student Progress:**

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

**VIII. Department Attendance Policy:**

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

**IX. Classroom Behavior**

Behavior conducive for learning is expected in the classroom, which means no excessive talking to other students or sleeping. Also, this includes turning off cell phones and other electronic devices while in class. Electronics devices include laptop computers, unless you are using them to take class notes. If you are using them to take notes you need to get permission from the instructor. Anyone who violates this policy may be asked to leave the classroom for that class period.

**X. Important Dates**

The last day to drop the course and other important days can be found at <http://www.eku.edu/compass/deadlines/2010/fall/>

**XI. Academic Integrity:**

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

Students are expected to do all assignments independently, unless explicitly told otherwise. 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. (from ECU Student Handbook)

Cheating on an exam or assignment will result in an F grade in the exam or assignment. Consequently, cheating on a key assignment will immediately result in failure of the course. Repeated action of cheating will also result in failure of the

course and the Procedures for Dealing with Academic Integrity Cases specified in [www.academicintegrity.eku.edu](http://www.academicintegrity.eku.edu) may be initiated.

**XII. 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](mailto: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.*

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name English & Theatre <hr/> College Arts & Sciences <hr/> *Course Prefix & Number ENG 863 <hr/> *Course Title (30 characters) Writing and Teaching Writing <hr/> *Program Title  (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	11/5/10	Graduate Council* 1/21/2011
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		
College Curriculum Committee	11/29/10	Council on Academic Affairs Approved x Disapproved 2/17/11
General Education Committee*	NA	Faculty Senate** NA
Teacher Education Committee*	1/25/2011	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 <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>		

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

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)          To remove the prerequisite of ENG 301 from ENG 863.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)          Fall 2011</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p>
<p><b>B. The justification for this action:</b></p> <p>This course has been an elective since 2006 and is becoming a requirement for the MAED in Reading and Writing. The majority of students in that program have undergraduate degrees in Elementary Education, where ENG 301 is not required. The English Department has been waiving the ENG 301 prerequisite for those students and has found that most are able to be successful in the course work. This change also reflects the desire of the Graduate Council to remove undergraduate electives for individual graduate courses.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact: none</b></p> <p><b>Operating Expenses Impact: none</b></p> <p><b>Equipment/Physical Facility Needs: none</b></p>

Library Resources: none

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

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

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

**New or Revised\* Catalog Text**

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

**ENG 863 Writing and Teaching Writing. (3) II. Prerequisite: ~~ENG 301 or equivalent~~.** Writing experiences with varied purposes in different genres; approaches for teaching writing in K-12 schools. Writing is analyzed for evidence of instructional “next steps.” Does not fulfill requirements for MA in English. Credit will not be awarded to students who have previously earned credit for ENG 805.

**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	863	Fall 2011	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ENG 304
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

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

(\*Use Validation Tables.)

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

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>English &amp; Theatre</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number <u>ENG 801</u> *Course Title ( <u>30 characters</u> ) <u>Introduction to Graduate Study</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>9/2/10</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>10/18/10</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>n/a</u> Faculty Senate** <u>n/a</u> Teacher Education Committee* <u>n/a</u> Board of Regents** <u>n/a</u> Council on Postsecondary Edu.*** <u>n/a</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To create a new introductory course on graduate-level writing and scholarship, and the demands of the profession, which will be common to all students in the Master of Arts in English program.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

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**B. The justification for this action:**  
 This class was created in response to the need for a class that provides a *unified* starting point for all incoming MA students; under the current system, students have been receiving different information about basic aspects of graduate studies.

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

**Personnel Impact:**  
 None

**Operating Expenses Impact:**  
 None

**Equipment/Physical Facility Needs:**  
 None

**Library Resources:**

None

**Part II. Recording 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 ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

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

**ENG 801. Introduction to Graduate Study. (3) I. Introduction to professional expectations, issues, techniques, and tools of graduate-level study and research in the discipline of English. Must be taken before 12 hours earned in the 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)*
ENG	801	Fall 2011	AS <input type="checkbox"/> JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	ENTH
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. <u>0</u>	
3	Lecture <u>3</u>	Laboratory <u>    </u> Other <u>    </u>	Cip Code (first two digits only) <u>23</u>	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
1	3	N	FR <input type="checkbox"/> JR <input type="checkbox"/> SO <input type="checkbox"/> SR <input type="checkbox"/>	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry <u>                    </u>  Data entry person <u>                    </u>	
		Thesis <input type="checkbox"/>		
		Internship <input type="checkbox"/>		
		Independent Study <input type="checkbox"/>		
		Practicum <input type="checkbox"/>		
<b>Co-Requisites and Prerequisites</b> <span style="color: red;">**See definitions on following page**</span>				
<b>Co-Requisite(s):</b> (List only co-requisites. See below for prerequisites and combinations.)				
Course Prefix and No.				
Course Prefix and No.				
<b>Prerequisite(s):</b> (List prerequisites only. List combinations below. Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)				
Course Prefix and No.				
Course Prefix and No.				
Test Scores				
Minimum GPA (when a course grouping or student cumulative GPA is required)				
<b>Co-Requisite(s) and/or Prerequisite(s) Combination</b> (Use "and" and "or" literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)				
Course Prefix and No.				

Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	
<b>Equivalent Course(s):</b> (credit not allowed with; or formerly:)	
Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

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

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

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(\*Use Validation Tables.)

Eastern Kentucky University  
Department of English and Theatre  
**ENG 801: Introduction to Graduate Study, CRN XXXXX (3 credit hours)**  
Fall 2011

**Instructor:** Dr. Susan Kroeg  
**Office:** Case Annex 484  
**Office phone:** 622-2282 (also voice mail)  
**Office hours:** TR 9:30-10:45 am, 2:00-3:00 pm, and by appointment  
**E-mail:** susan.kroeg@eku.edu  
**Blackboard:** <http://learn.eku.edu> (for assignments, wiki, web links, grades, etc.)

**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.

**Catalogue Course Description:** Introduction to professional expectations, issues, techniques, and tools of graduate-level study and research in the discipline of English. Must be taken before 12 hours earned in the program.

**Student Learning Outcomes for the Course:**

By the end of the semester, the successful student should be able to

- Evaluate trends in and outlets for scholarship in the various sub-fields of English
- Recognize publishing expectations and requirements
- Conduct scholarly research using appropriate print and electronic resources
- Critique, synthesize, and respond to the research of other scholars (including peers)
- Identify, understand, and model the elements of professional scholarship
- Employ the standards of academic writing and compose a scholarly text

**Student Learning Outcomes for the Master of Arts in English program:**

Upon graduation, students will

- have knowledge of a variety of theoretical approaches and demonstrate application of rhetorical and critical theory to a literary text or practical problems of the classroom.
- demonstrate knowledge of core concepts in their area of emphasis.
- demonstrate ability to write for a variety of purposes, including textual analysis, research in the field, and argumentative texts.

**Course Requirements and Evaluation Methods**

**Text(s):**

- Gabriele Griffin, ed., *Research Methods for English Studies* (Edinburgh University Press, 2005)  
Cindy Moore and Hildy Miller, *A Guide to Professional Development for Graduate Students in English* (NCTE, 2006)  
David G. Nicholls, ed., *Introduction to Scholarship in Modern Languages and Literature*, 3<sup>rd</sup> ed. (MLA, 2007)

**Participation (20% of course grade)**

Because this course is a seminar, much of our class time will be devoted to discussion. I anticipate that each student will participate in every class meeting: this means coming prepared to discuss the materials assigned for that day, offering your own interpretations and analyses, raising and responding to questions, and engaging with your classmates. You will also be responsible for giving thoughtful criticism of and feedback on your classmates' final essays.

**Research Exercises (30% of course grade)**

Over the course of the semester, you will complete six short research exercises, designed to familiarize you with various research resources. Specific assignments will be given in class. See the course schedule for due dates.

**Final Essay (50% of course grade)**

Near the end of the semester, you will write a 12-15 page (4,000-5,000 word) research-driven essay (due during the final exam period) that engages with some point of scholarly debate in one of the sub-fields of English (composition, linguistics, literature, etc.). One month before the due date, you will turn in an abstract of your

essay, following the guidelines for conference paper abstracts discussed in class and an annotated bibliography of at least 10 appropriate scholarly sources. The abstract will count for 5% of your final course grade, the bibliography 10%, and the essay itself 35%. More specific details about this assignment will be provided on a separate handout.

### Attendance

Attendance at every class meeting *in its entirety* is expected as a matter of due course. If you miss the equivalent of more than one class, your final course grade will be lowered. If you miss the equivalent of more than two class meetings, for any reason, you may fail the course.

**Last Date to Drop the Course:** will be determined by University academic calendar.

**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](mailto: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](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity.

## COURSE OUTLINE

### Week

- 1 course introduction; Moore and Miller, chapters 1-2
- 2 Who we are and what we do: Moore and Miller, chapter 3-5
- 3 Linguistic approaches  
Sommer, "Language, Culture, and Society" (Nicholls); Alsop, "Uses of Ethnographic Methods" (Griffin);  
**research exercise 1**
- 4 Hopper, "Linguistics" (Nicholls)
- 5 Byrnes, "Language Acquisition" (Nicholls); **research exercise 2**
- 6 Hudson, "Numbers and Words" (Griffin)
- 7 Rhetorical approaches  
Jarrett, "Rhetoric" (Nicholls); Griffin, "Discourse Analysis" (Griffin); **research exercise 3**
- 8 Bartholomae, "Composition" (Nicholls)
- 9 Griffin, "Interviewing" and Summerfield, "Oral History" (Griffin); **research exercise 4**
- 10 Short and Deegan, "ICT as a Research Method" (Griffin)
- 11 Literary approaches  
Marcus, "Textual Scholarship" (Nicholls); Belsey, "Textual Analysis" (Griffin); **research exercise 5**
- 12 Gallagher, "Historical Scholarship" (Nicholls); Steedman, "Archival Methods" (Griffin)
- 13 Donaday and Lionnet, "Feminisms, Gender, Sexualities" (Nicholls); Evans, "Auto/biography" (Griffin);  
**abstract and bibliography due**
- 14 Warren, "Race and Ethnicity" and Franco, "Cultural Studies" (Nicholls); **research exercise 6**
- 15 Other texts and ideas: Cook, "Creative Writing as a Research Method" and Rose, "Visual Methodologies" (Griffin)
- 16 **peer review session for final project**
- Finals **final essay due**

**Curriculum Change Form**  
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**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input checked="" type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>English &amp; Theatre</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number <u>ENG 895</u> *Course Title ( <u>30 characters</u> ) <u>Mentored Scholarly Project</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>9/2/10</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>10/18/10</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>n/a</u> Faculty Senate** <u>NA</u> Teacher Education Committee* <u>n/a</u> Board of Regents** <u>NA</u> Council on Postsecondary Edu.*** <u>NA</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To create a credit-bearing course for the work required on the end-of-program Mentored Scholarly Project, similar to credits awarded for thesis work.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

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**B. The justification for this action:**  
 Currently, students choosing the non-thesis option must complete the required Mentored Scholarly Project on their own time in addition to their coursework; creating a course associated with the project gives students and faculty credit for the work.

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

**Personnel Impact:**  
 None

**Operating Expenses Impact:**  
 None

**Equipment/Physical Facility Needs:**  
 None

**Library Resources:**

None

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

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

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

New or Revised\* Catalog Text

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

**ENG 895 Mentored Scholarly Project. (3).** Prerequisite: ENG 801 or 809 or 812; and departmental approval.  
Research, writing, and/or revision of a culminating scholarly paper or project. Student may not attempt the comprehensive examination while enrolled.

**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	895	Fall 2011	AS <input type="checkbox"/> X    JS <input type="checkbox"/> BT <input type="checkbox"/> EM <input type="checkbox"/> ED <input type="checkbox"/> PC <input type="checkbox"/> HS <input type="checkbox"/>	ENTH
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. 0	
3	Lecture ____ Laboratory ____ Other 3		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)	
9	3	S	FR ____                      JR ____ SO ____                      SR ____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis x _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	<u>ENG 801 OR 809 OR 812 AND departmental approval</u>
Course Prefix and No.	

Test Scores

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

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

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

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

Course Prefix and No.	
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 895: Mentored Scholarly Project, CRN XXXXX (3 credit hours)**  
*Fall 2011*

**Instructor:** Dr. Susan Kroeg  
**Office:** Case Annex 484  
**Office phone:** 622-2282 (also voice mail)  
**Office hours:** TR 9:30-10:45 am, 2:00-3:00 pm, and by appointment  
**E-mail:** susan.kroeg@eku.edu  
**Blackboard:** <http://learn.eku.edu> (for assignments, wiki, web links, grades, etc.)

**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.

**Catalogue Course Description:** Prerequisite: ENG 801 or 809 or 812 and departmental approval. Research, writing, and/or revision of a culminating scholarly paper or project. Student may not register for the comprehensive examination while enrolled.

**Student Learning Outcomes for the Course:**

By the end of the semester, the successful student should be able to

- Articulate a problem in a sub-field of the discipline for further study and research
- Conduct scholarly research, including identification, analysis, and critique of appropriate print and electronic resources
- Compose and revise scholarly work; engage with the scholarship of others and respond to review input from professionals
- Identify discipline-specific texts and develop a professional repertoire of scholarship in the chosen sub-field

**Student Learning Outcomes for the Master of Arts in English program:**

Upon graduation, students will

- have knowledge of a variety of theoretical approaches and demonstrate application of rhetorical and critical theory to a literary text or practical problems of the classroom.
- demonstrate knowledge of core concepts in their area of emphasis.
- demonstrate ability to write for a variety of purposes, including textual analysis, research in the field, and argumentative texts.

**Course Requirements:**

- Completion and submission of a Project Proposal Form to the Program Coordinator (required before registration will be allowed).
- Participation in regular, planned mentoring by a faculty member, as outlined on the Project Proposal Form.
- Research, writing and revision of a scholarly project or paper of approximately 25-30 pages (7000+ words, apart from bibliography and acknowledgements), submitted as part of the program exit requirements in the following fall or spring semester.
- Compilation of a comprehensive exam reading list; this list must be created in consultation with and approved by the student's comprehensive exam committee.
- Preparation for the comprehensive examination, including required readings for all students in the program and readings from the student's comprehensive exam reading list.

**Text(s):** To be determined by needs of individual student and faculty mentor.

**Evaluation Methods:**

ENG 895 will be graded “satisfactory/unsatisfactory.” To earn a grade of “satisfactory,” the student must have completed all research on his/her mentored scholarly project, written a complete draft of the scholarly project, met regularly with the mentor, and compiled and had approved his/her comprehensive exam reading list. A grade of “satisfactory” for ENG 895 does not guarantee a passing grade on the Mentored Scholarly Project, a final version of which must be approved by both the faculty mentor and the Graduate Studies Committee during the semester in which the student sits for the comprehensive exam.

**Student Progress:**

Prior to midterm, the faculty mentor will notify the student whether he or she is making adequate progress on his/her project to earn a grade of “satisfactory.”

**Attendance Policy:**

Regular meetings with faculty mentor are required; the specific meeting schedule will be determined by the student and faculty mentor and indicated on the Project Proposal Form.

**Last Date to Drop the Course:** will be determined by University academic calendar.

**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](mailto: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 ECU’s Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at [www.academicintegrity.eku.edu](http://www.academicintegrity.eku.edu). Questions regarding the policy may be directed to the Office of Academic Integrity.

**Course Outline:** As this course is directed study, the course outline will vary according to individual student/faculty mentor needs. A specific schedule of meetings will be determined and agreed to on the Project Proposal Form. Mentoring may take place in person, electronically, or through other appropriate means. [See sample Project Proposal Form attached to this sample syllabus.]

**ENG 895: Mentored Scholarly Project  
Project Proposal Form**

Student name: \_\_\_\_\_ Jane Doe \_\_\_\_\_

Student number: \_\_\_\_\_ 987654321 \_\_\_\_\_

Faculty mentor: \_\_\_\_\_ Susan Kroeg \_\_\_\_\_

Project term: \_\_\_\_\_ Fall 2011 \_\_\_\_\_

Please provide below or attach:

- A brief description of the mentored scholarly project;
- An outline of work to be completed this semester, with due dates; and
- A schedule of mentoring meetings, including format (face-to-face, electronic, etc.).

Description of project:

A 7,000 word scholarly essay on the depiction of the Irish landscape in Yeats' poetry.

Work to be completed this semester:

1,000 word prospectus of mentored scholarly paper (MSP), due August 29

Draft of comprehensive exam reading list to committee, due September 5

Finalized comprehensive exam reading list, due September 26

Annotated bibliography of 15-20 relevant secondary sources for MSP, due October 3

Draft of three comprehensive exam area of emphasis questions to committee, due November 7

Preliminary rough draft of MSP, due November 14

Finalized comprehensive exam area of emphasis questions, due November 21

Complete/revised rough draft of MSP, due December 5

Schedule:

Bi-weekly in-person meetings (every other Thursday), beginning the week of August 22, with additional correspondence via e-mail.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty mentor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>English &amp; Theatre</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title ( <u>30 characters</u> ) _____ *Program Title <u>Master of Arts in English</u> (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee _____ Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>11/29/10</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>N/A</u> Faculty Senate** <u>3/14/11</u> Teacher Education Committee* <u>N/A</u> Board of Regents** <u>4/18/11</u> Council on Postsecondary Edu.*** <u>N/A</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To change the core course requirement of ENG 809 OR ENG 812 with ENG 801. To include language about the proposed course ENG 895: Mentored Scholarly Paper; and to clarify language about the comprehensive exams and master's thesis.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

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**B. The justification for this action:**  
 Currently, students in the program are required to take either ENG 809 or ENG 812; ENG 801 will replace this requirement and provide a common starting point for all graduate students. ENG 809 and ENG 812 will be retained in the curriculum as research methods courses specific to literary and composition/rhetoric studies, respectively. The exit requirement revision is primarily necessary to create language reflecting the creation of a new credit-bearing course for the mentored scholarly paper option in the MA in English program. It was also recognized that the current descriptions of the comprehensive exams and optional master's thesis could be clarified.

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

**Personnel Impact:**  
 None

**Operating Expenses Impact:**  
 None

**Equipment/Physical Facility Needs:**

None

**Library Resources:**

None

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

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

#### MASTER OF ARTS

##### English

CIP Code: 23.0101

#### II. ADMISSION REQUIREMENTS

Applicants must meet the general requirements of the Graduate School. They must have achieved satisfactory scores on the Graduate Record Examination with at least a 400 on the verbal section and a 3.0 or better on the analytic section. For students who took the GRE before October 2002, a composite score of 1200 and a verbal score of 400 are required. They also should have completed at least an undergraduate minor in English and/or be prepared to do additional hours to remove any deficiency in their undergraduate preparations. Ordinarily a 3.0 standing must have been achieved in upper division English courses.

#### III. PROGRAM REQUIREMENTS

Students must complete the 9 hours of the core curriculum as outlined below. Additionally, all students must complete one literature course and one Language Studies/ESL course. Conferences between students and the program coordinator will ensure that elective hours are used to meet the program needs of the individual. At least half of the course work (i.e., 12 credit hours in the thesis options and 15 credit hours in the non-thesis option), excluding thesis, practicum, or internship credit, must be in courses open only to graduate students.

**Core Courses.....9 hours**

ENG ~~801~~; 808; ~~809 or 842~~; and 833.

**One literature course.....3 hours**

Choose from: ENG730, 750, 825, 830, 850, 853, 854, 870, 873, 876, 878, 880.

**One language studies/ESL course.....3 hours**

Choose from: ENG710, 715, 720, 825, EMS 775.

**Electives in English .....15 hours**

**Exit Requirements**

GRD857e, 858e..... 0 hours

**Total Requirements .....30 hours**

#### IV. EXIT REQUIREMENTS

**Comprehensive Examinations Assessment**— All students are required to pass a written comprehensive examination (GRD857e). ~~Students seeking to complete a thesis are required to pass an oral defense of their thesis (GRD858e), during which they may be examined orally on related course work.~~ Comprehensive ~~and oral~~ examinations will be scheduled approximately one month before the end of the student's final enrollment period in graduate work for the degree. ~~Non-thesis students~~ Students who choose not to complete a thesis (see below) are required to complete a mentored scholarly paper which must be evaluated and approved by the departmental Graduate Studies Committee. Students completing a mentored scholarly paper will receive a maximum of three elective hours for ENG 895. Students must complete a project proposal form and have it approved by the mentor and the program coordinator before registering for ENG 895.

**Thesis** — The thesis is optional in this program. Students electing the thesis option will receive a maximum of six elective hours for ENG 898 and 899. A student wishing to write a thesis must prepare a prospectus and have it approved by the thesis committee before registering for thesis hours. The thesis must be prepared in conformity with the regulations approved by the Graduate Council and the Department of English and Theatre. ~~Students seeking to complete a thesis are required to pass an oral defense of their thesis (GRD 858e), during which they may be examined orally on related course work.~~ Oral examinations will be scheduled approximately one month before the end of the student's final enrollment period in graduate work for the degree. Detailed information concerning the preparation and submission of the thesis may be obtained from the program coordinator.

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>History</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title ( <u>30 characters</u> ) _____ *Program Title <u>BA in History (non-teaching)</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>12/6/10</u> Graduate Council* <u>NA</u> <i>Is this a SACS Substantive Change? Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/></i> Council on Academic Affairs _____ College Curriculum Committee _____ Approved <u>x</u> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>NA</u> Faculty Senate** <u>3/14/11</u> Teacher Education Committee* <u>NA</u> Board of Regents** <u>4/18/11</u> Council on Postsecondary Edu.*** <u>NA</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To reflect the previously approved revision of HIS 312 to HIS 312A and the addition of HIS 312B and HIS 312C. <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Need to reflect changes in courses mentioned above.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> NA <b>Operating Expenses Impact:</b> NA <b>Equipment/Physical Facility Needs:</b> NA <b>Library Resources:</b> NA	

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

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strickethrough~~ 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 ~~strickethrough~~ 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 202, 203, 290, 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, 312A, 401, 402, 403, 404, 405, 406, 407, 411, 412, 413, 420, 424, 433, 435, or 516.

Area II (Europe): HIS 300B (3 hours), 301, 302B, 310, 312B 336, 337, 339, 341, 342, 343, 344, 345, 346, 350, 363, or 365.

Area III (Non-Western): HIS 300C (3 hours), 302C, 308, 312C 320, 330, 347, 374, 375, 378, 380, 383, 384, 385, 386, 388, 434, 474, or 475.

The 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**

ASO 100.

**Free Electives.....38 hours**

At 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**



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

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

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

**New or Revised\* Catalog Text**

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

**STA 320 Applied Statistics II. (3) II.** Prerequisite: STA 215 or 270 or COR 400 or CRJ 400 or ECO 220 or EPY 842 or HEA 450 or PLS 400 or QMB 200. Review of estimation and hypothesis testing, simple and multiple regression, model building, analysis of variance, contingency tables, elementary experimental design, classical time series analysis, and use of statistical software. ~~Credit will not be awarded to students who have credit for ECO 848 or EPY 843 or PSY 301 or QMB 300 or QMB 850 or STA 271 or STA 500.~~

**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)*
STA	320	Fall 2011	AS <input checked="" type="checkbox"/> JS BT _____ EM _____ ED _____ PC _____ HS _____	MTST
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____ Laboratory _____ Other _____		Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

Course Prefix and No.	ECO 848 or EPY 843 or PSY 301 310 or QMB 300 or QMB 850 or STA 271 or STA 320.
Course Prefix and No.	
Course Prefix and No.	

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

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

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

(\*Use Validation Tables.)

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Mathematics and Statistics</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title ( <u>30 characters</u> ) _____ *Program Title <u>Mathematics (B.S.)</u> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ <u>Date</u> _____ <u>Date</u> _____ Departmental Committee <u>12/4/2010</u> Graduate Council* <u>NA</u> <i>Is this a SACS Substantive Change?</i> <b>Yes***</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>1/24/2011</u> Approved <u>x</u> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>NA</u> Faculty Senate** <u>3/14/11</u> Teacher Education Committee* <u>NA</u> Board of Regents** <u>4/18/11</u> Council on Postsecondary Edu.*** <u>NA</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To remove 8 hours of free electives to have 120 total hours in the degree.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> This is in line with current legislative action.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> No change  <b>Operating Expenses Impact:</b> No change  <b>Equipment/Physical Facility Needs:</b> No change  <b>Library Resources:</b> No change	

**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 ~~strickethrough~~ 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 ~~strickethrough~~ for deletions and underlines for additions.)

**Mathematics (B.S.)**  
*CIP Code: 27.0101*

**Program Objectives**

Upon successful completion of this program, the graduate will: (1) be able to apply mathematical techniques to social, economic, and scientific problems; (2) understand the importance and power of mathematics in our rapidly changing technological age; (3) be prepared to pursue a graduate program in this or a related area; and (4) be well qualified for employment in any position requiring undergraduate training in mathematics.

<b>Major Requirements</b> .....	<b>40 hours</b>
MAT 124* or 124H; 214; 224 or 224H; 225 or 225H; 301, 308, 315, 408 or 415, 498; one additional MAT course chosen from 408, 415, or any course numbered 505 or above (507 only with departmental approval); nine hours chosen from: CSC 300, 320, any MAT course numbered 300 or above (except for 303, 349, <u>475</u> , 501, 502), or any STA course numbered 300 or above (except for 349, 500, 503). At most 6 hours of STA courses may be used to fulfill these requirements. Only courses completed with a grade of at least “C-” will count toward the major requirements. At least five upper division courses which satisfy the major requirements must be completed at EKU.	
<b>Supporting Course Requirements</b> .....	<b>6 hours</b>
CSC 160, 177, or 190; STA 270.	
<b>General Education Requirements</b> .....	<b>39 hours</b>
Standard General Education program, excluding blocks II and VIII (6 hours). Refer to Section Four of this <i>Catalog</i> for details on the General Education and University requirements.	
<b>University Requirement</b> .....	<b>1 hour</b>
A-SO 100.	
<b>Free Electives</b> .....	<b>42 <u>34</u> hours</b>
Students planning to attend a graduate school in mathematics are strongly encouraged to select an in-depth study of a single foreign language as a part of their program.	
<b>Total Curriculum Requirements</b> .....	<b><del>128</del> <u>120</u> hours</b>

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

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Mathematics and Statistics</u> College <u>Arts and Sciences</u> *Course Prefix & Number _____ *Course Title ( <u>30 characters</u> ) _____ *Program Title <b>Statistics (B.S.)</b> (Major <u>X</u> , Option ____; Minor ____; or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	12/4/2010	Graduate Council* <span style="float: right;">NA</span>
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		
College Curriculum Committee	1/24/2011	Graduate Council* <span style="float: right;">NA</span>
General Education Committee*	NA	Council on Academic Affairs <span style="float: right;">2/17/11</span>
Teacher Education Committee*	NA	Approved <u>x</u> Disapproved _____ <span style="float: right;">3/14/11</span>
		Faculty Senate** <span style="float: right;">4/18/11</span>
		Board of Regents** <span style="float: right;">NA</span>
		Council on Postsecondary Edu.*** <span style="float: right;">NA</span>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) To remove 8 hours of free electives to have 120 total hours in the degree.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> This is in line with current legislative action.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> None to our department; smaller enrollment in elective courses.  <b>Operating Expenses Impact:</b> None to our department; smaller enrollment in elective courses.  <b>Equipment/Physical Facility Needs:</b> No change  <b>Library Resources:</b> No change	

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

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

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

**Statistics (B.S.)**  
 CIP Code: 27.0501

**Program Objectives**

Upon successful completion of this program, the graduate will: (1) understand the applications and use of statistics in everyday life; (2) be able to apply a wide variety of statistical techniques; (3) be familiar with computer packages which perform statistical analysis; (4) be well qualified for employment in industry, government, and the actuarial profession; and (5) be prepared to pursue graduate work in statistics.

<b>Major Requirements</b> .....	<b>43 hours</b>
STA 270, 320, 498, 520, 521, 585, two of STA 370, 375, 501, 575, with a cumulative GPA of 2.0 in these STA courses; MAT 124* or 124H; 214; 224 or 224H; 225 or 225H; six hours of CSC/MAT/STA numbered 300 or above (except for 349 and CSC 305, 306, MAT 303, <u>475</u> , 501, 502, STA 500, 503).	
<b>Supporting Course Requirements</b> .....	<b>3 hours</b>
CSC 160, 177, or 190.	
<b>General Education Requirements</b> .....	<b>39 hours</b>
Standard General Education program, excluding blocks II and VIII (6 hours). Refer to Section Four of this <i>Catalog</i> for details on the General Education and University requirements.	
<b>University Requirement</b> .....	<b>1 hour</b>
A-SO 100.	
<b>Free Electives</b> .....	<b><del>42</del> <u>34</u> hours</b>
<b>Total Curriculum Requirements</b> .....	<b><del>128</del> <u>120</u> hours</b>

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





# EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

College of Business and Technology  
Office of the Associate Dean

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## MEMORANDUM

TO: Council of Academic Affairs

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

DATE: February 3, 2011

SUBJECT: Curriculum Proposal(s)

Please consider the following curriculum proposal(s) from the College of Business & Technology:

### Department of Applied Engineering & Technology:

#### 1. Course Revision(s)

Course	Revision	Pages
AEM 202, Introduction to Quality	Drop QMB 200 as a prerequisite.	AE&T 1-3
AEM 301, Non-Metallic Material Processes	Drop AEM 238 as a prerequisite.	AE&T 4-6
AEM 308, Methods of Lean Operations	Drop QMB 200 as a prerequisite.	AE&T 7-9

#### 2. Program Revision(s)

Program	Proposal	Pages
General Studies (AGS); Applied Engineering & Technology Concentration	Establish a Concentration in Applied Engineering & Technology for the Associate of General Studies degree program.	AE&T 10-11



**Department of Communication:**

**1. Program Revision(s)**

<b>Program</b>	<b>Proposal</b>	<b>Pages</b>
BA in Public Relations	Revise the courses listed in the degree requirements for Public Relations majors, and incorporate two new alternative areas of emphasis: Management Public Relations and Creative Public Relations. Modify the Public Relations major by excluding Block VII (SBS) from general education and requiring selected courses from that block under “Supporting Course Requirements”. To increase free electives by 3 hours for the Public Relations major. COM 200 is required for the major and will be listed as a supporting course. Eliminate the statement “Professional Skills Seminar” from College Requirement and add “s” to Requirement.	COMM 1-2

**Department of Accounting, Finance & Information Systems (AFIS):**

**1. Dropped Course(s)**

<b>Course</b>	<b>Proposal</b>	<b>Pages</b>
ACC 727, 855, 858; CIS 861, 870; FIN 851 & 854	Do not plan to offer these classes in the future	AFIS 1

**2. Course Revision(s)**

<b>Course</b>	<b>Revision</b>	<b>Pages</b>
ACC 501, International Accounting & Combinations	Change the prerequisite from a “C-“ to “C”.	AFIS 2-4
ACC 701, International Accounting & Combinations	Change the prerequisite from a “C-“ to “C”.	AFIS 5-7
ACC 521, Fund Accounting	Change the prerequisite from a “c-“ to “C”.	AFIS 8-10
ACC 721, Fund Accounting	Change the prerequisite from a “C-“ to “C”.	AFIS 11-13
ACC 523, Taxation of Corporations	Change the prerequisite from a “C-“ to “C”.	AFIS 14-16
ACC 723, Taxation of Corporations	Change the prerequisite from a “C-“ to “C”.	AFIS 17-19
ACC 525, Forensic Accounting	Change the prerequisites and “C-“ to “C or better.	AFIS 20-22
ACC 725, Forensic Accounting	Change the prerequisites and “C-“ to “C” or better.	AFIS 23-25
ACC 820, Survey of Accounting	Make restriction on using ACC 820 as MBA elective clear in the catalog.	AFIS 26-28
ACC 850, Managerial Accounting	Reduce the number of prerequisites in the course.	AFIS 29-31
ACC 860, Seminar in Accounting	Change the prerequisite to departmental approval and correct typo.	AFIS 32-34
CIS 826, Information Systems Application	Make restriction on using CIS 826 as MBA elective clear in the catalog.	AFIS 35-37
CIS 850, Management of Information Systems	Reduce the number of prerequisites in the MBA program	AFIS 38-40



**Department of Accounting, Finance & Information Systems (AFIS):**

**2. Course Revision(s) (Cont'd):**

FIN 824, Survey of Finance	Make restriction on using FIN 824 as MBA elective clear in the catalog.	AFIS 41-43
FIN 850, Strategic Financial Management	Reduce the number of prerequisites to the course.	AFIS 44-46
FIN 855, Topics in Finance	Change prerequisites.	AFIS 47-49
QMB 850, Statistical Methods for Business	Reduce the number of prerequisites in the course.	AFIS 50-52

**EKUBusiness [Departments of Accounting, Finance & Information Systems (AFIS) and Management, Marketing & Administrative Communication (MMAC)]:**

**1. Program Revision(s)**

<b>Program</b>	<b>Proposal</b>	<b>Pages</b>
Master of Business Administration	Create provisional MBA status for students not having completed all prerequisite MBA foundation courses.	EKUBusiness 1-2

**Department of Management, Marketing & Administrative Communication (MMAC):**

**1. Course Revision(s)**

<b>Course</b>	<b>Proposal</b>	<b>Pages</b>
MGT 821, Survey of Management	Make restriction on using MGT 821 as MBA elective clear in the catalog.	MMAC 1-3
MGT 850, Leading & Managing Organizations	Reduce the number of prerequisites in the course.	MMAC 4-6
MKT 825, Survey of Marketing	Make restriction on using MKT 825 as MBA elective clear in the catalog.	MMAC 7-9
MKT 850, Marketing Management	Reduce the number of prerequisites in the course.	MMAC 10-12
MKT 852, Marketing Research & Analysis	Reduce the number of prerequisites in the course.	MMAC 13-15



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

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Applied Engineering and Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Business and Technology
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	AEM 202
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Introduction to Quality
<input type="checkbox"/> New Program (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1/7/2011	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/21/2011	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	2/17/11
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.)  
 Drop QMB 200 as a prerequisite.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

**B. The justification for this action:**  
 QMB 200 is not listed as a course that meets Block VII (QS) General Education requirements (AEM has a waiver for this Block).

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

**Personnel Impact:**  
 None

**Operating Expenses Impact:**  
 None

**Equipment/Physical Facility Needs:**  
 None

**Library Resources:**  
 None

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

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

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

**New or Revised\* Catalog Text**

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

AEM 202: Introduction to Quality (3) I, II. (Formerly INT) Prerequisite: STA 215 or 270 or ~~QMB-200~~ and MAT 107 or higher mathematics. Role of statistical thinking in modern quality control. Methods for problem solving, data collection, and process improvement. Deriving actionable conclusions from data analyses. Understanding, quantifying, and reducing variation to improve business performance.

**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	202	Fall 2011	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AE&T
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	Prerequisite: STA 215 or 270 or <del>QMB 200</del> and MAT 107 or higher mathematics.
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)			



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

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

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

**New or Revised\* Catalog Text**

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

AEM 301 Non-Metallic Material Processes. (3) II. Formerly INT 301. ~~Prerequisite: AEM 238.~~ Introduction to manufacturing processes used to shape or form wood, plastic, and composite materials. Families of processes covered are casting, molding, forming, separating, conditioning, assembling, and finishing. 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)*
AEM	301	Fall 2011	AS _____ JS _____ BT <u>X</u> 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 _____
			<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>				
Thesis _____				
Internship _____				
Independent Study _____				
Practicum _____				

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	<del>Prerequisite: AEM 238.</del>
Course Prefix and No.	

Test Scores

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

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

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

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

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

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

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

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

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Applied Engineering and Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Business and Technology
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	AEM 308
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Methods of Lean Operations
<input type="checkbox"/> New Program (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1/7/2011	Graduate Council*	N/A
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	1/21/2011	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	2/17/11
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.)  
 Drop QMB 200 as a prerequisite.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

**B. The justification for this action:**  
 QMB 200 is not listed as a course that meets Block VII (QS) General Education requirements (AEM has a waiver for this Block).

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

**Personnel Impact:**  
 None

**Operating Expenses Impact:**  
 None

**Equipment/Physical Facility Needs:**  
 None

**Library Resources:**  
 None

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

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

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

**New or Revised\* Catalog Text**

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

AEM 308 Methods of Lean Operations. (3) I, II. Formerly INT 308. Prerequisite: STA 215 or 270 or ~~QMB 200~~ and MAT 107 or higher. Examination of lean principles, such as value mapping, continuous flow, continuous improvement, determination of customer demand, and standard work. Concepts and implementation of pull, line balancing, lean accounting, FMEA, time studies, and total productive maintenance.

**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	308	Fall 2011	AS _____ JS _____ BT <u>X</u> EM _____ ED _____ PC _____ HS _____	AE&T
Credit Hrs.	Weekly Contact Hrs.		Repeatable Maximum No. of Hrs. _____	
	Lecture _____	Laboratory _____	Other _____	
			Cip Code (first two digits only)	
Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)	
			FR _____ JR _____ SO _____ SR _____	
		Grading Information: Course is eligible for IP (in-progress grading) for: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	Prerequisite: STA 215 or 270 or <del>QMB 200</del> and MAT 107 or higher.
Course Prefix and No.	

Test Scores

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

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

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

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

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

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

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

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Applied Engineering and Technology Business & Technology  General Studies (AGS): AE&T Concentration (Major <u>  X  </u> , Option <u>  </u> ; Minor <u>  </u> ; or Certificate <u>  </u> )
---	---	---

Proposal Approved by:		<u>                    </u>	<u>                    </u>
Departmental Committee	<u>1/7/2011</u>	Graduate Council*	<u>NA</u>
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs	<u>                    </u>
College Curriculum Committee	<u>1/21/2011</u>	Approved <u>  X  </u> Disapproved <u>  </u>	<u>2/17/11</u>
General Education Committee*	<u>NA</u>	Faculty Senate**	<u>3/14/11</u>
Teacher Education Committee*	<u>NA</u>	Board of Regents**	<u>4/18/11</u>
		Council on Postsecondary Edu.***	<u>NA</u>

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

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

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 Establish a Concentration in Applied Engineering and Technology for the Associate of General Studies degree program.

**A.2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

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

The Associate of General Studies degree with a concentration in Applied Engineering and Technology will provide students insight into several focus areas of the modern high-tech workforce. The concentration includes coursework related to computer applications in technology, metallic material processes, graphic communications, and electricity and electronics. It is structured so as to provide a transition into the Bachelor of Science program in Applied Engineering Management or one of several other disciplines in the Department of Applied Engineering and Technology at Eastern Kentucky University.

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

**Personnel Impact:**  
 None

**Operating Expenses Impact:**  
 None

**Equipment/Physical Facility Needs:**  
 None

**Library Resources:**  
 None

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

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

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

**Associate Degrees  
General Studies (A.G.s.)  
CIP Code: 24.0102**

**Page 64 & 65 of Undergraduate Catalog (2010-2011)**

The Associate of General Studies degree provides students, especially adult learners, the opportunity to pursue a flexible degree program to meet their unique interests, career goals, and academic needs. Reflecting EKU's commitment to a liberal arts education, the degree allows students to concentrate in an area of interest while selecting from a wide variety of courses to meet personal, educational, or career goals. This degree is designed for students who want to advance in their careers, change careers, pursue a lifelong interest beyond their careers, or use the degree as a pathway to a baccalaureate degree. As of Spring 2011, students who are admitted as "Special Admittance/Conditional Admittance" (see page 10 of the Catalog), will be initially admitted into the Associate of General Studies degree program.

#### OPPORTUNITIES

The Associate of General Studies degree has become more attractive with the growth of business and industry in the area and with the increase of minimum educational requirements for employment or promotion. In addition to those students wishing to enhance their employability, other students will find the program offers numerous opportunities to seek a degree for their own personal satisfaction. The degree allows students to gain confidence in their abilities by earning a degree at the associate level prior to enrolling in a baccalaureate program. The associate degree provides opportunities for students who wish to consolidate previously earned credits to complete their first degree.

Serving students from a varied background of college readiness, this degree provides students a defined path to success in earning one or more degrees. Upon successful completion of EKU's Associate of General Studies degree, the student will have met all General Education requirements, which will apply toward a four-year program at EKU or any other regional Kentucky institution.

#### Program Requirements

The program requirements for the Associate of General Studies are:

1. Complete a minimum of 60 semester credit hours of prescribed and elective college credit.
2. Earn a minimum grade point average (GPA) of 2.0 on all college-level work taken at EKU. In addition, transfer students must earn a minimum GPA of 2.0 on the combined transfer work and EKU work.
3. Complete at least 24 semester hours at EKU.
4. Complete an orientation course if the student begins as a freshman or transfers to EKU with fewer than 24 credit hours
5. Complete 48 semester hours of general education requirements as shown below:
  - Block 1. Communication (9 hours)
  - Block 2. Mathematics (3 hours)
  - Block 3. Arts and Humanities (6 hours)
  - Block 4. Natural Sciences (6 hours)
  - Block 5. Social and Behavioral Sciences (9 hours)
  - Block 6. Wellness (3 hours)
  - Block 7. Breadth of Knowledge (6 hours)
  - Block 8. Depth of Knowledge (6 hours)

6. Complete an approved 12-hour emphasis with an overall 2.0

GPA within an individual college outside of the General Education Requirement.

The Associate of General Studies is intended to be a first degree and is not appropriate for a secondary degree.

**Major requirements.....12 hours**

Courses must be within an individual College and exclusive of general education requirements. *The optional departmental concentration (see below) may be substituted for this area.*

**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.

**Optional Departmental Concentration.....minimum 12 hours**

All courses are within one academic department and specified and approved through the University Council on Academic Affairs. Students with a declared departmental concentration will be advised by faculty of that department and will be officially affiliated with that department. The Concentration will be reflected on the student's transcript.

#### University requirement

GSO 100 (or GSD 101). *May be waived for students with 24 or more transfer hours.*

**Minimum A.G.s. Curriculum requirements.....60 hours**

(Course and credit-hour requirements will vary based upon concentration selected and student's specific orientation course needs.)

#### CONCENTRATIONS

The following concentrations are available in the Associate of General Studies degree program:

**Applied Engineering and Technology Concentration.....12 hours**

**Course requirements.....12 hours**

**AEM 201, EET 251, GCM 211, and TEC 190**



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

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Accounting, Finance & Information Systems
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Business & Technology
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	ACC 501
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	International Accounting and Combinations
<input type="checkbox"/> New Program (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	2/17/11
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 the prerequisite from a C- to C.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

**B. The justification for this action:**  
 To change the prerequisite from C- to C and clean up the 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 II. Recording Data for New, Revised, or Dropped Course**

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

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

**New or Revised\* Catalog Text**

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

**ACC 501 International Accounting and Combinations. (3) II.** Prerequisite: ACC 302 with a minimum grade of "C- C" or better. Corporate combinations including consolidating balance sheets and income statements, and special problems with consolidations. International topics: standards, foreign exchange transactions, and translation of financial statements of foreign subsidiaries.

**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	501	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ACC 302 with a <u>minimum</u> grade of “ <del>C</del> - 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**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Accounting, Finance & Information Systems
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Business & Technology
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	ACC 701
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	International Accounting and Combinations
<input type="checkbox"/> New Program (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*	1/21/2011
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	2/17/11
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 the prerequisite from a C- to C.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

**B. The justification for this action:**  
 To change the prerequisite from C- to C and clean up the 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 II. Recording Data for New, Revised, or Dropped Course**

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

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

**New or Revised\* Catalog Text**

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

**ACC 701 International Accounting and Combinations. (3) II.** Prerequisite: ACC 302 with a minimum grade of "C- C." Corporate combinations including consolidating balance sheets and income statements, and special problems with consolidations. International topics: standards, foreign exchange transactions, and translation of financial statements of foreign subsidiaries.

**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	701	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

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

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

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

Course Prefix and No. \_\_\_\_\_ ACC 302 with a minimum grade of “~~C~~– C.”

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	ACC 521
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Fund Accounting
<input type="checkbox"/> New Program (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	2/17/11
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 the prerequisite from a C- to C

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

**B. The justification for this action:**  
 To change the prerequisite from C- to C and clean up the 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 II. Recording Data for New, Revised, or Dropped Course**

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

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

**New or Revised\* Catalog Text**

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

**ACC 521 Fund Accounting. (3) I.** Prerequisite: ACC 302 with a minimum grade of "~~C- C~~" or better. Advanced study in accounting and fiscal procedures for institutions and for federal, state, county, and municipal governments.

**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	521	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ACC 302 with a <u>minimum</u> grade of “ <u>G- C</u> ” 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**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	ACC 721
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Fund Accounting
<input type="checkbox"/> New Program (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*	1/21/2011
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	2/17/11
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 the prerequisite from a C- to C

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

**B. The justification for this action:**  
 To change the prerequisite from C- to C and clean up the 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 II. Recording Data for New, Revised, or Dropped Course**

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

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

**New or Revised\* Catalog Text**

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

**ACC 721 Fund Accounting. (3) I.** Prerequisite: ACC 302 with a minimum grade of "~~C~~ C." Advanced study in accounting and fiscal procedures for institutions and for federal, state, county, and municipal governments.

**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	721	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ACC 302 with a minimum grade of “C- C.”
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

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

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	ACC 523
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Taxation of Corporations
<input type="checkbox"/> New Program (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	2/17/11
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 the prerequisite from a C- to C and change the term the course is offered.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

**B. The justification for this action:**  
 To change the prerequisite from C- to C and clean up the 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 II. Recording Data for New, Revised, or Dropped Course**

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

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

**New or Revised\* Catalog Text**

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

**ACC 523 Taxation of Corporations. (3) I, II A.** Prerequisite: ACC 322 with a minimum grade of "~~C~~ C" or better. Federal income tax report preparation with emphasis on partnership and corporate returns; estate and trusts; gift and estate taxes; special problems in preparation of tax returns.

**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	523	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ACC 322 with a <u>minimum</u> grade of “ <u>G- C</u> ” 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**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Accounting, Finance & Information Systems
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	College	Business & Technology
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	ACC 723
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Taxation of Corporations
<input type="checkbox"/> New Program (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*	1/21/2001
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	2/17/11
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 the prerequisite from a C- to C

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

**B. The justification for this action:**  
 To change the prerequisite from C- to C and clean up the 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 II. Recording Data for New, Revised, or Dropped Course**

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

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

**New or Revised\* Catalog Text**

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

**ACC 723 Taxation of Corporations. (3) A.** Prerequisite: ACC 322 with a minimum grade of "~~C~~-C." Federal income tax report preparation with emphasis on partnership and corporate returns; estate and trusts; gift and estate taxes; special problems in preparation of tax returns.

**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	723	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ACC 322 with a minimum grade of “C- C.”
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Accounting, Finance &amp; Information Systems</u> College <u>Business &amp; Technology</u> *Course Prefix & Number <u>ACC 525</u> *Course Title <u>(30 characters)</u> <u>Forensic Accounting</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>9/8/2010-10/1/2010</u> Graduate Council* <u>NA</u> <i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>10/15/2010</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>NA</u> Faculty Senate** <u>NA</u> Teacher Education Committee* <u>NA</u> Board of Regents** <u>NA</u> Council on Postsecondary Edu.*** <u>NA</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Change prerequisites and "C-" to "C" or better. <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) NA	<b>B. The justification for this action:</b> This course focuses on litigation issues and a background in law and regulation will benefit the students.
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> None <b>Operating Expenses Impact:</b> None <b>Equipment/Physical Facility Needs:</b> None <b>Library Resources:</b> None	

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

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

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

**New or Revised\* Catalog Text**

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

**ACC 525 Forensic Accounting. (3) A.** Prerequisites: ACC 301 ~~and 322~~, 322 and GBU 204 with a grade of "~~C~~-C" or better or departmental approval. A study of investigative accounting procedures and techniques used in litigation support. Topics to be covered include financial reporting fraud, employee fraud, income reconstruction methods, testifying as an expert witness, evidence management, cyber crime, and business valuations.

**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	525	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ACC 301 and <del>322</del> , 322 and GBU 204 with a grade of “ <u>C-C</u> ” or better <u>or departmental approval.</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Accounting, Finance &amp; Information Systems</u> College <u>Business &amp; Technology</u> *Course Prefix & Number <u>ACC 725</u> *Course Title (30 characters) <u>Forensic Accounting</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>11/5/2010—12/3/2010</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>12/17/2010</u> Approved <u>x</u> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>NA</u> Faculty Senate** <u>NA</u> Teacher Education Committee* <u>NA</u> Board of Regents** <u>NA</u> Council on Postsecondary Edu.*** <u>NA</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Change prerequisites and "C-" to "C" or better. <b>A. 2. Effective date:</b> (Example: Fall 2001) Spring 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) NA	<b>B. The justification for this action:</b> This course focuses on litigation issues and a background in law and regulation will benefit the students.
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> None <b>Operating Expenses Impact:</b> None <b>Equipment/Physical Facility Needs:</b> None <b>Library Resources:</b> None	

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

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

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

**New or Revised\* Catalog Text**

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

**ACC 725 Forensic Accounting. (3) A.** Prerequisites: ACC 301 ~~and 322~~, 322 and GBU 204 with a grade of "~~C~~-C" or better or departmental approval. A study of investigative accounting procedures and techniques used in litigation support. Topics to be covered include financial reporting fraud, employee fraud, income reconstruction methods, testifying as an expert witness, evidence management, cyber crime, and business valuations.

**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	725	Spring 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ACC 301 <del>and 322</del> , 322 and GBU 204 with a grade of “ <u>C-C</u> ” or better <u>or departmental approval</u> .
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Accounting, Finance &amp; Information Systems</u> College <u>Business &amp; Technology</u> *Course Prefix & Number <u>ACC 820</u> *Course Title (30 characters) <u>Survey of Accounting</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	11/5/2010—12/3/2010	Graduate Council* 1/21/2011
<i>Is this a SACS Substantive Change?</i> <b>Yes</b> *** <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		
College Curriculum Committee	12/17/2010	Council on Academic Affairs _____
General Education Committee*	N/A	Approved <input checked="" type="checkbox"/> Disapproved _____ 2/17/11
Teacher Education Committee*	N/A	Faculty Senate** N/A
		Board of Regents** N/A
		Council on Postsecondary Edu.*** N/A
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)          Make restriction on using ACC 820 as MBA elective clear in the catalog</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)          Fall 2011</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)          NA</p>
<p><b>B. The justification for this action:</b>          ACC 820 is used as an equivalent to a prerequisite foundation course in the MBA program.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b>          None</p> <p><b>Operating Expenses Impact:</b>          None</p> <p><b>Equipment/Physical Facility Needs:</b>          None</p> <p><b>Library Resources:</b>          None</p>

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

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

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

**New or Revised\* Catalog Text**

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

**ACC 820 Survey of Accounting. (3) I.** Designed for students who have completed a non-business degree and now wish to acquire a background in accounting and/or business. Cannot be used as an MBA elective.

**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	820	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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



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

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

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

**New or Revised\* Catalog Text**

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

**ACC 850 Managerial Accounting. (3) II.** Prerequisite: ~~ACC 201 and ACC 202; or ACC 820 or equivalent each with a minimum grade of "B-."~~ Successful completion of any required prerequisite MBA foundation courses or departmental approval. Focus on managerial accounting concepts, including costing, budgeting, forecasting, planning and control. Emphasis on preparing and using financial statements as well as various managerial reports for decision-making.

**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	850	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	ACC 201 and ACC 202; or ACC 820 or equivalent each with a minimum grade of “B-.” Successful completion of any required prerequisite MBA foundation courses 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)			

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

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	ACC 860
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Seminar in Accounting
<input type="checkbox"/> New Program (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)	*Provide only the information relevant to the proposal.	
<input type="checkbox"/> Program Suspended (Part III)		

Proposal Approved by:	<u>Date</u>	
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*
<i>Is this a SACS Substantive Change?</i>	Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
		Date
		1/21/2011
		2/17/11
		N/A
		N/A
		N/A

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

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	Change the prerequisite to departmental approval and correct typo.
<b>A. 2. Effective date:</b> (Example: Fall 2001)	Fall 2011
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	NA
<b>B. The justification for this action:</b>	To clarify the prerequisite and clean up the catalog.
<b>C. The projected cost (or savings) of this proposal is as follows:</b>	
<b>Personnel Impact:</b>	None
<b>Operating Expenses Impact:</b>	None
<b>Equipment/Physical Facility Needs:</b>	None
<b>Library Resources:</b>	None

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

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

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

**New or Revised\* Catalog Text**

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

**ACC 860 Seminar in Accounting. (3) A.** Prerequisite: ~~strong accounting background~~ Full admission to the MBA program or departmental approval for non-MBA students. This course involves directed readings and intensive investigations into controversial ~~an~~ and specific areas of accounting. Oral and written reports are required.

**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	860	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	<del>strong accounting background</del> Full admission to the MBA program or departmental approval for non-MBA students.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Accounting, Finance &amp; Information Systems</u> College <u>Business &amp; Technology</u> *Course Prefix & Number <u>CIS 826</u> *Course Title (30 characters) <u>Information Systems Application</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>11/5/2010—12/3/2010</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>12/17/2010</u> Approved <u>x</u> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>N/A</u> Faculty Senate** <u>N/A</u> Teacher Education Committee* <u>N/A</u> Board of Regents** <u>N/A</u> Council on Postsecondary Edu.*** <u>N/A</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Make restriction on using CIS 826 as MBA elective clear in the catalog <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) NA	
<b>B. The justification for this action:</b> CIS 826 is used as an equivalent to a prerequisite foundation course in the MBA program.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> None <b>Operating Expenses Impact:</b> None <b>Equipment/Physical Facility Needs:</b> None <b>Library Resources:</b> None	

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

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

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

**New or Revised\* Catalog Text**

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

**CIS 826 Information Systems Applications. (3) A.** Computer literacy, management information systems, and computer applications in business using word processing, spreadsheets, presentation, and database software tools. Tools are demonstrated using problems in accounting, finance, marketing, management, and production. Cannot be used as an MBA elective.

**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	826	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Accounting, Finance &amp; Information Systems</u> College <u>Business &amp; Technology</u> *Course Prefix & Number <u>CIS 850</u> *Course Title (30 characters) <u>Management of Information Systems</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>11/5/2010—12/3/2010</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>12/17/2010</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>N/A</u> Faculty Senate** <u>N/A</u> Teacher Education Committee* <u>N/A</u> Board of Regents** <u>N/A</u> Council on Postsecondary Edu.*** <u>N/A</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Reduce the number of prerequisites to the course. <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) NA	
<b>B. The justification for this action:</b> To reduce the number of prerequisites overrides to the course.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> None <b>Operating Expenses Impact:</b> None <b>Equipment/Physical Facility Needs:</b> None <b>Library Resources:</b> None	

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

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

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

**New or Revised\* Catalog Text**

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

**CIS 850 Management of Information Systems. (3) II.** Prerequisite: ~~CIS 300 or CIS 826 or equivalent with a minimum grade of "B-."~~ Successful completion of any required prerequisite MBA foundation courses or departmental approval. Examines existing and emerging information technology within and among organizations. The focal points are infrastructure technologies, the role IT plays in business processes, and the manager's role in developing, acquiring and managing information resources.

**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	850	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	CIS 300 or CIS 826 or equivalent with a minimum grade of “B-.” Successful completion of any required prerequisite MBA foundation courses 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)			

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Accounting, Finance &amp; Information Systems</u> College <u>Business &amp; Technology</u> *Course Prefix & Number <u>FIN 824</u> *Course Title ( <u>30 characters</u> ) <u>Survey of Finance</u> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) *Provide only the information relevant to the proposal.	
Proposal Approved by: _____ Date _____ Date _____ Departmental Committee <u>11/5/2010—12/3/2010</u> Graduate Council* <u>1/21/2011</u> <i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> Council on Academic Affairs _____ College Curriculum Committee <u>12/17/2010</u> Approved <input checked="" type="checkbox"/> Disapproved _____ <u>2/17/11</u> General Education Committee* <u>N/A</u> Faculty Senate** <u>N/A</u> Teacher Education Committee* <u>N/A</u> Board of Regents** <u>N/A</u> Council on Postsecondary Edu.*** <u>N/A</u>		
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Make restriction on using FIN 824 as MBA elective clear in the catalog <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011 <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) NA	
<b>B. The justification for this action:</b> FIN 824 is used as an equivalent to a prerequisite foundation course in the MBA program.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b> <b>Personnel Impact:</b> None <b>Operating Expenses Impact:</b> None <b>Equipment/Physical Facility Needs:</b> None <b>Library Resources:</b> None	

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

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

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

**New or Revised\* Catalog Text**

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

**FIN 824 Survey of Finance. (3) A.** Prerequisites: ACC 201 and ACC 202 or ACC 820 each with a minimum grade of "B-," ECO 230 and ECO 231 each with a minimum grade of "C-". Introduction to theories of managerial financial decision making; time value of money; risk-reward tradeoff; stockholder wealth maximization; capital structure; working capital management; and financial institution markets arrangements. Cannot be used as an MBA elective.

**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	824	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

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

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	FIN 850
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Strategic Financial Management
<input type="checkbox"/> New Program (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*
<i>Is this a SACS Substantive Change?</i>	Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
		Date
		1/21/2011
		2/17/11
		N/A
		N/A
		N/A

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

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	Reduce the number of prerequisites to the course.
<b>A. 2. Effective date:</b> (Example: Fall 2001)	Fall 2011
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	NA
<b>B. The justification for this action:</b>	To reduce the number of prerequisites overrides to the course.
<b>C. The projected cost (or savings) of this proposal is as follows:</b>	
<b>Personnel Impact:</b>	None
<b>Operating Expenses Impact:</b>	None
<b>Equipment/Physical Facility Needs:</b>	None
<b>Library Resources:</b>	None

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

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

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

**New or Revised\* Catalog Text**

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

**FIN 850 Strategic Financial Management. (3) II.** Prerequisites: ~~FIN 300 or FIN 824 or equivalent each with a minimum grade of "B" and QMB 850 and successful completion of any required prerequisite MBA foundation courses or departmental approval.~~ Case-oriented, in-depth exploration of capital budgeting, dividend analysis, capital structure, cash and liquidity management, financial forecasting and planning, current assets and liabilities management, and institutional structures for finance. Focus on deconstructing financial statements.

**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	850	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FIN 300 or FIN 824 or equivalent each with a minimum grade of “B” and QMB 850 and successful completion of any required prerequisite MBA foundation courses 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)			

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name Accounting, Finance & Information Systems <hr/> College Business & Technology <hr/> *Course Prefix & Number FIN 855 <hr/> *Course Title (30 characters) Topics in Finance <hr/> *Program Title _____ (Major ____, Option ____, Minor ____, or Certificate ____) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	11/5/2010—12/3/2010	Graduate Council* 1/21/2011
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		
College Curriculum Committee	12/17/2010	Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved _____ 2/17/11
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.)**

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)          Change prerequisites.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)          Fall 2011</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)          NA</p>
<p><b>B. The justification for this action:</b>          To change prerequisites and clean up the catalog.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b>          None</p> <p><b>Operating Expenses Impact:</b>          None</p> <p><b>Equipment/Physical Facility Needs:</b>          None</p> <p><b>Library Resources:</b>          None</p>

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

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

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

**New or Revised\* Catalog Text**

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

**FIN 855 Topics in Finance:** \_\_\_\_\_. **(1-6) A.** Prerequisites: ~~FIN 824 with a minimum grade of "B-"~~ FIN 850 and QMB 850. Study of contemporary topics from areas such as international finance, financial institutions and regulations, and investment analysis. May be retaken to a maximum of six hour provided topics are different.

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

Course prefix (3 letters)	Course Number (3 Digits)	Effective Term (Example: Fall 2001)	College/Division:	Dept. (4 letters)*
FIN	855	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	FIN 824 with a minimum grade of “B-” FIN 850 and QMB 850.
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

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

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name	Accounting, Finance & Information Systems
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Hybrid Course ("S," "W")	*Course Prefix & Number	QMB 850
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	Statistical Methods for Business
<input type="checkbox"/> New Program (Part III)	*Program Title	(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*
<i>Is this a SACS Substantive Change?</i>	Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
		Date
		1/21/2011
		2/17/11
		N/A
		N/AN/A
		N/A

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

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)	Reduce the number of prerequisites in the course.
<b>A. 2. Effective date:</b> (Example: Fall 2001)	Fall 2011
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	NA
<b>B. The justification for this action:</b>	To reduce the number of prerequisites in to the course.
<b>C. The projected cost (or savings) of this proposal is as follows:</b>	
<b>Personnel Impact:</b>	None
<b>Operating Expenses Impact:</b>	None
<b>Equipment/Physical Facility Needs:</b>	None
<b>Library Resources:</b>	None

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

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

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

**New or Revised\* Catalog Text**

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

**QMB 850 Statistical Methods for Business. (3) A.** Prerequisite: ~~QMB 200 or equivalent with a minimum grade of "B-~~  
~~or better.~~ Successful completion of any required prerequisite MBA foundation courses or departmental approval.  
This course focuses on statistical model selection, model building, forecasting, and the interpretation of statistical results for decision making. Emphasizes critical thinking and analysis 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)*
QMB	850	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	<u>QMB 200 or equivalent with a minimum grade of “B-” or better. Successful completion of any required prerequisite MBA foundation courses or departmental approval.</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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

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

**Part I**

(Check one)	Department Name	<u>Communication</u>
<input type="checkbox"/> New Course (Parts II, IV)	College	<u>Business &amp; Technology</u>
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	_____
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title ( <u>30 characters</u> )	_____
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	<u>Public Relations (B.A.)</u>
<input type="checkbox"/> New Program (Part III)		(Major <u>X</u> , Option ___; Minor ___; or Certificate ___)
<input checked="" type="checkbox"/> Program Revision (Part III)	*Provide only the information relevant to the proposal.	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	<u>12/10/2010</u>	<u>NA</u>
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	Graduate Council*	<u>NA</u>
College Curriculum Committee	<u>12/17/2010</u>	<u>2/17/11</u>
General Education Committee*	<u>1/27/11</u>	<u>3/14/11</u>
Teacher Education Committee*	<u>NA</u>	<u>4/18/11</u>
	Council on Academic Affairs	<u>NA</u>
	Approved x Disapproved	<u>2/17/11</u>
	Faculty Senate**	<u>3/14/11</u>
	Board of Regents**	<u>4/18/11</u>
	Council on Postsecondary Edu.***	<u>NA</u>

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

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

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 Revise the courses listed in the degree requirements for Public Relations majors, and incorporate two new alternative areas of emphasis: Management Public Relations and Creative Public Relations. Modify the Public Relations major by excluding Block VII (SBS) from general education and requiring selected courses from that block under "supporting course requirements." To increase free electives by 3 hours for the Public Relations major. COM 200 is required for the major and will be listed as a supporting course. Eliminate the statement "Professional Skills Seminar" from College Requirement and add "s" to Requirement.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

**B. The justification for this action:**  
 The areas of concentration address the evolving nature of the Public Relations profession and will better prepare graduates for work in the profession. These changes would restore free electives to the major. BTS 300 and 400 are no longer described as a "Professional Skills Seminar." Modifying the Public Relations major by excluding Block VII (SBS) from general education and requiring selected courses from that block (see "Supporting Course Requirements"), allows students to choose courses in that block that are relevant for the PUB 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 ~~strickthrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

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

**Public Relations (B.A.)**  
*CIP Code: 09.0902*

<b>University Requirement</b> .....	<b>1 hour</b>
BTO 100.	
<b>General Education Requirements</b> .....	<b>42 <del>39</del> hours</b>
Standard General Education program excluding block VB, <del>and</del> Block VC <u>and</u> Block VII (SBS). Refer to Section Four of this <i>Catalog</i> for details on General Education and University requirements.	
<b>College Requirements: Professional Skills Seminar</b>	
BTS 300 (CR) and BTS 400 (CR).	
<b>Supporting Course Requirements</b> .....	<b>21 hours</b>
COM 420, ECO 130 or 230 or 231, JOU 320 or PUB 320, MGT 301 or BEM 425, POL 101 and six hours from the following courses: COM 301, 309, 325, 390, 425, GCM 211, JOU 412 or PUB 412, MKT 301, PUB 385, 480, or 520.	
<b>Free Electives</b> .....	<b>18 hours</b>
<b>Major Requirements</b> .....	<b>38 hours</b>
BEM 295 (4); 375, COM 200 or 200W, 201, 405, JOU 305, 325 or TEC 313, PUB 375, 380, 470 (1) or 349 (1), 475, 490 (4), and 491 (2).	
<b>Major Requirements</b>	
<b>Public Relations Core</b> .....	<b>39 hours</b>
<u>BEM 295 (4), COM 201, 405, 420, ECO 130 or 230 or 231, JOU 305 or 305W, MKT 301, PUB 320, 375, 380, 470 (1) or 349 (1), 475, 490 (3), and 491 (1).</u>	
<b>Emphasis (Choose one)</b> .....	<b>6 hours</b>
<b>Management Public Relations Emphasis</b> .....	<b>6 hours</b>
<u>MGT 301, and one of the following courses: COM 390, 400, 415, PUB 480, or 520.</u>	
<b>Creative Public Relations Emphasis</b> .....	<b>6 hours</b>
<u>PUB 412, and one of the following courses: COM 325, 400 or PUB 385.</u>	
<b>Supporting Course Requirements</b> .....	<b>12 hours</b>
<u>COM 200 or 200W, one of the following courses: ANT 101, POL 100S, POL 101, PSY 200, 200W, or SOC 131, and six hours from the following courses: COM 325, 400, 415, 425, JOU 325, PUB 385, 480, or 520.</u>	
<b>Free Electives</b> .....	<b>23 hours</b>
<b>Total Curriculum Requirements</b> .....	<b>120 hours</b>

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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>EKU Business</u> College <u>Business &amp; Technology</u> *Course Title <u>(30 characters)</u> *Program Title <u>Master of Business Administration</u> (Major <u>X</u> , Option <u>   </u> ; Minor <u>   </u> ; or Certificate <u>   </u> )	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*	1/21/2011
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs	
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	2/17/11
General Education Committee*	N/A	Faculty Senate**	3/14/11
Teacher Education Committee*	N/A	Board of Regents**	4/18/11
		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 provisional MBA status for students not having completed all prerequisite MBA foundation courses.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

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

Because undergraduate courses from other schools are not recorded, numerous prerequisite overrides are required each semester. By identifying MBA students in the system who need to complete the prerequisite MBA foundation courses, we can prevent them from taking MBA classes and avoid the prerequisite overrides.

**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

Master of Business Administration  
CIP Code: 52.0101

p. 58-59 of 2010-2011 Graduate Catalog:

## II. ADMISSION REQUIREMENTS

Minimal requirements for clear (unrestricted) admission to the Master of Business Administration program are as follows: Applicants must (1) hold a bachelor's degree from a regionally accredited institution with a minimum overall undergraduate grade point average (UGPA) of 2.5 and (2) score no less than 410 on the Graduate Management Admission Test (GMAT). These minimal admission requirements are subject to revision by the MBA Faculty.

In addition to the above requirements, applicants must obtain a GPA of at least "B-" on the following prerequisite MBA foundation prerequisite or equivalent courses or their equivalents:

ACC 201 - Introduction to Financial Accounting

ACC 202 - Introduction to Managerial Accounting

CIS 300 - Management Information Systems

FIN 300 - Business Finance

MGT300 - Principles of Management

MKT300 - Principles of Marketing

QMB 200 - Business Statistics I

Additionally, applicants must obtain grades of at least "C-" on the following prerequisite MBA foundation prerequisite or equivalent courses or their equivalents:

ECO230 - Principles of Economics I (Microeconomics)

ECO231 - Principles of Economics II (Macroeconomics)

Applicants who have not completed these courses or applicants who have completed these courses but have not met the grade requirement, but who meet the minimum requirements stated above, could be admitted- to the MBA Program, however, the prerequisite MBA foundation The prerequisite courses must be completed prior to taking MBA core-~~or elective~~ courses.

Students with undergraduate degrees older than seven years will need to have their transcripts further evaluated in order to determine which of the above prerequisites have been satisfied.

**Expected Competencies** — Applicants are expected to have sufficient background to function effectively in graduate courses that require computer-related knowledge or skills. Proficiency in word processing, spreadsheets, database management, and computer applications as well as knowledge of differential calculus is assumed.

In addition, the assumption is made that all applicants can demonstrate proficiency in spoken and written communication. On the basis of GMAT verbal scores, interviews, TOEFL scores, samples of written work, or other appropriate indicators of speaking and writing proficiency, MBA applicants may be required as a precondition for admission to satisfactorily complete courses or tutorial experiences designed to enhance their communication skills.

**International Students** — Applications from international students are encouraged. Refer to the University admission guidelines for admitting international students.

### Application Procedures

MBA applicants must apply for admission through the Graduate School. MBA applicants are required to take the GMAT and meet all admission requirements prior to enrolling in MBA courses. Official GMAT score results from ETS must be submitted to the Graduate School. TOEFL scores are required for all international students without a recent undergraduate degree from a regionally accredited institution within the United States.

In addition to all the requirements specified by the Graduate School, applicants must submit the following items directly to the MBA Office:

1. Cover letter detailing the specific reason(s) why you are pursuing your MBA at EKU
2. Résumé
3. Three letters of reference. At a minimum, one letter of reference must comment specifically about your oral and written communication skills.

All application materials must be submitted, processed, and approved for admission by the Graduate School and the MBA Office prior to five weeks before the first day of classes of the intended enrollment. International students must check the Graduate School's deadlines.

Beyond University minimums, the MBA-AACSB Coordinator, in consultation with the MBA Admissions Committee, is responsible for administering and interpreting all admission requirements.



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

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

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

**New or Revised\* Catalog Text**

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

**MGT 821 Survey of Management. (3) II.** The functions of planning, organizing, leading and controlling the organization. Includes an introduction to concepts of organization behavior and organization theory as applied to the domestic/international business environments. Cannot be used as an MBA elective.

**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)*
MGT	821	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

**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 & Administrative Communication
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	MGT 850
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (30 characters)	Leading and Managing Organizations
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	
<input type="checkbox"/> New Program (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>	
Departmental Committee	11/5/2010—12/3/2010	Graduate Council* <span style="float: right;"><u>Date</u> 1/21/2011</span>
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved <span style="float: right;">2/17/11</span>
General Education Committee*	N/A	Faculty Senate** <span style="float: right;">N/A</span>
Teacher Education Committee*	N/A	Board of Regents** <span style="float: right;">N/A</span>
		Council on Postsecondary Edu.*** <span style="float: right;">N/A</span>

\*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 number of prerequisites in the course.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

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**B. The justification for this action:**  
 To reduce the number of prerequisites overrides to the course.

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

**Personnel Impact:**  
 None

**Operating Expenses Impact:**  
 None

**Equipment/Physical Facility Needs:**  
 None

**Library Resources:**  
 None

**Part II. Recording 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 ~~strickthrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

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

**MGT 850 Leading and Managing Organizations. (3) I.** Prerequisite: ~~MGT300 or MGT821 or equivalent with a minimum grade of "B-."~~ Admission into the MBA program and successful completion of any required prerequisite MBA foundation courses or departmental approval. Advanced study of the issues and personal skills required to effectively lead and manage individuals, teams, and the organization. Topics include acquiring, energizing, and utilizing human capital in a global, competitive environment.

**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)*
MGT	850	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	MGT300 or MGT821 or equivalent with a minimum grade of “B-.” <u>Admission into the MBA program and successful completion of any required prerequisite MBA foundation courses or departmental approval.</u>
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

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

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

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

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

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

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



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

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input checked="" type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title  *Provide only the information relevant to the proposal.	Management, Marketing & Admin. Communication Business & Technology MKT 825 Survey of Marketing  (Major ____, Option ____, Minor ____, or Certificate ____)
Proposal Approved by:		
	<u>Date</u>	
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*
<i>Is this a SACS Substantive Change?</i>	Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***
		Date
		1/21/2011
		2/17/11
		N/A
		N/A
		N/A

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

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

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Make restriction on using MKT 825 as MBA elective clear in the catalog  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2011  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) NA	
<b>B. The justification for this action:</b> MKT 825 is an equivalent to a prerequisite foundation course in the MBA program.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> None  <b>Operating Expenses Impact:</b> None  <b>Equipment/Physical Facility Needs:</b> None  <b>Library Resources:</b> None	

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

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

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

**New or Revised\* Catalog Text**

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

**MKT 825 Survey of Marketing. (3) II.** Survey of marketing concepts. Major marketing institutions, the marketing mix, and environmental forces are examined. International and societal approaches weighted significantly. Case studies and outside reading reports are used to extend and demonstrate concepts. Cannot be used as an MBA elective.

**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)*
MKT	825	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

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

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

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

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

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

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

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

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

**Part I**

<u>(Check one)</u>	Department Name	Management, Marketing & Administrative Communication
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	MKT 850
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title ( <u>30 characters</u> )	Marketing Management
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	
<input type="checkbox"/> New Program (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*	1/21/2011
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved	2/17/11
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.)  
 Reduce the number of prerequisites in the course.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

---

**B. The justification for this action:**  
 To reduce the number of prerequisites overrides to the course.

---

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

**Personnel Impact:**  
 None

**Operating Expenses Impact:**  
 None

**Equipment/Physical Facility Needs:**  
 None

**Library Resources:**  
 None

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

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

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

**New or Revised\* Catalog Text**

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

**MKT 850 Marketing Management. (3) I.** Prerequisite: ~~MKT300 or MKT825 or equivalent with a minimum grade of "B-"~~ Admission into the MBA program and successful completion of any required prerequisite MBA foundation courses or departmental approval and QMB 850. Focus on evaluation of marketing plans including current business and social trends. Oriented toward: developing an understanding of marketing problem definition and analysis; market segmentation and targeting; marketing mix strategy; primary and secondary data sources.

**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)*
MKT	850	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	MKT300 or MKT825 or equivalent with a minimum grade of “B-.” Admission into the MBA program and successful completion of any required prerequisite MBA foundation courses or departmental approval and QMB 850.
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	Management, Marketing & Administrative Communication
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input checked="" type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	MKT 852
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title ( <u>30 characters</u> )	Marketing Research and Analysis
<input type="checkbox"/> Course Dropped (Part II)	*Program Title	
<input type="checkbox"/> New Program (Part III)		(Major ____, Option ____, Minor ____, or Certificate ____)
<input type="checkbox"/> Program Revision (Part III)		
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/5/2010—12/3/2010	Graduate Council*	1/21/2011
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	12/17/2010	Approved <input checked="" type="checkbox"/> Disapproved	2/17/11
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.)  
 Reduce the number of prerequisites in the course.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2011

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

**B. The justification for this action:**  
 To reduce the number of prerequisites overrides to the course.

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

**Personnel Impact:**  
 None

**Operating Expenses Impact:**  
 None

**Equipment/Physical Facility Needs:**  
 None

**Library Resources:**  
 None

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

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

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

**New or Revised\* Catalog Text**

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

**MKT 852 Marketing Research and Analysis. (3) A.** Prerequisite: ~~MKT825-Admission into the MBA program and successful completion of any required prerequisite MBA foundation courses or departmental approval.~~ The role of research in marketing decision-making: the research process, with emphasis on collection, analysis, interpretation, and management of data as applied to solving marketing problems. Students are required to do a research project.

**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)*
MKT	852	Fall 2011	AS _____ JS _____ BT <input checked="" type="checkbox"/> 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: <u>Check all applicable</u>	<b>FOR BANNER USE ONLY</b>  Date of data entry _____  Data entry person _____	
		Thesis _____		
		Internship _____		
		Independent Study _____		
		Practicum _____		

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

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

Course Prefix and No.	
Course Prefix and No.	

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

Course Prefix and No.	MKT825 Admission into the MBA program and successful completion of any required prerequisite MBA foundation courses 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

*Serving Kentuckians Since 1906*

### Office of the Registrar

Academic Affairs and Research  
Office of the Registrar  
[Registrar@eku.edu](mailto: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

DATE: February 11, 2011

SUBJECT: Agenda Items for 2/17/11, CAA Meeting

The Office of the Registrar submits the following agenda item for the February 17, 2011, meeting of the Council on Academic Affairs:

1) Graduation Pre-Check

ACTION ITEM





## EASTERN KENTUCKY UNIVERSITY

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Phone: (859) 622-3876

TO: Council on Academic Affairs

FROM:

A handwritten signature in black ink that reads "M. Tina Davis".

M. Tina Davis  
University Registrar

DATE: February 11, 2011

SUBJECT: Agenda Items for 2/17/11, CAA Meeting

The Office of the Registrar submits the following agenda item for the February 17, 2011, meeting of the Council on Academic Affairs:

1) Graduation Pre-Check

ACTION ITEM



*FOR CONTINUED CONSIDERATION - 02/17/2011*

**Application for Graduation**

**Required Graduation Application and Pre-Check**

Each student who expects to complete requirements for a degree must submit a graduation application to their respective college by the established deadline. So that EKU degree-seeking students make effective progress toward graduation, every baccalaureate seeking student is required to apply for graduation and have a pre-graduation review appointment per a prescribed schedule. After submitting an application for graduation each student is expected to meet with a graduation specialist in the college of their major. Baccalaureate-degree seeking students are required to apply for graduation and make an appointment to have their pre-graduation review completed during the semester in which they register for their 90<sup>th</sup> hour.

When the need for a pre-graduation review is triggered, a registration hold will be placed on the student's record. This hold is to be released by the college graduation specialist – at the conclusion of the student's review appointment. Students will receive timely reminders by the University when it is time to apply for graduation and make their graduation pre-check appointment. These students may not register for any further classes until the application is submitted and their pre-graduation review has been completed.

During the pre-graduation review the college graduation specialist will determine all outstanding graduation requirements and the student's earliest possible graduation term. The planned graduation term for the student will be noted in Banner and DegreeWorks. These notations, along with instructions to the student regarding final graduation requirements, will be made on the DegreeWorks planner, and/or in the DegreeWorks advisor notes section. The college graduation specialist will then lock the student's academic plan in DegreeWorks noting, "Graduation pre-check completed and locked"; a plan duly noted should not be altered. Addendums or further instructions can be added to the student's planner, initialed, and dated.

The student is expected to follow their approved graduation path. If the student fails to meet graduation requirements or deviates from the path such that they do not complete requirements by the planned term, the student will not graduate. A new graduation review appointment will be needed, a new graduation application and fee will be required, a new plan devised, approved, and locked.

On-campus students are expected to make appointments for their graduation pre-check at their Richmond campus college office. Students in online programs, or who take classes exclusively at extended campus sites, are also expected to schedule appointments for pre-graduation reviews with their college graduation specialists; however these reviews may be conducted via online video conferencing, phone appointments, or email (at the discretion of the college specialist).

All degree and ~~u~~While University certificate seekers are not held to mandatory college level pre-graduation reviews, they are held to University graduation application deadlines. University certificate seeking students who plan to graduate in May must make apply before the end of the preceding October; those who plan to graduate in December must apply for graduation the preceding April. Students seeking both a degree and a University certificate may have both included in their pre-graduation review if they are awarded through the same college. Please refer to the Colonel's Compass for specifics regarding graduation and all other deadlines.

Graduation applications are college specific, each student should refer to the web site for the college of their major when it is time to submit their application. are available in the College dean's office or by web exclusively for the College of Business and Technology ([www.cbt.eku.edu/academicadvise/default.php#graduation](http://www.cbt.eku.edu/academicadvise/default.php#graduation)) and the College of Education ([www.eoe.eku.edu/instructions\\_candidates\\_web.php](http://www.eoe.eku.edu/instructions_candidates_web.php)). The graduation application fee is \$20 for each diploma and/or University certificate sought and is assessed to the student's EKU account upon receipt of the graduation application.

CAA Approved 2/17/11  
Pending Faculty Senate approval  
Pending Board of Regents approval

### *ACTION ITEMS – 02/17/2011*

#### **Commencement Participation**

Commencement ceremonies are conducted at the conclusion of the fall and spring semesters, prior to final grade processing. The commencement ceremony represents a celebratory gathering of all degree candidates who are expected to complete their academic requirements by the official degree-conferral date established for that semester by the University. Attendance at Commencement is optional. Participation in the Commencement ceremony does not represent confirmation of degree completion (“graduation”). After final grades are processed and reviewed, degree will be conferred. Students earning only a certificate, either university or departmental, do not receive caps and gowns and do not participate in the Commencement ceremony. For additional information regarding Commencement, please refer to the registrar’s Web site at [www.registrar.eku.edu/graduationInformation/](http://www.registrar.eku.edu/graduationInformation/).

#### **Graduation Fee**

The graduation application fee is \$20 for each undergraduate diploma and/or University certificate sought and is assessed to the student’s EKU account upon receipt of the graduation application. This graduation fee only partially offsets the cost of production and mailing of diplomas and certificates. The University absorbs cap, tassel, and gown costs for degree-earners who participate in the Commencement ceremony. Only students who are participating at Commencement receive complimentary regalia. Complimentary regalia will not be mailed to students who graduate but choose not to walk at Commencement.

#### **Degree Conferral Date**

The Board of Regents of Eastern Kentucky University has three official degree conferral dates: fall, spring, and summer. The Board of Regents approves the conferring of degrees three times per year, or “graduation” dates. These conferral dates represent confirmation that all of degree and/or university certificate requirements have been met by that date. The formal conferral date is completion and are posted to the student’s academic transcript and is the date printed on the diploma and certificate.

Below are the EKU degree/certificate conferral dates:

Fall — December 31  
Spring — May 31  
Summer — date that summer term final grades are due to the Registrar’s Office

#### **Diploma and University Certificate Production**

Diplomas and University Certificates are produced in-house and are mailed to students after confirmation of degree completion. The graduation confirmation process takes several weeks to complete. Therefore, students should expect to receive their diploma 6-9 weeks after the end of finals week.

**EASTERN KENTUCKY UNIVERSITY***Serving Kentuckians Since 1906*

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**TO:** CAA Committee Members

**FROM:** *Jaleh Rezaie*  
Jaleh Rezaie, Associate Dean  
Graduate Program and Research

**RE:** 3+2 Graduate Programs and Tuition Waiver policy

**DATE:** February 11, 2011

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Attached please find two proposals from Graduate Council:

- A 3+2 (also known as 4+1 or joint graduate/undergraduate degrees) which permits a student to receive a baccalaureate and master's degree within five years.
- Clarification to the Graduate Tuition Waiver for the Graduate Assistants.



### **Proposal for 3+2 Graduate Programs.**

A 3+2 (also know as 4+1 or joint graduate/undergraduate degrees) permits a student to receive a baccalaureate and master's degree within five years. Institutions have adopted different approaches to these programs. In its pure sense, these programs permit undergraduates in their senior year to begin taking courses at the graduate level. For financial aid and other purposes, students are still considered to be undergraduates. Students apply for, and are admitted to graduate School when they have completed the requirements for their undergraduate degrees. In some sense, individual students at ECU can already achieve this through our concurrent admission policies.

Given a baccalaureate degree with a minimum of 120 hours and a master's degree with a minimum of 30 hours, a student completing 15 hours/term can, conceivably, complete both programs within 10 academic terms (5 years). However, since the maximum number of hours at the graduate level that may be taken without special permission is 12, the ideal plan is usually unrealistic.

An alternative model adopted by many institutions is to allow a limited number of hours (usually no greater than 9) to count at both the graduate and undergraduate level. In our case, a student who could use a 500-level course for the undergraduate degree would be permitted to enroll in the 700-level course and apply this credit to both the graduate and undergraduate hours. The undergraduate program would then consist of 120 hours, with 9 hours taken at the graduate level, and the graduate program would still consist of 30 hours. However, the 9 hours common to each program would reduce the total number of hours for both degrees from 150 to 141, making completion of both degrees within a five year time frame much more achievable. (This is similar to the "dual credit" model that is used to count undergraduate coursework toward both high school and undergraduate degrees).

Again, this is fairly common practice at many institutions so there are well-documented policies and procedures for handling these types of students.

### **Process for 3+2 Graduate Programs:**

Every program at Eastern Kentucky University is eligible to propose a 3+2 version based on the 3+2 Graduate Programs criteria. The programs must submit the following admission and curriculum requirements to be approved and published in both Graduate and Undergraduate catalogs.

1. Students' qualifications above and beyond the Graduate School's requirements for the concurrent admission (see page 35 of the 2010-11 Graduate Catalog.)
2. Up to nine (9) credit hours of 700-or 800-level graduate courses that students will be able to take as undergraduate students and then be able to transfer to the graduate program. These courses must be specifically identified in the 3+2 curriculum proposal as being applicable to both the graduate and undergraduate degree programs.
3. Up to three (3) additional credit hours of graduate courses students can take as undergraduate students to transfer to the graduate program, but not count as part of the total credit hours required for the undergraduate program.
4. Any other requirements (i.e. entrance exam) these student must satisfy in order to be qualified for admission to the graduate program once they have completed all requirements for the undergraduate program.
5. Any waiver of regular requirements of clear admission to the graduate program for the students in the 3+2 program.
6. Under no circumstances will a student in a 3+2 program be allowed to register for more than 12 hours of graduate credit prior to attaining the undergraduate degree.

Application for admission to a 3+2 program should be initiated by the student during the junior year by completing an application to the Graduate School. The application must be supported by student's undergraduate advisor, the graduate program coordinator and college dean, as well as the Dean of Graduate Education and Research. The applicants will remain undergraduate students and will be charged undergraduate tuition for all courses including up to 12 credit hours of graduate courses. Once the student has completed all the requirements for the undergraduate degree and met any outstanding graduate admission requirements, he/she will be admitted to the graduate program. Upon admission, up to 12 credit hours of the graduate coursework he/she has completed as undergraduate student will be transferred to the graduate program.

The undergraduate students in a 3+2 program are eligible to apply for a Graduate Assistantship position only during their last semester as an undergraduate student. If an undergraduate student is hired in a Graduate Assistantship position, he/she will have three (3) remaining semester of eligibility for Graduate Assistantship as a graduate student (the total number of semesters any student in a graduate program is eligible for Graduate Assistantship position is four (4) semesters.)

NOTE: Federal regulations permit undergraduate students to receive financial assistance only for coursework required for their current degree program. Students who are enrolled in both undergraduate and graduate course work in the same semester may receive less financial aid than if only enrolled for undergraduate course work. Students are advised to contact EKU's Division of Student Financial Assistance to find how their financial aid amount would be adjusted for mixed enrollment.

The above note does not apply to the identified nine (9) credit hours of graduate courses that will be part of the student's undergraduate requirements. However, it would apply to any other graduate course work the student is enrolled in while he/she is an undergraduate student.

**DRAFT**

## **Partial Tuition Waivers for Graduate Assistantships**

Graduate Assistants funded through the Graduate School are eligible for a partial tuition waiver during each academic term in which they serve as a GA. Graduate assistants on full-time GA Appointments, averaging approximately 20 hours/week, are eligible for a partial tuition waiver of six graduate hours. Graduate assistants on half-time appointments, averaging 10 hours per week, are eligible for a partial tuition waiver of three graduate hours. Graduate assistants funded by grant, departmental, college or other funds, may be eligible for partial tuition waivers provided that the funding unit agrees to provide support for the tuition waivers. In these cases, the tuition waiver provided by the unit must be consistent with the guidelines for assistantships funded by the Graduate School. Tuition waivers are automatically applied to the student's account at the time the assistantship is approved by the Graduate School.

In the event that a graduate assistant resigns from the assistantship, or if the assistantship is terminated by the department, the student will be responsible for reimbursing the University for the tuition waiver. The amount of the required reimbursement will be pro-rated based on the amount of time served as determined by the Graduate School.

**Rationale:** This incorporates into Graduate School policy the actions taken by the Board of Regent to implement a partial tuition waiver for Graduate Assistants. It also describes measures to be taken in regard to the waiver in the event that a graduate assistant resigns or is terminated from an assistantship.

## 2011-2015 Reporting Unit Action Plan Components

The Reporting Unit (Department/Office) Action Plan will be generated through TracDat using the “Assessment Plan” report.

1. Reporting Unit Mission Statement
2. EKU Strategic Directions addressed in your plan (*simply link in TracDat*)
3. Planning Group (College/Division) Strategic Directions addressed in your plan (*simply link in TracDat*)
4. Reporting Unit Objectives:
  - Administrative Reporting Units\*:
    - 3-5 Planning Objectives
  - Academic Reporting Units: (Departments that award degrees, minors, and/or certificates)
    - 3-5 Planning Objectives, two of which *must* focus upon:
      - Teaching Effectiveness
      - Advising Effectiveness
    - 3-5 Student Learning Objectives (SLOs) for each academic major program, two of which *must* focus upon:
      - Critical or Creative Thinking
      - Communication Skills
      - Options: 1 unique SLO for each option (included in the 3-5 SLOs for the major program)
      - Minors: 1 SLO for each minor
      - Certificates: 1 SLO for each certificate program of fewer than 30 credits (if 30 or more credit hours, then need at least 1 additional SLO)
5. Assessment Measures & Criteria
  - Each Planning Objective requires a minimum of 1 measure per objective
  - Each Student Learning Objective requires a minimum of 2 measures per SLO (of which at least one is a direct measure)

\* Administrative Reporting Units may choose to include Planning Objectives related to Teaching and Advising Effectiveness, as well as Student Learning Objectives that are not specific to a particular degree program, if they determine that these objectives form a significant part of their departmental mission.